

**TOWN OF GANDER**  
**PUBLIC COUNCIL MEETING MINUTES**

**January 22, 2025, 4:00 P.M.**

**Council Chambers**

Council Present: Percy Farwell, Mayor  
Bettina Ford, Deputy Mayor  
Pat Woodford, Councillor  
Marcie White, Councillor  
Tara Pollett, Councillor  
Sheldon Handcock, Councillor

Staff Present: Brad Hefford, Director, Governance & Legislative Services/Town Clerk/Co-CAO (A)  
James Blackwood, Director, Planning and Public Works/Co-CAO (A)  
Alexa Oldford, Governance & Legislative Services Lead  
Kayla White, Communications, Branding & Partnership Lead  
Kelly Hiscock, Director, Corporate Services  
Jerry Knee, Director, Community Services  
Addison Quilty, Director, Public Safety & Protective Services (A)

Regrets: Wilson Hoffe, Councillor

---

**1. CALL TO ORDER**

The meeting was called to order by Percy Farwell, Mayor at 4:00 p.m.

**2. LAND ACKNOWLEDGEMENT**

**3. VISITORS/PRESENTATIONS**

Gander Lions Club – Santa Clause Parade Presentation

Councillor Pollett and Councillor Handcock recognized the winners of the 2024 Gander Lions Santa Claus Parade which took place on December 7<sup>th</sup>, 2024. The parade has grown tremendously over the years with support from our local business community and organizations. Every year more businesses, organizations and citizens are getting involved in the Christmas Parade and we are delighted to see the participation grow!

King Lion Graham Luscombe and Nancy Luscombe from the Gander Lions Club were called up

to help present the awards.

Commercial Float - Twin Ponds Wilderness Lodge (Dwayne Coates)

Non-Commercial - GC Robotics 3205 Class (Peyton Hewitt, Jaylin Harris, April Rose)

Family/Neighborhood - The Crossing Church (Kim Beers)

On behalf of the Gander Lions Club and the Town of Gander, we would like to thank everyone who participated in the parade.

Proclamation – Eating Disorders Awareness Week

Mayor Farwell proclaimed February 1-7 as Eating Disorders Awareness Week. Eating disorders are a serious mental illness with often devastating physical implications that affect many individuals and families in the province. The Eating Disorder Foundation of Newfoundland and Labrador is a leadership advocacy group dedicated to promoting awareness, treatment services and providing family support services and information about matters related to eating disorders. February 1-7, 2025, is dedicated across Newfoundland and Labrador and the entire country as a special time when many educational and awareness activities take place to help raise the level of understanding of eating disorder prevention, treatment and recovery.

**4. APPROVAL OF AGENDA**

Approval of Agenda

**Resolution No. 25-001**

**Moved by** Tara Pollett, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Approval of the Regular Meeting of Council agenda for Wednesday, January 22, 2025 with the addition of CAO Appointment under New Business.**

**Carried 6 - 0**

**5. APPROVAL OF MINUTES**

Approval of Minutes

**Resolution No. 25-002**

**Moved by** Pat Woodford, Councillor

**Seconded by** Bettina Ford, Deputy Mayor

**Approval of the Regular Meeting of Council minutes from Thursday, December 19, 2024.**

**Carried 6 - 0**

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

There was no business arising from the previous minutes.

## **7. STANDING COUNCIL BUSINESS**

### **Correspondence and Action Plans**

The Correspondence and Action Plans report was presented by Bettina Ford, Deputy Mayor.

### **Update from Municipal Assessment Agency (MAA)**

The Committee reviewed correspondence from the Municipal Assessment Agency regarding the Board of Directors meeting held on December 5, 2024, in St. John's.

### **Management Act (LEIMA) – Bill 94**

The Committee discussed the introduction of Bill 94, the Law Enforcement Identity Management Act (LEIMA), which aims to regulate the sale, distribution, fabrication, use, and possession of police articles, uniforms, vehicle markings, and equipment within the province. This legislation seeks to restrict the circulation of such items to prevent unlawful activities, thereby enhancing public safety. Exemptions are included for law enforcement agencies and the use of ceremonial uniforms. Additionally, the display of the term "police" is prohibited for non-police entities. Regulations detailing control measures for the use and possession of these items will follow.

### **Internal Operations**

The Internal Operations report was presented by Choose an item..

### **Monthly Report to Council – Planning**

The Committee was presented with the Planning Report from December 5, 2024 to January 9, 2025. During this period, the department received 9 applications, issued 5 permits, and provided 9 compliance letters.

### **Monthly Report to Council – Public Works**

The Committee reviewed the Public Works Departmental Report for the period of December 5, 2024, to January 9, 2025. During this time, the department managed three snow events, utilized eight Tonnes of recycled asphalt for repairs, completed 8,900 meters of brush cutting, and carried out 500 meters of ditching. In the Water and Sewer Division, 33 service calls were addressed, and four repairs were completed. For Infrastructure and Planning projects, the

modifications to the depot carpenter's shop to meet fire regulations are 90% complete, and painting at the depot has been successfully finalized.

### **Notable Dates – Public Works**

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 am – 8 am, **OR** at any time of day that would hinder snow removal.

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).

### **Transfer Station/Clean-up Week Dates**

The Committee reviewed the proposed 2025 Waste Transfer Station dates and discussed a recommendation to move the annual clean-up week from Fall to Spring.

#### **Resolution No. 25-003**

**Moved by** Bettina Ford, Deputy Mayor

**Seconded by** Tara Pollett, Councillor

**Resolved that the 2025 Waste Transfer Station and clean-up week schedule, as attached, be approved.**

**Carried 6 - 0**

### **Regulatory Affairs and Policy**

The Regulatory Affairs and Policy report was presented by Sheldon Handcock, Councillor.

#### **Committee Structure**

The Committee discussed the recently adopted Committee of the Whole structure, which replaces the previous standing committees. Discussions highlighted the holistic approach of the new format. Members acknowledged that as this structure introduces new processes, unanticipated complexities may arise. However, the Committee expressed a collective commitment to addressing these complexities as they occur, emphasizing confidence in the structure's capacity to enhance collaborative decision-making.

#### **Agenda Package**

The Committee discussed a revised agenda template designed to align with the newly adopted Committee of the Whole structure. The template introduces consistent core headings to replace previous committee reports, fostering an interdepartmental focus.

To support this framework, the Committee reviewed a pre-agenda submission form to standardize and simplify the submission process. Both the agenda format and submission process align with the *Towns and Local Service Districts Act*, which came into effect on January 1, 2025.

The Committee agreed to proceed with the revised agenda template and pre-agenda submission form, with flexibility for adjustments as needed.

**Resolution No. 25-004**

**Moved by** Sheldon Handcock, Councillor

**Seconded by** Marcie White, Councillor

**Resolved that the adoption of the revised agenda template and pre-agenda submission form to align with the Committee of the Whole structure, allowing for minor modifications as necessary.**

**Carried 6 - 0**

**Rules of Procedure**

The Committee discussed the adoption of a Rules of Procedure Bylaw, a requirement under the new *Towns and Local Service Districts Act*. This bylaw establishes the framework for procedural governance in municipal operations. Typically, bylaw adoption involves a first reading, second reading, and final adoption.; However, to expedite compliance with legislative requirements, the Committee has agreed to proceed with presenting the Rules of Procedure for first reading and adoption. This streamlined approach ensures the municipality meets its obligations under the new *Act*.

**Resolution No. 25-005**

**Moved by** Sheldon Handcock, Councillor

**Seconded by** Tara Pollett, Councillor

**Resolved to proceed with the first reading and adoption of the Rules of Procedure Bylaw, as required under the *Towns and Local Service Districts Act*, to ensure compliance with legislative requirements, as attached.**

**Carried 6 - 0**

**National Diabetes Donation Bin**

The Committee reviewed a request from the National Diabetes Trust to place a clothing donation bin adjacent to the Gander Co-op. The bin will be monitored weekly to ensure it remains tidy. The Gander Co-op has been contacted and has no objections or concerns

regarding the placement.

**Resolution No. 25-006**

**Moved by** Sheldon Handcock, Councillor

**Seconded by** Pat Woodford, Councillor

**Resolved that the Town of Gander approve the placement of the National Diabetes Donation Bin adjacent to the Gander Co-Op.**

**Carried 6 - 0**

**Land Amalgamation - 3 Lacey Place**

The Committee reviewed a request from the property owner at 3 Lacey Place to purchase and annex an adjacent building lot to their existing property. Once combined, the property will comply with all Town of Gander Development Regulations. It is recommended that a single service charge for water and sewer be applied to the combined property.

**Resolution No. 25-007**

**Moved by** Sheldon Handcock, Councillor

**Seconded by** Marcie White, Councillor

**Resolved to approve the request from the owner of 3 Lacey Place to purchase and annex the adjacent building lot, with a single service charge for water and sewer be applied to the combined property.**

**Carried 6 - 0**

**Tourist Accommodations Act**

The Committee was informed that, effective January 1, 2025, the Towns and Local Service Districts Act allows towns to implement a tourist accommodation tax, up to 4% of the daily rate, to support tourism development. Regulations for the tax are expected later in 2025, and town by-laws must comply with these regulations and be posted online. Up to 12% of the tax revenue may be used for collection costs, and funds must be used exclusively for tourism initiatives. By implementing this tax, towns can enhance their economic development efforts, diversify revenue streams, and strengthen their position as attractive tourism destinations. Further efforts will be initiated to determine the implementation strategy for Gander.

*Councillor Handcock left the Committee meeting due to potential conflict of interest.*

***Councillor Handcock left Council Chambers due to potential conflict of interest at 4:27 P.M.***

## **9 Wing Gander Service Agreement**

The Committee reviewed a request from 9 Wing Gander for supplementary fire protection and emergency response services. This request represents an update to the previous Service Level Agreement (SLA) between the Town of Gander and 9 Wing Gander. The revised agreement includes an annual financial provision of \$39,670.00 to be paid quarterly. The contract allows for amendments by mutual agreement at any time.

*Councillor Handcock returned to the Committee meeting.*

### **Resolution No. 25-008**

**Moved by** Tara Pollett, Councillor

**Seconded by** Bettina Ford, Deputy Mayor

**Resolved that the Town of Gander approve 9 Wing Gander Service Agreement, as attached.**

**Carried 5 - 0**

*Councillor Handcock returned to Council Chambers at 4:29 P.M.*

## **Finance**

The Finance report was presented by Pat Woodford, Councillor.

*Mayor Farwell left the Committee meeting due to potential conflict of interest.*

***Mayor Farwell left Council Chambers due to potential conflict of interest at 4:30 P.M.***

## **Canoe Procurement Program**

The Committee reviewed the requirements of the Canoe Procurement Program, which stipulates that all participants must publicly disclose their involvement. Accordingly, contact details and the participation period will be published on the Town of Gander's website.

*Mayor Farwell returned to the Committee meeting.*

### **Resolution No. 25-009**

**Moved by** Pat Woodford, Councillor

**Seconded by** Tara Pollett, Councillor

**Resolved that the Town of Gander authorize the continued use of the Canoe Procurement Program for municipal purchasing.**

**Carried 5 - 0**

***Mayor Farwell returned to Council Chambers at 4:30 P.M.***

**Central Square Quote**

The Committee reviewed the annual renewal quote from Central Square for computer maintenance services, covering the period from March 28, 2025, to March 27, 2026. The total quote amounts to \$30,657.85, HST inclusive.

**Resolution No. 25-010**

**Moved by** Pat Woodford, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Resolved that the Town of Gander approve the quote from Central Square for annual computer maintenance, in the amount of \$30,657.85, HST inclusive.**

**Carried 6 - 0**

**Tender Results Neiderman Reconfiguration**

The Committee discussed the need to renovate the Neiderman system at the Gander Fire Rescue building, which was constructed in 2010. The system, initially designed for vehicles with driver-side exhaust ports, requires reconfiguration to accommodate the new fleet, which features passenger-side exhausts. This renovation will allow vehicles to operate without exhaust system modifications, maintaining their current location and orientation within the building.

An open call for bids was issued for the supply of goods and services necessary to complete the reconfiguration. The preferred bidder was determined to be Cahill, with a bid of \$85,326.20, HST inclusive. This bid is \$22,623.24 under budget.

**Resolution No. 25-011**

**Moved by** Pat Woodford, Councillor

**Seconded by** Tara Pollett, Councillor

**Resolved that the Town of Gander award the tender for the supply of goods and services to complete the Neiderman reconfiguration at the Gander Fire Rescue building to Cahill, at a cost of \$85,326.20, HST inclusive.**

**Carried 6 - 0**

**Cal LeGrow Invoice**

The Committee reviewed the annual renewal from Cal LeGrow for insurance coverage for the period of January 1, 2025, to December 31, 2025, at a cost of \$261,235.75.



**Resolution No. 25-012**

**Moved by** Pat Woodford, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Resolved that the Town of Gander approve the invoice from Cal LeGrow in the amount of \$261,235.75.**

**Carried 6 - 0**

**Strategy, Growth, and Investments**

The Strategy, Growth, and Investments report was presented by Tara Pollett, Councillor.

***Councillor White left Council Chambers at 4:39 P.M.***

**Multi-Year Capital Works (MYCW) Re-allocation**

The Committee reviewed the proposal to reallocate funds within the MYCW funding agreement for 2023–2026. The projects to be canceled include the Outdoor Ice Rink (#17-MYCW-24-00041) and the Sport Facility Enhancement Program (#17-MYCW-24-00044). The funds from these projects will be reallocated to the Traffic Calming Project (#17-MYCW-24-00089) at the Cooper/Raynham/Briggs intersection.

***Councillor White returned to Council Chambers at 4:39 P.M., prior to voting.***

**Resolution No. 25-013**

**Moved by** Tara Pollett, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Resolved that the Town of Gander approve the cancellation of the Outdoor Ice Rink project (#17-MYCW-24-00041) and the Sport Facility Enhancement Program project (#17-MYCW-24-00044) under the MYCW funding agreement for 2023–2026 and reallocate the funds to the Traffic Calming Project (#17-MYCW-24-00089) at the Cooper/Raynham/Briggs intersection.**

**Carried 6 - 0**

**Traffic Calming Report**

The Committee reviewed Englobe's comprehensive report, which identifies an opportunity to improve safety and traffic flow at the Briggs/Raynham/Cooper intersection. The analysis concluded that the installation of a roundabout is the optimal solution to enhance traffic efficiency and significantly improve public safety for both motorists and pedestrians.

Importantly, it was confirmed that the new roundabout design will not impact the operations

of the nearby fire station, ensuring uninterrupted emergency response capabilities. The Committee views this project as a proactive step toward addressing community concerns while maintaining essential municipal services. The success of the recently installed roundabout at the Cooper/Memorial intersection has demonstrated the effectiveness of this traffic calming measure and provides familiarity for residents.

Construction of the roundabout is anticipated to begin during the upcoming construction season, reflecting the Town's commitment to effective solutions that support growth and safety. This improvement aligns with the Town's broader vision of enhancing infrastructure to meet both current and future needs.

**Resolution No. 25-014**

**Moved by** Tara Pollett, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Resolved that Council accept Englobe's recommendation to install a roundabout at the Briggs/Raynham/Cooper intersection and proceed with construction during the upcoming construction season.**

**Carried 6 - 0**

**Business Tax Agreement - York Development Inc.**

The Committee reviewed the draft agreement between the Town of Gander and York Development Inc. regarding a graduated property tax reduction for the property located at 80 Dickens Street. Under the agreement, effective January 1, 2026, to December 31, 2031, York Development Inc. will receive full property tax exemptions for 2026 and 2027. This will be followed by phased reductions: 75% in 2028, 50% in 2029, and 25% in 2030, with no exemptions starting in 2031.

York Development Inc. will remain responsible for full water and sewer taxes based on the property's assessed value throughout the agreement period. This initiative follows the framework of Policy D11 and aligns with the Town's objectives to promote economic growth, attract significant investment, and maintain financial sustainability.

**Resolution No. 25-015**

**Moved by** Tara Pollett, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Resolved the approval of the proposed agreement with York Development Inc. for 80 Dickens Street, providing full property tax exemptions for 2026 and 2027, phased reductions of 75% in 2028, 50% in 2029, and 25% in 2030, with no exemptions beginning in 2031.**

**Carried 6 - 0**

### **Housing Accelerator Fund (HAF) Incentive Program**

Councillor White and the Town Clerk declared a potential conflict of interest regarding the Housing Accelerator Fund (HAF) incentive discussion.

*Councillor White and the Town Clerk left the Committee meeting due to potential conflict of interest.*

***Councillor White and B. Hefford, Town Clerk left Council Chambers due to potential conflict of interest at 4:47 P.M.***

The Committee agreed that the incentives would be retroactive to January 1, 2025, and deliberated on whether Councillor White and the Town Clerk's involvement constituted a conflict of interest. After careful consideration, it was determined that neither Councillor White nor the Town Clerk would be in conflict, as any projects in question are not eligible.

#### **Resolution No. 25-016**

**Moved by** Tara Pollett, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Resolved that after reviewing the potential conflict of interest declared by Councillor White and the Town Clerk regarding the Housing Accelerator Fund (HAF) incentives, it is determined that neither Councillor White nor the Town Clerk is in conflict of interest.**

**Carried 5 - 0**

*Councillor White and the Town Clerk returned to the Committee meeting.*

***Councillor White and B. Hefford, Town Clerk returned to Council Chambers at 4:50 P.M.***

The Town of Gander has been awarded \$4.35 million from the Federal Government's Housing Accelerator Fund (HAF), with \$2.2 million specifically allocated for direct housing incentives. The Town's HAF Action Plan commits to providing incentives for housing development, starting with the establishment of a housing incentive package. The Town is launching a Housing Incentive Program, applicable to permits obtained after January 1, 2025.

This program will provide monetary incentives for the development of multi-unit housing, addressing the urgent need for new and diverse options amid rising costs and limited availability. In Canada, housing is considered "affordable" if it costs less than 30% of a household's before-tax income.

Affordable housing requires collaborative efforts. The Town remains committed to partnering with stakeholders to create solutions. Engaging the community in discussions, understanding

local needs, and leveraging available resources are critical steps in this process.

For more information about the Housing Incentive Program, please visit [www.gandercanada.com/buildupgander](http://www.gandercanada.com/buildupgander), email [buildupgander@gandercanada.com](mailto:buildupgander@gandercanada.com), or call 709-651-5910.

**Resolution No. 25-017**

**Moved by** Tara Pollett, Councillor

**Seconded by** Marcie White, Councillor

**Resolved the approval of the Housing Accelerator Fund (HAF) incentive program, as attached, retroactive to January 1, 2025.**

**Carried 6 - 0**

**Community Well-Being and Outreach**

The Community Well-Being and Outreach report was presented by Marcie White, Councillor.

*Councillor Woodford left the Committee meeting due to conflict of interest. This was the last discussion of the meeting held on January 8, 2025.*

***Councillor Woodford left Council Chambers due to potential conflict of interest at 4:57 P.M.***

**Special Olympics 2025 Provincial Snowshoe Competition**

The Committee reviewed a request from the Gander Wings Special Olympics Club, seeking the Town of Gander's assistance in hosting the 2025 Provincial Snowshoe Competition on February 8, 2025.

The Committee expressed its support for the event and emphasized the Town's willingness to partner with the organizers to ensure its success. While it was acknowledged that the Town may not be able to fulfill all aspects of the request, there is a commitment to provide assistance where possible. To finalize details and determine the scope of support, the Committee agreed to schedule a meeting with the Special Olympics organizing group. This collaboration will help address logistical considerations, including resource availability and contingencies, to support the event effectively.

*Councillor Woodford returned to the Committee meeting.*

***Councillor Woodford returned to Council Chambers at 4:59 P.M.***

### **Policing Services Survey**

The Committee acknowledged the opportunity to participate in the Policing Services Survey issued by the Policing Transformation Working Group (PTWG). This survey, developed to gather public input and shape the future of policing services in Newfoundland and Labrador, was open until January 17, 2025.

The Town of Gander completed the survey as part of its commitment to contributing to provincial initiatives aimed at ensuring effective and efficient policing services for residents.

### **Cancer Awareness Month**

The Committee recognized January as Firefighter Cancer Awareness Month, highlighting the risks faced by firefighters, including long-term exposure to toxic substances in addition to immediate physical dangers. In Newfoundland and Labrador, certain cancers affecting firefighters are recognized as presumptive and linked to their work duties under legislation administered by WorkplaceNL.

The Committee emphasized the importance of this month as an opportunity to reflect on these risks and to commit to fostering a culture of health and safety within fire departments. By raising awareness and implementing proactive measures, efforts can be made to reduce the impact of cancer among firefighters.

### **Dangerous Operation of ATVs**

The Committee reviewed an inquiry from a resident regarding the use of ATVs on the multi-use trail between Reichers Place and Henley Street, specifically seeking clarification on liability in the event of an accident.

The trail is designated as multi-use, where ATV usage is permitted. Liability for any incidents lies with the ATV operator. No changes to the trail's designation are recommended at this time, but municipal enforcement will monitor the situation, and a comprehensive review of town trails is planned for 2025.

### **Annual Fire School Request**

The Committee reviewed a request from the Fire Services Division (FSD) to use the Town of Gander, through Gander Fire Rescue, as the host site for the 2025 Annual Fire and Emergency Services Training School. The event is scheduled to take place from May 24 - 30, 2025 and is open to all fire services across the province. Last year's training school attracted 350 firefighters and offered 25 courses.

The Fire Services Division and the Emergency Services Division will manage the organization and logistics of the event.

The Committee expressed support for this request and recognized the value of hosting a province-wide training event that highlights Gander as a center for fire and emergency services.

### **SnowBreak 2025**

The Committee announced that the 2025 SnoBreak will take place from February 20 to 22, 2025. Community groups interested in hosting an event during SnoBreak are encouraged to contact the Department of Community Services via email at [sfrancis@gandercanada.com](mailto:sfrancis@gandercanada.com) or by phone at 709-651-5929.

Residents are encouraged to stay updated on the full event schedule by following the Recreation & Community Services Facebook page.

### **Upcoming Events**

Town of Gander Upcoming Events for January 23 to February 19, 2025:

Jan 20th - 28th: Commander Gander Winter Wordle Contest

Jan 21st: Community Wellness Event

Jan 23rd: Winter Melodies & Morsels at the Gander Airport International Lounge

Jan 24th -26th: Gander Minor Hockey Mary Brown's U13 Tournament

Feb 1st: Gander Minor Hockey Timbits Jamboree

Feb 6th & 13th: Seniors Active Wellness

Feb 7th - 9th: Gander Minor Hockey Matthew Sargent U18 Tournament

February 8th: 2025 Provincial Special Olympics Snowshoe Competition

Feb 9th: Valentine's Skate at the Steele Community Centre

Feb 10th - 14th: Valentine's Week Facebook Contest

Feb 14th - 16th: Provincial Figure Skating Competition

Feb 19th: Community Wellness Event

Feb 20th - 22nd: SnoBreak 2025

### **Gander Fire Rescue – Community Involvement**

Gander Fire Rescue's Warm the Wee Ones campaign successfully collected a total of 652 items of clothing. Gander Fire Rescue extends its gratitude to the residents of Gander for their generous support in helping make this initiative a success.

In December, Gander Fire Rescue conducted its annual Keep the Wreath Green campaign, during which a wreath with green lights was displayed at the fire department. Green bulbs were replaced with red to signify a fire incident. This year, six bulbs were changed to red, representing three residential fires, two incidents of burnt food, and one vehicle fire. Gander

Fire Rescue reminds all residents to practice fire safety year-round.

In the lead-up to Christmas Eve, the Gander Fire Rescue Elf, Ember, shared fire prevention messages across social media platforms. These posts reached a total of 71,056 people.

### **Council Engagement**

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:

December 19 – Participation in the Gander Collegiate Awards Ceremony

December 23 – Christmas Coffee Break with Walkers/Skaters

January 4 – Provided greetings at the U11 Hot Tub Pros Hockey Tournament

January 15 – Press Conference to announce the agreement with the Housing and Homelessness Hub for their New Beginnings Project, located at 59 Elizabeth Drive.

### **Airials Letter of Support**

Airials Gymnastics was identified as a key stakeholder in the Event and Active Living Centre Expansion Project. This inclusion followed several meetings with their executive team to discuss the challenges they face with their current facility, which has been purported to be inadequate in meeting the needs of both the club and broader community programming. Their designation as a key stakeholder was intended to ensure they had an active role in evaluating this significant public infrastructure project. The project aims to explore synergies, achieve efficiencies in design, and realize economies of scale to create a multi-use facility that addresses various community priorities through shared visioning.

Following their dedicated stakeholder session with Colliers, the project consultant engaged by the Town to conduct the needs analysis and initiate the design process, Airials Gymnastics formally expressed their support for the project in a letter to Council. However, they also requested that Council expand the consultant's scope of work to include an evaluation of their existing private facility.

The Town's Event and Active Living Centre Expansion Project is exploring how the community addresses multiple community needs and priorities, including the creation of a multi-use facility that serves as an event and sport tourism hub to expand Gander's position as a leader in event tourism. While Airials Gymnastics is a valued stakeholder, their request to expand the scope of the project to specifically address their existing facility's spatial needs would shift the focus away from the broader objectives of the initiative and the priorities of other stakeholders.

At this time, it is recommended to maintain the current project scope to ensure alignment with the overall vision. Should Airials Gymnastics choose not to pursue the solutions proposed

within this project, it does not preclude future consideration of upgrades to their existing facility, though such considerations would fall outside the scope of this project.

## 8. ADMINISTRATION

There were no business arising from Administration.

## 9. NEW BUSINESS

### CAO Appointment

The recruitment process for the vacant Chief Administrative Officer (CAO) position commenced in November 2024. On November 20, 2024, Council passed Motion #24-249 to formalize the CAO Hiring Committee. Tanya Tynski, Practice Leader with MC Advisory, was engaged to lead the recruitment effort for the committee. The committee's mandate was to conduct a broad, fair, and effective recruitment process aimed at attracting a strong field of candidates and recommending a preferred CAO to Council.

The recruitment effort received 268 applications from across Canada. Of these, 251 applicants were deemed not qualified, 6 were marginal, and 11 were considered qualified. A long list of 11 candidates (3 women, 8 men) was developed, representing applicants from British Columbia, Ontario, Saskatchewan, Manitoba, Alberta (2), and Newfoundland and Labrador (4). Ultimately, three candidates were selected for interviews, representing Alberta, Ontario, and Newfoundland and Labrador.

Following this extensive and rigorous process, the Hiring Committee submitted its recommendation to Council. Council has reviewed and discussed the recommended candidate and the process that led to this recommendation, including the candidate's qualifications and alignment with the Town of Gander's needs. Council has expressed confidence in both the selection process and the candidate's ability to effectively fulfill the responsibilities of the CAO role.

### Resolution No. 25-018

**Moved by** Bettina Ford, Deputy Mayor

**Seconded by** Tara Pollett, Councillor

**Resolved that that the Town Council of the Town of Gander, pursuant to Section 58(1) of the *Towns and Local Service Districts Act*, appoint Brad Hefford as the Chief Administrative Officer (CAO), effective February 3, 2025, and that Mr. Hefford be granted all relevant authority as outlined in the *Towns and Local Service Districts Act*, Town of Gander policies, and other applicable legislation.**

**Carried 6 – 0**



**10. ADJOURNMENT**

**Resolution No. 25-019**

**Moved by** Pat Woodford, Councillor

**Seconded by** Sheldon Handcock, Councillor

**Adjournment of the meeting at 5:22 P.M.**

**Carried 6 - 0**

---

**P. Farwell, Mayor**

---

**B. Hefford, Town Clerk**

## **Transfer Station/Clean-up Weeks**

### 2025 Proposed Transfer dates:

January 11, March 8, April 12, June 14, July 12, August 9, September 13, October 18, November 8, Dec 13.

### 2025 Proposed Clean-up weeks:

May 5 - 16

**Service Level Agreement**  
**For the provision of supplementary Fire Protection and Emergency response**  
**Service to 9 Wing Gander from the Town of Gander**

---

Between:

**HIS MAJESTY THE KING** in the right of Canada, represented herein by the Minister of National Defense (hereinafter referred to as “the Minister”)

OF THE FIRST PART

AND:

**TOWN COUNCIL OF THE TOWN OF GANDER** in the province of Newfoundland and Labrador (hereinafter referred to as “the Municipality”)

OF THE SECOND PART

WHEREAS the Minister operates 9 Wing Gander located within the Municipality boundary for the provision of maintenance and support to 103 SAR Squadron Hangar with aircraft, 5 Canadian Rangers Patrol Group, Canadian Coastal Radar (CCR) Complex and CFS Leitrim Detachment, Gander;

AND WHEREAS The Minister does not maintain a fire department for the protection of 9 Wing Gander;

AND WHEREAS the Municipality maintain a fire department for their protection and provides basic fire protection to 9 Wing Gander;

AND WHEREAS The Minister wishes to arrange for supplementary Fire Protection Service provided in addition to Basic Fire Protection services for 9 Wing Gander as required;

NOW THEREFORE, in consideration of the premises and of the mutual undertaking hereinafter, the PARTIES HERETO AGREE to provide to the Minister Supplementary Fire Protection Service as follows:

## 1. Definitions

In this contract, the following definitions apply:

- a. **Municipal Fire Officer** is the Senior Municipal Fire Department Official responsible to take command at fire scenes or other emergencies personally or through subordinate officers and direct Firefighters or other emergency activities;
- b. **9 Wing Chief Fire Inspector (CFI)** is the Senior Canadian Armed Forces Firefighter on the Wing.

## 2. Supplementary Fire Protection

- a. The provision of fire protection services by the municipality to be considered supplementary includes, without limiting the generality of the foregoing:
  - i. Qualifications required of the Municipality Fire Department personnel shall be maintained to ensure minimum Structural and Hazardous Material response capability to 103 SAR Squadron Hangar with aircraft, Canadian Coastal Radar (CCR) complex, 5 Canadian Rangers Patrol Group & CFS Leitrim Det. Gander and Explosive storage area (ESA). Associated apparatus and equipment should meet the requirements detailed in [Annex A](#) and the Wing Hazardous Material Inventory is provided in [Annex B](#).
  - ii. Supplementary Training associated with above risks shall be scheduled with the Municipality Fire Department as a minimum of eight (8) times a year which can break down as follow:
    - a) two (2) times with 103 SAR Squadron;
    - b) two (2) times with CCR;
    - c) two (2) times with CFS Leitrim;
    - d) one (1) times with 5 CRPG, and
    - e) one time (1) with explosive storage area (ESA).

Detailed training schedule is listed in [Annex C](#) and training subjects in [Annex D](#).

- b. The Minister will ensure the following to support the Supplementary Fire Protection provision:
  - i. Installation and maintenance of explosive and hazardous materials symbols on respective buildings;

- ii. Up to date layout of all buildings (running cards) including modifications to the structures shall be provided to the Municipal Fire Officer on a yearly basis or when significant changes occurs.
- iii. Monitoring of the 9 Wing fire alarm panels shall be done through the fire alarm receiving centre at B116 through 9 Wing Corp Commissionaires;
- iv. Key access to buildings and incident support such as traffic control and area cordon shall be provided by 9 Wing Military Police during emergencies as required.

### **3. Fire Investigation**

- a. The Minister will conduct all fire investigation on any fire involving DND or CAF public or non-public property IAW DAOD 4007-1. Specifically, all Category 1 fire investigations shall be conducted by the Canadian Forces Fire Marshal, all other fire investigations will be conducted by the 9 Wing CFI.

### **4. Specific conditions**

- a. The Municipality will not use C8 Class B foam and must only use Class B foam that comply with CEPA regulations on the Minister's Property. Safety Data Sheets (SDS) of Class B foam must be provided to the Minister upon signature.
- b. The Municipality must ensure Firewater runoff is confined or contained where practical using storm sewer drain covers, damming, diking or diversion methods. The Municipality shall advise the hiring of a vacuum truck for disposal, at the expense of the minister. Firewater refers to water that has been used in firefighting and requires disposal. In many cases it is a highly polluting material and requires special care in its disposal.

### **5. Financial provision**

- a. The Minister will pay to the Municipality for the supplementary Fire Protection Service, an amount of \$39,670.00 per annum, paid quarterly.

### **6. Amendment and Review**

- a. The amount payable is subject to review at the beginning of each five (5) year period of the term hereof. Any increase to the annual cost of Fire Services must be negotiated with the Minister and would normally be held to the Consumer Price Index;

- b. The contract may be amended by mutual agreement at any time. One year prior to the expiry date a review of the contract may be made by either party, with a view of extending the expiry date or replacing the document with one containing a new set of arrangements;

## **7. Duration and Termination**

- a. This Contract will come into effect on the 1<sup>st</sup> day of \_January 2025\_ and shall remain in effect for a five (5) year period.
- b. The Contract may be terminated at any time by either party by way of providing the other written notice naming therein a date at least six (6) months from the giving of such notice upon which this Contract is to be terminated, and on that date so named, this Contract will be at an end, but without prejudice to any right either party arising hereunder prior to termination;

## **8. Liability**

- a. The Minister shall indemnify and save harmless the Municipality, it's employees and it's Firefighters providing the Supplementary Fire Protection Service to the Minister from and against any and every claim or demand by a person not party to this agreement that is:
  - i. Based on an event occurring during the period of provision of Supplementary Fire Protection; and
  - ii. Attributable to or in any way connected with the performance by the Minister of its obligations under this agreement, provided however, that the expression "claim or demand" shall not for the purpose of this clause include an assessment by Worker's Compensation Board of the province in which this Contract is being performed;

In witness whereof this Contract, has been executed by the Wing Commander of 9 Wing Gander, on behalf of the Minister of National Defence representing His Majesty the King in right of Canada and by the Town Council of the Town of Gander, Newfoundland and Labrador.

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signed, sealed and delivered on behalf of the King in right of Canada, in presence of:

**Department of National Defence**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**R. MacLean  
Lieutenant Colonel  
Wing Commander**

Signed, sealed and delivered on behalf of the Town of Gander, in presence of:

**Town Council of the Town of Gander**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**P. Farwell  
Mayor  
Town of Gander**

\_\_\_\_\_  
**B. Hefford  
Town Clerk  
Town of Gander**

**Annex A: Minimum Required Firefighting Apparatus and Personnel qualifications.**

**Fire response**

**Supervisor x 1** – having achieved the National Fire Protection Association (NFPA) 1021 standard for fire officer level 1.

**Pumper Operator x 1** – achieved the NFPA 1001 standard for firefighter level 2, NFPA 1002 standard for fire apparatus driver/ operator.

**Firefighter x 3** - achieved the NFPA 1001 standard for firefighter level 2.

**Hazmat response**

**Hazmat Incident Commander (IC) x1** - IAW NFPA 470 required for any response deemed level 2 or above. See Annex B.

**All other responders** shall possess Hazmat Operations qualification and knowledge threshold as per NFPA 470.

**Training accreditation:** IFSAC accreditation or certified by an institution, acceptable to the Canadian Forces Fire Marshal or the Fire Commissioner of Newfoundland and Labrador.



**Annex B: Hazardous Material Inventory**

**The documents will be provided to the Municipal Fire Officer upon signature.**

### Annex C: Training Schedule

<b>Feb</b>	<b>CFS Leitrim- bldg. tour</b>
<b>Mar</b>	<b>CCR</b>
<b>Apr</b>	<b>Hangar</b>
<b>May</b>	<b>ESA</b>
<b>June</b>	<b>CFS Leitrim- drafting from fire pond</b>
<b>July</b>	<b>5 Canadian Rangers Patrol Group</b>
<b>Sept</b>	<b>CCR</b>
<b>Dec</b>	<b>Hangar</b>

#### **General notes:**

Military Police will respond to all 9 Wing emergencies in conjunction with the Municipality and will provide the following: keys and or codes for access to gates and bldgs., establish a communication means with the Incident Commander, security and cordon of emergency scene, traffic control, implement and control an access control point at request of the Incident Commander, ensure incident scene is secured once Firefighting activities have ceased and deny access to all except the RP Ops CFI or Wing Commander. Protect any evidence from spoliation or contamination until an investigation is completed by RP Ops CFI or Canadian Forces Fire Marshal.

**Hangar training nights:** RP Ops CFI shall at least one week prior to training, coordinate with 103 Squadron Operations at ext. 1344, request the presence of the Bldg. Custodian with keys to access all spaces and a Flight Engineer for helicopter familiarization.

Request a crash truck through GIAA at 256-6663 during Hangar training nights and cover how to operate hose reel/ hand lines. GIAA crash truck operators should be present for aircraft familiarization as well.

#### **CFS Leitrim training nights:**

**February:** RP Ops CFI shall at least one week prior to training, coordinate with CFS Leitrim at ext. 1319 the following: Provide a list of all of Gander Fire and Rescue personnel, vehicle license plate numbers that will be visiting and ensure all rules are followed due to the security levels of the facility. Government issued ID must be shown on site before admission to the bldg. can be granted. CFS Leitrim Staff will brief everyone on site rules such as no cell phones, key fobs etc. Such items will be left with Commissionaires before a visitor pass is issued. Fire Dept radio can be left with Commissionaires and they will advise if emergency response is required. A main gate key must be drawn from B116 prior to travelling to location.

**June:** Conduct drafting operations and relay pumping only. RP Ops CFI shall at least one week prior to training, coordinate with CFS Leitrim at ext. 1319 the following: Request authorization to access the fire pond area. Training will be conducted outside facility gate.

**CCR Tower 1 training nights:** RP Ops CFI shall at least one week prior to training, coordinate with CCR Staff at ext. 1104 the following: request facility personnel to be present with keys to access main gate and all spaces.

**ESA training night:** RP Ops CFI shall at least one week prior to training, coordinate with the WESO and MPs to be available for training and provide keys, codes and visitor passes for access to facilities.

**5 CRPG training night:** RP Ops CFI shall at least one week prior to training, coordinate with the 5 CRPG SM and MPs to be available for training and provide keys, codes and visitor passes for access to facilities.

## Annex D: Training Subjects

### **HANGAR**

#### **Aircraft familiarization**

- Hazards to include rotor blades, radar, fuel tank compartment locations, batteries, approaching the helicopter, tire blow out areas, explosive/ pyro storage, need for stabilization in certain circumstances.
- Compartment contents, cockpit instrumentation, how to operate throttles, fire suppression bottles, rotor brake and battery kill switch.
- Seat belt configuration demonstration, how to open doors, emergency windows and rear ramp operation.
- Extinguishing techniques, where to aim agent to fight engine fires.
- Identify hash mark cutting locations for extrication. Standard to all military aircraft.
- How to shut down auxiliary power unit if required when connected to helicopter in hangar.

#### **Bldg familiarization**

- Location of PIV, FDC, hydrants, FA panel & devices, sprinkler rooms explain what risers cover which spaces and types of agent in sprinklers, bray valves in floor, control panel and holding tank, standpipes foam/ water, extinguishers and roof access.
- Special processing rooms equipped with intrinsically safe equipment, ventilation and LEL monitoring life safety systems that monitor atmospheric conditions.
- How to open hangar doors electrically and manually.
- Fire separations and roll up doors.
- Location of explosives/ ammunition.

### **CCR -Tower 1**

#### **Bldg familiarization**

- Bldg. not sprinklered. Fire detectors, extinguishers and 2 x CO2 systems only.
- Main bldg. access gate control, how to lock the gate in the open position after MPs open gate.
- Location of PIV, hydrants, FA panel & devices, extinguishers, 2 x special hazard extinguishing CO2 systems, manual operation of CO2 systems, UPS room and emergency shut down for radar, SUPS room, Catwalk access, roof access, walk all other rooms and spaces, boiler room has outside access only.
- Radio wave hazards, proximity concerns and location of antennas.
- Electrocutation concerns with UPS and SUPS, always assume equipment is energized due to UPS or if Wing APU is running during power outages. Do not spray water or dry

chemical in these rooms. We have clean agent extinguishers throughout the bldg. in these areas.

- Storage of HAZMAT locations.
- Radar has an independent steel/ concrete support framework extending from the radar base to the ground passing through 3 x floors.
- No fire detection devices in the radar dome itself.
- Raised floor in training classroom/ Command Post has a tile lifter if access is required.

## **CFS Leitrim**

### **Bldg familiarization**

- Bldg. is not sprinklered, but is equipped with fire detectors, extinguishers, wet standpipes and the burn room has two x wet sprinkler heads.
- Location of PIV, FDC, fire water drafting pond hydrant only, no hydrants available on grid supply, FA panel & devices, extinguishers, roof access, walk all other rooms and spaces, boiler room has outside access only.
- Raised floors have a tile lifter available if access is required. Smoke detectors under raised floors.
- Electrocution concerns with UPS, always assume equipment is energized due to UPS or if facility APU is running during power outages. Do not spray water or dry chemical in these rooms. We have clean agent extinguishers throughout the bldg. in these areas.
- Storage of HAZMAT locations.
- Location of emergency power shut off for winter chill room.
- **Note:** only facility staff have keys for the facility due to security. MPs will contact facility staff and request their presence in event of emergency.

## **Explosive Storage Area (ESA)**

### **Power point presentation**

- A PPT on explosives types, net quantity, and response procedures will be provided by Wing Explosives Safety Officer and CFI at Gander Fire Dept. training classroom during the first hour of that training night.
- Then proceed to 9 Wing for a tour of the pre-determined Incident Command Post location and ESA compound.

### **Bldg familiarization**

- Bldgs. are not sprinklered, but are equipped with fire detectors, extinguishers and manual fire alarm pull stations. All equipment contained is intrinsically safe. There is also a surveillance camera on site that is monitored by B116 that can be utilized during incident size-up. Bldgs. are constructed of reinforced concrete with blast reduction venting chambers, covered with earth and asbestos board on interior finish.
- Location of nearest hydrant, fire alarm panel, devices, layout of bldgs., road ways, gates access and turn around points for responding apparatus.

- Area of refuge will be the All Ranks Mess at B107 if a Wing evacuation is ordered for none essential personnel. Evacuation or protect in place order will be given by the Municipal Fire Chief or Delegate. Evacuation order may also entail closing a portion of the TCH and James Blvd, in which case the RCMP or Municipal Police will be contacted to provide access control and barriers.

#### **5 Canadian Rangers Patrol Group (Old Navy Site)**

- Area is currently under construction for new building and reworking of parking area. Access to site for Gander Fire Fighting vehicles needs to be determined during visit.
- Location of PIV, hydrants, FA panel & devices & extinguishers should be established.
- Storage of vehicles on site, fuel and other hazards.



TOWN OF  
**GANDER**

## **RULES OF PROCEDURE BY-LAW**

**Effective the 22<sup>nd</sup> day of January, 2025.  
Resolution #25-xxx**



**1.0 Title**

1.1 This document shall be referred to and cited as the “*Rules of Procedure*.”

**2.0 Adoption**

2.1 Whereas Section 46 of the *Towns and Local Service Districts Act* requires that a Council shall adopt rules of procedure for its meetings; Therefore, the Town Council of the Town of Gander hereby enacts the following *Rules of Procedure*.

**3.0 Definitions**

3.1 “Town Clerk” shall mean the Town Clerk of the Town of Gander.

3.2 “Town” shall mean the Town of Gander.

3.3 “Council” shall mean the Town Council for the Town of Gander.

3.4 “The Act” shall mean the *Towns and Local Service Districts Act*.

3.5 “Presiding Officer” shall mean the Mayor or Designate.

3.6 “Motions” shall mean a proposal made during a meeting to prompt discussion and a decision, which may become a resolution if approved.

3.7 “Resolutions” shall mean a binding decision formally agreed upon by a majority vote, recorded in meeting minutes.

**4.0 Hierarchy of Authority**

4.1 These *Rules of Procedure* are secondary to the *Towns and Local Service Districts Act (TLSDA)* and all other applicable legislation, including provincial and federal laws. In the event of a conflict, the provisions of the *Act* or other higher-level legislation shall prevail.

4.2 Where these Rules of Procedure and higher-level legislation are silent or unclear, the Chairperson shall determine the appropriate course of action, ensuring alignment with the legislative framework and the intent of the Rules. In emergency situations, the Rules of Procedure may be temporarily suspended by a 2/3 vote of the Council, provided such suspension does not contravene the TLSDA or other applicable legislation.

4.3 Any policies, regulations, or bylaws approved by Council that relate to procedural matters must also align with these Rules of Procedure and the overarching legislative framework.

**5.0 Approval**

5.1 These *Rules of Procedure* shall be adopted and approved by a resolution of Council during a Public Council Meeting.

5.2 Any subsequent amendments to these Rules must also be approved by resolution of Council following the required Notice of Resolution procedure.





## **6.0 Types of Council Meetings**

### **Regular Public Meetings of Council**

**6.1** 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 resolution of Council, unless otherwise approved by Council.

**6.1.1** These meetings are open to the public and serve as the primary forum for Council to make decisions on municipal matters.

### **Special Meetings of Council**

**6.2** Special Meetings of Council may be called by the Mayor or any two Councillors by giving written notice to the Town Clerk or designate.

**6.2.1** Notice of a Special Meeting must be given at least 24 hours before the meeting time by notifying all Members of Council and the public through the Town's website and other communication channels.

**6.2.2** The notice shall include the date, time, location, and purpose of the meeting. Only the business specified in the notice shall be discussed, unless otherwise approved by a majority vote of Council.

**6.2.3** Special Meetings shall be open to the public, unless closed under Section 41 of the Act.

**6.2.4** 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.

### **Committee of the Whole Meetings**

**6.3** The Committee of the Whole shall replace all standing committees and consist of all members of Council.

**6.3.1** Committee of the Whole meetings shall be held at least once every month.

**6.3.2** The purpose of these meetings is to discuss and review matters in detail before making recommendations to the Regular Public Meeting for final decisions.

**6.3.3** Committee of the Whole Meetings are open to the public, except when the meeting or a portion of the meeting is declared closed under the provisions of Section 41 of the Towns and Local Service Districts Act.

### **Open Meetings**

**6.4** All Regular and Special Meetings of Council and Committee of the Whole Meetings shall be open to the public unless closed in accordance with Section 41 of the Towns and Local Service Districts Act.

**6.4.1** Public notice of open meetings shall be provided through the Town's website and other communication channels as approved by Council.

**6.4.2** Members of the public are encouraged to attend and observe Council proceedings. Opportunities for public input, such as delegations or presentations, shall be provided in accordance with the applicable rules outlined in this document. Unless pre-approved, members of the public may only observe and shall not participate in Council meeting proceedings. The Presiding Officer reserves the right to remove any member of the public from the meeting if they fail to comply with the established "Rules and Procedures."



- 6.5** In accordance with Section 41 of the Towns and Local Service Districts Act, meetings or parts of meetings may be closed to the public to discuss sensitive matters, including but not limited to:
- Personal, legal, financial, or proprietary information;
  - Labour relations;
  - Land acquisition or disposal negotiations;
  - Matters subject to solicitor-client privilege.
  - Decisions shall not be ratified during a Closed Meeting; matters discussed must be brought forward for ratification in a Regular Public Meeting where required.
- 6.6** Section 9 outlines further details on Open and Closed meetings.

## **7.0 Notice of Meetings**

### **Annual Meeting Schedule**

- 7.1** The schedule of all Regular, Committee of the Whole, and Special Meetings of Council for the upcoming year shall be adopted by Council prior to January 1<sup>st</sup>.
- 7.1.1** A copy of the adopted schedule shall be posted on the Town's website and distributed to relevant stakeholders for public awareness.
- 7.1.2** Meetings Scheduled on Town Observed Holidays
- 7.1.3** When a meeting date coincides with an observed holiday, the meeting shall be rescheduled to a day and time determined by Council and reflected in the annual meeting schedule.

### **Changes to Scheduled Meetings**

- 7.2** If a Regular or Special meeting of Council is cancelled, rescheduled, or if an additional meeting is requested outside the approved schedule, notice shall be provided as follows:
- **To Council:** The Clerk or designate shall notify all Councillors via email or telephone at least twenty-four (24) hours in advance, unless otherwise approved by Council.
  - **To the Public:** Details of the updated meeting shall be posted on the Town's website and shared with relevant stakeholders.
  - The failure of any Councillor to receive notice of a meeting shall not invalidate the meeting, provided that reasonable efforts were made to notify all members and a quorum is present.

## **8.0 Meeting Decorum**

### **Order and Decorum**

- 8.1** The Presiding Officer at any meeting shall preserve order during debate and ensure that all proceedings are conducted in an orderly and respectful manner.

### **Interruptions**

- 8.2** 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.



**Unacceptable Conduct of Behaviour - Councillor**

**8.3** When a Councillor during any type of Council Meeting, engages in conduct that is disruptive, disrespectful, or contrary to the *Rules of Procedure*, the Presiding Officer shall have the authority to:

- Name the offending Councillor and issue a formal warning to desist, which shall be recorded in the minutes.
- Request the offending Councillor to leave the meeting if the behaviour persists, subject to the following:
  - If the Councillor refuses to leave, the Presiding Officer may recess the meeting and call upon the Presiding Officer, Town Clerk, Municipal Enforcement Officer, or the RCMP to remove the Councillor from the premises.
  - Such action shall also be recorded in the minutes.

**Disorderly Persons**

**8.4** The Presiding Officer has the authority to expel and exclude from a meeting any Councillor, staff member, member of the public, other person who engages in improper conduct that disrupts the proceedings.

- 8.4.1** If a Councillor is expelled from a meeting, the Presiding Officer shall ensure that the reason for the expulsion is clearly recorded in the minutes.
- 8.4.2** An expelled Councillor may be permitted to resume participation in the meeting if a majority of the Councillors present vote in favor, following an apology by the Councillor to the Presiding Officer and Council.
- 8.4.3** Any member of the public or other individual in attendance may be expelled from a meeting by the Presiding Officer if their conduct is deemed disruptive or improper.
- 8.4.4** If the individual refuses to comply with the Presiding Officer's direction, the meeting may be recessed, and assistance from law enforcement (Municipal Enforcement Officer or RCMP) may be sought to restore order.
- 8.4.5** Actions taken under this section must align with the principles of open and accountable governance as outlined in the Towns and Local Service Districts Act.

**Respectful Behaviour**

**8.5** Members speaking at a Council meeting must:

- Use respectful and non-discriminatory language at all times;
- Refrain from making offensive gestures, signs, or remarks;
- Speak only on matters directly related to the topic under debate or discussion;
- Adhere to the rules of procedure as established under these *Rules of Procedure* and comply with the decisions of the Presiding Officer;
- Cease speaking immediately when called to order by the Presiding Officer, unless granted permission to explain their remarks.



**Dress Code**

- 8.6** All Councillors and Resource personnel are expected to maintain a professional appearance at Public Council Meetings.
- 8.6.1** Attire should be neat, clean, and appropriate for a professional setting, reflecting the importance of Council proceedings and fostering public confidence.
  - 8.6.2** While formal business attire is not mandatory, clothing should project professionalism and respect for the responsibilities of the role.
  - 8.6.3** Councillors and staff are encouraged to consider comfort, inclusivity, and practicality in their choice of attire, while ensuring a presentable appearance.

**Use of Cell Phones or Electronic Devices**

- 8.7** All personal cell phones and other communication devices must be silenced or turned off prior to the commencement of Council meetings to maintain focus and professionalism.
- 8.7.1** Electronic devices provided for conducting the meeting (e.g., laptops or tablets for accessing agendas) may be used, provided they are operated solely for meeting-related purposes.
  - 8.7.2** The CAO (or designate) and Town Clerk (or designate) are permitted to keep their cell phone active to respond to potential emergencies during the meeting.
  - 8.7.3** In certain circumstances, Councillors or staff may seek permission from the Presiding Officer to keep a device active for emergency purposes.

**9.0 Presiding Officer**

- 9.1** The Mayor shall preside over all meetings of Council, maintaining order, guiding discussion, and ensuring adherence to the *Rules of Procedure*.
- 9.1.1** In the absence of the Mayor, the Deputy Mayor shall preside.
  - 9.1.2** If both the Mayor and Deputy Mayor are absent, and a quorum is present, the Town Clerk shall call the meeting to order. The Councillors present shall appoint a temporary chairperson to preside over the meeting. The temporary chairperson shall exercise the powers and perform the duties of the Mayor during the meeting or until the arrival of the Mayor or Deputy Mayor.
  - 9.1.3** If the Mayor, Deputy Mayor, or any Councillor presiding over a meeting wishes to participate in the debate, they shall step down as the Presiding Officer for the duration of their participation. A temporary chairperson shall be appointed to preside while they are debating. Upon conclusion of the debate, the original Presiding Officer may resume their role.

**10.0 Quorum**

- 10.1** A quorum shall consist of a majority of the number of Councillors that may be elected or appointed to the Council under the provisions of the *Towns and Local Service Districts Act*.
- 10.2** If a quorum is not present within fifteen (15) minutes after the scheduled start time of a Regular, Special, or Committee of the Whole Meeting, the Clerk or designate shall record the names of the Councillors present and absent.



**10.2.1** The meeting shall stand adjourned until the next scheduled meeting or to a date and time decided by the Council members present, provided notice is given in accordance with the *Rules of Procedure*

**10.3** If a quorum is lost during a meeting, the Town Clerk or designate shall record the names of the Councillors present at the time quorum is lost.

**10.3.1** The meeting shall be adjourned, and any remaining business shall be carried forward to the agenda of the next meeting.

**10.3.2** All business on the agenda that is not addressed due to a lack of quorum shall be automatically added to the agenda of the next meeting.

## **11.0 Attendance**

**11.1** The Mayor, Councillors, the Chief Administrative Officer (CAO), and the Clerk (or their designate) are expected to make every reasonable effort to attend all meetings of Council.

**11.1.1** It is recognized that circumstances may occasionally prevent attendance. In such cases, members and required staff are encouraged to notify the Clerk or Presiding Officer as soon as possible to ensure proper planning for the meeting.

**11.2** Other municipal staff may attend Council meetings as requested by the Council or the Clerk, either to provide expertise on specific matters or to support meeting operations.

**11.3** Where deemed appropriate by Council, attendance may include virtual participation using technology approved by the Town, provided it adheres to the rules of procedure for remote participation.

## **12.0 Meetings Open to the Public**

**12.1** All Regular Public Meetings of Council shall be open to the public, in accordance with the *Towns and Local Service Districts Act*, to promote transparency, accountability, and public participation in municipal governance.

**12.2** A meeting or portion of a meeting may be closed to the public if it is necessary to discuss matters specified under Section 41 of the *Act*.

**12.3** Before closing a meeting or portion of a meeting, Council must pass a resolution stating:

- The general nature of the matter to be discussed; and
- The specific authority under the *Act* that permits the meeting to be closed.

**12.4** When a meeting or portion of a meeting is declared closed:

- All members of the public present shall leave the room unless their attendance is specifically requested by the Presiding Officer or Council.

**12.5** All decisions made during a closed meeting must be ratified by resolution at a subsequent public meeting to ensure transparency and accountability, unless the resolution is one permitted under Section 234(2)(b) of the *Towns and Local Service Districts Act*.

**12.6** A record of each closed meeting shall be kept, containing only:

- The type of matter discussed, as outlined in Section 9.2; and
- The date of the meeting.



### **13.0 Conflict of Interest**

#### **General Provisions**

- 13.1** A Councillor must not participate in debate, vote, or otherwise influence a matter where they have a conflict of interest, as established by the Municipal Code of Conduct Act and associated policies.
- 13.2** All policies and guidance related to the administration of the Code of Conduct shall be governed by those provisions.

### **14.0 Minutes**

#### **Responsibility for Recording Minutes**

- 14.1** Minutes of all Council meetings shall be recorded by the Town Clerk or designate, as appropriate.

#### **Contents of Minutes**

- 14.2** The minutes shall include:

- 14.2.1** A record of all members of Council present, as well as advisory and resource staff in attendance;
- 14.2.2** All motions presented to Council, including the names of those who moved and seconded each motion;
- 14.2.3** The names of all Councillors voting against or abstaining from voting on any motion;
- 14.2.4** A concise summary of comments, reports, petitions, presentations, or documents submitted to Council to provide context for decisions made.

- 14.3** Minutes should reflect what was done during the meeting, rather than verbatim accounts of what individual Councillors or staff said.

- 14.4** The inclusion of specific comments or statements shall require unanimous consent or a majority vote of Council.

#### **Distribution of Minutes**

- 14.5** Draft minutes shall be distributed to Councillors prior to the next scheduled meeting to allow for review and preparation.

#### **Public Access to Minutes**

- 14.6** Minutes of Regular and Special Meetings of Council shall be made available on the Town's website within seven (7) working days of the meeting's conclusion.

- 14.7** The minutes posted online shall include a disclaimer stating that they are not the official transcript and are subject to adoption by Council at its next meeting.

#### **Adoption of Minutes**

- 14.8** During the Public Council Meeting where the minutes are to be adopted:

- Any Councillor who objects to any portion of the minutes of the preceding meeting shall state the grounds of objection;
- If necessary, amendments to the minutes may be made by resolution of the Council;
- Once adopted, the minutes shall be deemed the official record of the meeting.





**14.9** Official minutes shall be retained in accordance with the Town's Records Retention Policy and applicable legislation.

**15.0 Agendas**

**15.1 Council and Committee of the Whole Meetings**

**Preparation of the Agenda**

- The Clerk or designate shall prepare an agenda for each meeting, listing all business to be addressed.
- For Public Council Meetings, Councillors must submit items for inclusion on the agenda to the Clerk or designate no later than 9:00 A.M. on the day preceding the meeting.
- For Committee of the Whole Meetings, agenda items must be submitted in accordance with the Council's procedural policies.

**Distribution and Posting**

- Reports from the Committee of the Whole shall be distributed to Council no later than Noon on the day preceding the Public Council Meeting where the recommendations will be addressed.
- A summary of the finalized Regular or Special meeting of Council agenda, consisting only of the items included on it (excluding attachments), shall be circulated to all members of Council and posted on the Town's website no later than noon on the day preceding the meeting, to ensure transparency and accessibility.

**Format of the Agenda**

- The agenda format for Public Council Meetings and Committee of the Whole Meetings shall be as follows unless otherwise approved by Council:

**Public Council Meeting Agenda**

1. Call to Order
2. Land Acknowledgement
3. Visitors/Presentations
4. Approval of Agenda
5. Approval of Previous Minutes
6. Business Arising from Previous Minutes
7. Standing Council Business
  - Correspondence and Action Plans
  - Internal Operations
  - Regulatory Affairs and Policy
  - Finance
  - Strategy, Growth, and Investments
  - Community Well-being and Outreach
8. Administration
9. New Business
10. Adjournment

**Committee of the Whole Meeting Agenda (Open) (Subject to Items)**

1. Call to Order
2. Presentations/Delegations
3. Approval of Agenda
4. Approval of Previous Minutes



5. Standing Council Business
  - Correspondence and Action Plans
  - Internal Operations
  - Regulatory Affairs and Policy
  - Finance
  - Strategy, Growth, and Investments
  - Community Well-being and Outreach
6. New Business
7. Adjournment

**Committee of the Whole Meeting Agenda (Closed)**

1. Call to Order
2. Presentations/Delegations
3. Approval of Agenda
4. Approval of Previous Minutes
5. Executive Privilege
6. Adjournment

**15.2 Special Meeting of Council Agenda**

A Special Council Meeting shall be called to address specific matters requiring urgent or focused attention.

- The order of business for a Special Council Meeting shall follow the items specified in the notice calling the meeting. Council shall proceed directly to the consideration of the business for which the meeting was called.
- Only the business specified in the notice shall be addressed during the meeting.
- Additional items may be considered only if approved by unanimous consent or by a majority vote of Councillors present.

**16.0 New Business**

**Public Council Meetings**

**16.1** The New Business portion of the Public Council Meeting is intended for brief updates, informational items, and general announcements. Examples include:

- Sharing information or updates from attendance at previous events;
- Providing notice of upcoming events;
- Offering congratulatory remarks or acknowledgments.

**16.2** Substantive items or matters requiring decisions of Council shall not be introduced under New Business unless approved by unanimous consent.

**16.2.1** Each Councillor shall be limited to a maximum of two (2) minutes to present their New Business, unless otherwise extended by unanimous consent.

**16.2.2** Councillors are encouraged to focus on concise and relevant updates to ensure the efficient use of meeting time.

**16.2.3** The Presiding Officer may guide the discussion to ensure adherence to the time limits and procedural rules.





**Committee of the Whole Meetings**

**16.3** The New Business portion of the Committee Meeting is intended to:

- Allow Councillors to share updates, raise concerns, or seek clarification on issues related to Council's operations; and
- Provide an opportunity for preliminary discussion on matters within the Committee's mandate.

**16.4** New business items related to the Committee's mandate shall be raised for informational purposes only.

**16.4.1** Substantive items requiring decisions, research, or additional information shall be referred to the next Committee Meeting or the appropriate administrative department for further consideration and recommendations.

**16.5** While there are no specific time limits for new business discussions during Committee Meetings, Councillors are encouraged to focus on concise and relevant updates to ensure efficient meeting management.

**16.6** All new business items raised during a Committee Meeting shall require consensus of Council or majority vote and be documented in the meeting minutes, including any decisions to refer items for further research or action.

**16.7** The Presiding Officer or Town Clerk shall ensure that referred items are included on the agenda for the appropriate future meeting or forwarded to the relevant administrative department for follow-up.

**16.8** New business discussions and decisions at Committee Meetings shall adhere to the procedural rules established under Section 46 of the *Towns and Local Service Districts Act*, ensuring transparency, accountability, and alignment with the Committee's mandate.

**17.0 Notice of Motion**

**17.1** A Notice of Motion, in writing, must be tabled at a Regular Public Council Meeting prior to the introduction or amendment of any By-Law.

**18.0 By-Laws**

**18.1** All by-laws, including amendments, must be prepared in written form and circulated to Councillors before being introduced for consideration by Council.

**18.2** A by-law must receive two readings before being adopted by Council, unless Council, by a majority vote, approves its adoption without a second reading.

**18.3** A by-law shall take effect upon adoption unless a specific effective date is included in the by-law.

**18.4** Where the approval of a Minister or Lieutenant Governor is explicitly required by statute, such approval must be obtained before the by-law takes effect.

**18.5** Once adopted, certified copies of by-laws shall be made available for public viewing and posted on the Town's website, in accordance with the requirements of the *Act*.



## 19.0 Regulations

- 19.1 Any regulations established under the authority of the previous *Municipalities Act* shall now be deemed as by-laws and will require approval by the Town Council through the prescribed legislative process.
- 19.2 For regulations established under the authority of other legislation, these shall remain as regulations, and the current process for their adoption and amendment will remain unchanged unless otherwise stipulated by the applicable legislation.
- 19.3 All regulations, including amendments, must be prepared in written form and circulated to Councillors before being introduced for consideration by Council.
- 19.4 All regulations must receive two readings before being adopted by Council, unless Council, by a majority vote, approves its adoption without a second reading.
- 19.5 A regulation takes effect at the time of adoption unless otherwise specified by Council.
- 19.6 If approval of a Minister or Lieutenant Governor is required, such approval must be obtained after the regulation, including amendments, has been given second reading and before it is adopted.
- 19.7 The Mayor, Deputy Mayor, or the presiding Council member at the meeting at which the regulation is adopted, along with the Town Clerk, must sign the regulation.
- 19.8 After signing, the Town Clerk must place the regulation in the Town's records for safekeeping and ensure a copy is posted to the Town's website.

## 20.0 Motions and Resolutions

- 20.1 A motion is a formal proposal made by a Councillor during a meeting, requesting that Council take specific action or make a decision. Before any subject can be debated or decided upon, it must be introduced in the form of a motion.
- 20.2 Upon a motion being carried, it becomes a resolution.
- 20.3 All motions and resolutions, including the names of the mover and seconder, as well as the outcome of the vote, shall be recorded in the meeting minutes.
  - 20.3.1 All motions shall be decided by a majority vote of the Councillors present unless a two-thirds vote is required by law or procedure.
- 20.4 Privileged motions take precedence over all other motions due to their urgent nature.
- 20.5 Incidental motions take precedence over pending motions when related to procedural concerns.
- 20.6 Once a motion is seconded, it is open for debate unless it is a privileged or incidental resolution, which may be decided without debate.
- 20.7 A motion may be debated and voted on only if it is:
  - First proposed by one Councillor (moved); and
  - Then supported by another Councillor (seconded).
- 20.8 The Presiding Officer may call for a vote on the motion after all Councillors have had an opportunity to speak, in accordance with the Rules of Procedure.



**Five (5) classes of motions and resolutions**

**20.9 Main Motions**

- 20.9.1** A main motion is a formal proposal that introduces new business or requests Council to take a specific action. It is the lowest-ranking motion and may only be made when no other motion is pending.
- 20.9.2** A main motion or resolution must be:
- In writing, wherever possible;
  - Concise, unambiguous, and complete;
  - Stated or read aloud by the mover, who may make introductory remarks to explain the purpose of the resolution.
  - Once duly moved and seconded, the resolution shall be restated by the Presiding Officer and opened for consideration and discussion.
- 20.9.3** All Councillors are entitled to participate in the discussion of a main motion, in accordance with the Rules of Procedure.
- 20.9.4** Discussion must remain focused on the subject of the motion to ensure efficient deliberations.
- 20.9.5** Main motions should be stated in a positive form wherever possible, so that a "yes" vote means approval and a "no" vote means rejection.
- 20.9.6** Exceptions, such as motions to deny a development application, must be carefully worded to avoid confusion.
- 20.9.7** A main motion is adopted when it receives a majority vote of the Councillors present unless a higher threshold is required by law or procedural rules.
- 20.9.8** The full text of every main resolution, including the names of the mover and seconder, as well as the outcome of the vote, shall be recorded in the minutes.

**20.10 Subsidiary Motion**

- 20.10.1** Assists in modifying, amending, or disposing of a main motion. These motions take precedence over the main motion and are listed below in order of rank:

**Lay on the Table**

Purpose: To temporarily set aside the pending business without setting a specific time for resuming its consideration. This motion is not intended to permanently delay or avoid the business at hand.

Examples:

- To address an urgent matter requiring immediate attention.
- To accommodate a member of the public with a vested interest in a matter later on the agenda.



**Previous Question (Call the Question)**

Purpose: To close debate and move directly to a vote on the pending motion.

Requirements:

- A Councillor must be recognized by the Presiding Officer to make this motion.
- A seconder is required unless unanimous consent is provided.
- A two-thirds vote is necessary to adopt this motion, as it limits the rights of debate.

**Limit or Extend the Limits of Debate**

Purpose: To adjust the time allocated for discussion or the number of times a Councillor may speak on a motion.

Examples:

- Limit debate if it is consuming excessive time.
- Extend debate to allow thorough discussion.

Requirements:

- A two-thirds vote is required unless unanimous consent is provided.

**Postpone to a Certain Time (or Definitely)**

Purpose: To delay a final vote on a motion until a specified later time or meeting.

If postponed to the next meeting, the motion will automatically be included on the agenda.

**Commit or Refer**

Purpose: To send a motion to a committee or staff for further review and recommendations. This is the only method to temporarily dispose of a motion beyond the next regular meeting.

Procedure: Council should specify deadlines for the committee or staff to ensure timely handling of the matter.

**Friendly Amendment**

Purpose: To allow minor changes to a motion before it is formally stated by the Presiding Officer.

Procedure: Before the Presiding Officer states the motion, the mover may accept suggested changes without consulting the seconder. After the Presiding Officer states the motion, any proposed changes must be treated as formal amendments, requiring debate and a vote unless unanimous consent is provided.

**Amend**

Purpose: To modify the wording of a motion to make it more suitable.

Amendments must relate directly to the main motion (germane) and may be proposed in one of three ways:

- Add words within or at the end of the motion;
- Remove specific words or paragraphs; or
- Replace specific text or substitute an entire paragraph.



Voting Procedure: Amendments are voted on in reverse order:

- Secondary amendments are voted on first.
- Primary amendments are voted on next.
- The main motion (as amended, if applicable) is voted on last.
- If there is general agreement, amendments may be approved without a formal vote.

**Postpone Indefinitely**

Purpose: To dispose of a motion without directly voting on it.

This motion is commonly used to avoid voting on an embarrassing or controversial main motion. It prevents the motion from being reconsidered during the same meeting.

**20.11 Privileged Motion**

**20.11.1** Privileged motions do not relate to the pending business but address urgent matters of immediate importance, such as meeting continuation, comfort, or adherence to the agenda. These motions take precedence over all subsidiary motion and are ranked above them.

**20.11.2** Privileged motions are generally not debatable when a main or subsidiary resolution is under consideration.

**20.11.3 Fix the Time to Which to Adjourn**

Purpose: To set the date, time, and place for an adjourned meeting to continue the current session.

Requirements:

- Requires a seconder.
- Adopted by majority vote.

Adoption of this resolution does not adjourn the current meeting but establishes when it will resume.

**20.11.4 Adjourn**

Purpose: To close the meeting entirely, regardless of whether the agenda or order of business has been completed.

Requirements:

- Requires a seconder.
- Adopted by majority vote.
- Always in order except when:
  - i.) A Councillor is addressing the Presiding Officer.
  - ii.) A vote is being taken, or it has been decided that the previous question shall be taken.

Uncompleted business is listed as unfinished business at the next meeting.

This resolution cannot be amended or debated.

A second resolution to adjourn cannot be made until intermediate proceedings have occurred.



**20.11.5 Recess**

Purpose: To take a short intermission in the meeting without adjourning it.

Requirements:

- Requires a seconder.
- Amendable regarding the length of the recess or the time to reconvene.
- Adopted by majority vote unless unanimous consent is provided.

**20.11.6 Raise a Question of Privilege**

Purpose: To address immediate concerns affecting the rights, comfort, or ability of Councillors to participate in the meeting.

Examples:

- Excessive noise, inadequate lighting, uncomfortable temperature.
- Difficulty hearing or accessing necessary reports or visuals.

Procedure:

- Does not require recognition by the Presiding Officer.
- The Presiding Officer takes appropriate action without a Council vote.

**20.11.7 Call for the Orders of the Day**

Purpose: To request that the Council follow the adopted agenda or order of business.

Procedure:

- A Councillor may interrupt business to raise this resolution if the wrong item is announced or if the agenda is not being followed.
- If a resolution is pending, the Councillor must wait until the resolution is resolved.

The agenda must be followed unless Council votes by a two-thirds majority not to proceed or provides unanimous consent to deviate.

**20.12 Incidental Resolution**

**20.12.1** Incidental motions relate directly to the pending question or the conduct of the meeting and must be decided immediately before other business proceeds. These motions do not have a specific rank but are addressed in the order they arise.

**20.12.2 Point of Order**

Purpose: To address a perceived breach of the rules.

Procedure:

- A Councillor must raise a point of order at the time of the infraction unless the breach is of a continuing nature.
- The Presiding Officer rules on the question without requiring a seconder or a vote.



**20.12.3 Appeal**

Purpose: To challenge a ruling made by the Presiding Officer.

Procedure:

- Must be seconded.
- The Presiding Officer speaks first to explain the ruling.
- Each Councillor may speak once.
- The Presiding Officer may close with a final explanation.

Voting Rules:

- Specifies that the vote is on the Presiding Officer's decision, not the appeal itself.
- Maintains the principle that a majority or tie vote sustains the ruling, aligning with established parliamentary practices.

**20.12.4 Suspend the Rules**

Purpose: To temporarily set aside procedural rules for a specific purpose.

Restrictions:

- By-laws, statutory law, or fundamental parliamentary rules cannot be suspended.
- The rule is suspended only for the current meeting.

Vote: A two-thirds vote or unanimous consent, depending on the type of rule.

**20.12.5 Objection to the Consideration of a Question**

Purpose: To prevent consideration of an original main resolution that could harm Council's reputation or effectiveness.

Procedure:

- Must be raised before any debate or subsidiary resolution is introduced.
- Requires a two-thirds vote to dismiss the resolution.

**20.12.6 Division of a Question**

Purpose: To separate a resolution into parts that can be debated and voted on individually.

Procedure: Requires a resolution and a majority vote to divide the question.

**20.12.7 Consideration by Paragraph or Seriatim**

Purpose: To allow detailed consideration of a lengthy resolution or document by individual sections.

Procedure: Each section is debated and amended separately, followed by a vote on the entire document.





**20.12.8 Division of the Assembly**

Purpose: To verify the result of a voice vote through a more accurate method, such as roll call, where each Councillor is named, and their vote is announced and recorded.

Procedure:

- May be called by any Councillor without a seconder.
- The vote is retaken and recorded.

**20.12.9 Request to be Excused from a Duty**

Purpose: To relieve a Councillor of an obligation imposed by virtue of their office or appointment.

Procedure: Requires a resolution and a majority vote for approval.

**20.12.10 Parliamentary Inquiry**

Purpose: To request guidance from the Presiding Officer on procedural matters.

Procedure:

- Does not require a seconder or vote.
- The Presiding Officer provides an answer to the Councillor's question.

**20.12.11 Point of Information**

Purpose: To request factual clarification on the pending business.

Procedure: The Presiding Officer may provide an answer or refer the question to another Councillor or staff member.

**20.12.12 Withdraw or Modify a Resolution**

Purpose: To allow the mover of a resolution to withdraw or make changes to it after it has been stated by the Presiding Officer.

Procedure: Requires unanimous consent or a majority vote to approve the request.

**20.12.13 Request to Read Papers**

Purpose: To seek permission to read from documents such as papers, books, or reports during the meeting.

Procedure: Requires unanimous consent.

**20.12.14 Request for Any Other Privilege**

Purpose: To request privileges not covered by other incidental motion, such as making a presentation when no resolution is pending.

Procedure: Usually granted by unanimous consent.

**20.13 Motion that Brings a Question Again Before the Council**

**20.13.1** These motions allow Council to revisit business that has already been adopted or acted upon. They are used to either bring back or modify a previously decided matter. There is no ranking among these motions, and they are presented in the order listed below.





**20.13.2 Take from the Table**

Purpose: To bring back a resolution that was previously laid on the table for further consideration.

Procedure:

- May be moved at the same or next meeting after the resolution was laid on the table.
- Requires a majority vote to take the resolution from the table.
- If not taken from the table by the end of the next regular meeting, the resolution is considered withdrawn and no longer under consideration.

Resumes consideration at the exact point where the resolution was laid on the table.

**20.13.3 Rescind or Amend Something Previously Adopted**

Purpose: To entirely repeal a previously adopted resolution, section, paragraph, or rule; or to change or modify a previously adopted decision.

Requirements for Approval:

- A two-thirds vote; or
- A majority vote if notice of intent to rescind or amend was given at the previous meeting or included in the meeting notice.

Cannot be applied to actions that have already been carried out and cannot be undone.

**20.13.4 Discharge of Committees (Special/Ad Hoc/Task Force/Advisory)**

Purpose: To remove an item of business from a committee and bring it back to Council for consideration or to terminate a committee's work on the matter.

This applies primarily to Special Committees, Advisory Committees, Task Forces, or Ad Hoc Committees, as the Committee of the Whole structure assumes the responsibilities previously managed by Standing Committees.

These temporary or task-specific committees may be discharged once their assigned purpose or task has been completed; or Council determines their continued existence is no longer necessary.

The Committee of the Whole is not discharged, as it operates as the primary decision-making forum for Council deliberations and recommendations.

Requirements for Approval:

- A two-thirds vote or a majority vote with prior notice is required to discharge a Special, Advisory, Task Force, or Ad Hoc Committee.
- If the committee fails to report within the prescribed time or if Council is considering a partial report, only a majority vote is required discharge the committee.

The business referred to the committee is brought back to Council (via the Committee of the Whole) for direct consideration or dropped altogether.

Discharge of Special Committees, Advisory Committees, Task Forces, or Ad Hoc Committees signals the end of their existence unless Council assigns them additional tasks.



**20.13.5 Reconsideration During a Council Meeting**

Purpose: To revisit a decision made earlier in the same meeting when a Councillor who voted on the prevailing side has changed their mind.

Procedure:

- Only a Councillor who voted on the prevailing side (yes for adopted resolutions, no for lost motions) may move to reconsider.
- Requires a majority vote to pass.

The original resolution is brought back before Council as if it had not been voted on, resuming consideration at the point just before the initial vote.

**20.13.6 Reconsideration After a Council Meeting**

Purpose: To revisit a decision made at a previous meeting, provided notice of reconsideration is given.

Procedure:

- Notice must be given by a Councillor who voted on the prevailing side of the original resolution.
- A majority vote of Councillors present and voting is required to carry the resolution to reconsider.
- Once carried, the main question is debated as if it were an original resolution.

A resolution cannot be reconsidered more than once.

A resolution of indefinite postponement cannot be reconsidered.

**20.14 Motions During Debate**

**20.14.1** When a question is under debate, the following motions may be made without requiring prior written notice. These motions are considered procedural tools to manage the debate and decision-making process:

- To Extend the Time of the Meeting
- To Refer or Commit a Matter
- To Amend a Motion
- To Lay a Motion on the Table
- To Postpone a Motion Indefinitely
- To Move the Previous Question

**20.14.2** Every motion must be seconded before it can be debated or voted on.

**20.14.3** Motions listed above take precedence based on their rank in parliamentary procedure and must be resolved before returning to the main question.



**20.15 Withdrawal of a Motion**

**20.15.1** A motion that has been moved and seconded may only be withdrawn with the unanimous consent of the Councillors in attendance. This withdrawal is permitted only before any decision has been taken on the motion or an amendment to the motion has been made. This ensures that all Councillors have equal opportunities to consider and debate motions before they are formally removed from discussion.

**20.16 Addressing the Motion**

**20.16.1** Councillors and staff, where appropriate, shall address the Presiding Officer respectfully by referring to them as “Your Worship,” “Mr. Mayor,” or “Madam Mayor.” Speakers must wait to be recognized by the Presiding Officer before speaking and must direct their remarks to the specific matter under consideration. Councillors may not speak against a motion they have moved; however, they retain the right to vote against it if they so choose.

**20.17 Entitlement to Speak**

**20.17.1** If two or more Councillors wish to speak at the same time, the Presiding Officer shall decide which Councillor is entitled to speak. This ensures fairness and order in debate, preventing interruptions and ensuring all voices are heard appropriately.

**20.18 Order During Consideration of Motion**

**20.18.1** During the consideration of a motion, Councillors shall maintain decorum. No Councillor may walk across the Council Chambers, engage in private conversations, or create disturbances while another Councillor is speaking or while a vote is being taken. Interruptions are only allowed to raise a point of order, seek clarification, or ask a question. These rules support a respectful and orderly meeting environment.

**20.19 Debate Procedure and Length of Debate**

**20.19.1** Debate on motions shall focus strictly on the question at hand, avoiding personal remarks. No Councillor may speak for longer than five minutes at one time or more than once on any motion or amendment unless permitted by the Council. Exceptions include clarifications of misunderstood remarks, which must not introduce new matters. The mover of a motion is allowed to speak twice: once to introduce the motion and once to close the debate. Debate concludes following the mover's second contribution to the discussion.

**20.20 Rereading of a Motion**

**20.20.1** During debate, any Councillor may request that the question or motion under discussion be reread for clarification or information. This request may be made at any time during the debate but must not interrupt a Councillor who is currently speaking. The rereading of the motion ensures that all Councillors remain fully informed and focused on the matter under discussion.

**21.0 Voting**

**21.1** All decisions of Council shall be made by a majority vote of the Councillors present at the meeting, including the Presiding Officer, unless otherwise specified under the *Act* or these Rules of Procedure.

**21.2** A Councillor shall not abstain from voting on a motion or resolution unless:

- They are required to abstain due to a conflict of interest, as defined under applicable legislation, or;



- They have been granted permission to abstain by a majority vote of the other Councillors in attendance at the meeting.

**21.3** If a Councillor abstains from voting, a decision on the motion or resolution can only be made if the number of Councillors voting in favour meets or exceeds the majority of those present at the meeting.

**21.4** Each member of Council, including the Mayor, is entitled to one vote on any question.

**21.5** The Presiding Officer shall restate the motion or resolution before calling for the vote to ensure clarity and understanding.

**21.6 Recorded Vote**

**21.6.1** Whenever a decision of Council is taken, each Councillor, including the Mayor, who is present and voting shall indicate their vote openly and individually by a show of hands. The Clerk or designate shall record the names of Councillors voting against the motion, those abstaining, and those voting in favour.

**21.6.2** Councillors who remain silent during the vote shall be deemed to agree with the decision made by those who vote and will be recorded as voting with the prevailing side, as declared by the Presiding Officer when announcing whether the motion is carried or defeated.

**21.7 No Secret Ballot**

**21.7.1** Votes in Council shall not be conducted by ballot or any other method of secret voting. The sole exception is the election of the Deputy Mayor, which may be conducted by secret ballot if there is more than one nomination for the position. Such a vote shall be administered by the Clerk or designate to ensure impartiality and fairness.

**21.8 Tie Vote**

**21.8.1** In the event of a tie vote on a motion or resolution, the motion or resolution shall be considered defeated. A tie indicates that the required majority for adoption has not been achieved, and no further action will be taken on the matter unless reintroduced at a subsequent meeting in accordance with the rules of procedure.

**22.0 Committees**

**22.1 Authority to Form Committees**

**22.1.1** The Mayor may appoint committees as necessary to support Council's work. The Mayor shall be an ex-officio member of all committees. Committees are established to address specific tasks or issues and ensure focused deliberation outside of regular Council meetings.

**22.2 Committee of the Whole**

**22.2.1** Committee of the Whole shall replace Standing Committees as the primary forum for Council's deliberations.

**22.2.2** Committee of the Whole is comprised of all members of Council, including the Mayor, and is chaired by the Mayor or the Deputy Mayor in the Mayor's absence.

**22.2.3** Matters previously addressed by Standing Committees will now be deliberated in the Committee of the Whole, with recommendations made to the Public Council Meeting for final approval.



**22.3 Special Committees**

**22.3.1** Special Committees may be established to address specific matters or projects and consist of at least three Councillors, along with other members as appointed by the Mayor and ratified by Council.

**22.3.2** These committees exist only until their assigned task or purpose is completed.

**22.3.3** Special Committees report directly to the Committee of the Whole or Council, as appropriate.

**22.4 Advisory Committees and Task Forces**

**22.4.1** Advisory Committees and Task Forces may be formed to provide non-binding advice to Council or the Committee of the Whole on specific topics or initiatives.

**22.4.2** Advisory Committees are composed primarily of citizens and should reflect the diversity and interests of the community.

**22.4.3** Task Forces are established for specific, short-term objectives and are disbanded upon completing their work.

**22.5 Representation on External Committees**

**22.5.1** The Mayor may appoint Councillors to external committees or organizations where Council representation is required. Such appointments must be ratified at the first Public Council Meeting following a general election and reviewed as necessary.

**22.6 Quorum for Committees**

**22.6.1** Quorum for the Committee of the Whole shall consist of a majority of its members, which includes all seven members of Council. Without a quorum, no official business may be conducted.

**22.6.2** For any Special Committee where members of Council have been appointed, quorum shall consist of a majority of the appointed members. In the absence of quorum, no official business may be conducted.

**22.7 Committee Leadership**

**22.7.1** The Mayor shall appoint a Chairperson for each Special Committee. The Chairperson is responsible for leading the committee's meetings and ensuring its mandate is fulfilled.

**22.7.2** Task Forces and Advisory Committees shall operate collaboratively without a designated Chairperson, with members working collectively to address their objectives and report back to Council as required.

**22.8 Committee Resources**

**22.8.1** Staff may be assigned as advisory and resource to committees to provide administrative support, facilitate communication, and prepare reports for Council consideration.

**22.9 Committee Minutes and Reports**

**22.9.1** Minutes of all Committee of the Whole and Special Committee meetings must be prepared by the assigned resource staff or Town Clerk within 48 hours of the meeting and provided to Councillors at least 24 hours before the Public Council Meeting.



**22.9.2** The Clerk or a designated staff member shall prepare reports summarizing discussions and recommendations from the Committee of the Whole. These reports will highlight matters requiring Council action or updates for public record and will be submitted to the Public Council Meeting for review and decision.

**22.9.3** Minutes and reports shall comply with the TLSDA's requirements for transparency and public accessibility, except where confidentiality provisions apply.

## **22.10 Conduct of Business in Committees**

**22.10.1** The Committee of the Whole serves as the primary forum for Council discussions. The following rules and procedures govern its proceedings:

- The Mayor presides over Committee of the Whole meetings. In their absence, the Deputy Mayor shall chair the meeting. If both are unavailable, Council will appoint a temporary chairperson.
- All Councillors may speak freely without limits to the number of times, encouraging open deliberation. However, comments must remain focused on the subject under discussion.
- Decisions made during Committee of the Whole meetings are intended to reach a consensus among members. No binding votes are taken at this stage.
- Committee of the Whole meetings shall be open to the public in accordance with Section 46 of the *Act*, except where matters are being discussed in a closed session under Section 41 of the *Act*.
- Outcomes or positions formed during the Committee of the Whole are summarized and brought forward to a Public Council Meeting for formal consideration and ratification.
- Resource staff or department representatives may be present to provide expertise and assist in discussions as required.
- No formal action or execution of decisions arising from the Committee of the Whole discussions occurs without ratification at a subsequent Public Council Meeting. Exceptions may be made in exigent circumstances, subject to unanimous agreement by the Committee and subsequent reporting to Council.

## **23.0 Delegations**

### **23.1 Requests to Appear**

**23.1.1** Requests to appear as a delegation before the Committee of the Whole or a Public Council Meeting must be submitted to the Town Clerk or designated Resource Person at least one week prior to the preferred meeting date.

**23.1.2** Requests must be submitted in writing and include the subject matter, the name(s) of the spokesperson(s), and any attachments relevant to the presentation.

### **23.2 Restrictions on Delegations**

**23.2.1** Delegations will not be permitted to address the following matters:

- Official Community Plan by-laws or Zoning by-laws, including amendments, that have received first reading but have not yet been adopted, defeated, or abandoned;





- Matters on which the Town has initiated prosecution and where judgment has not been rendered;
- Promotion of commercial products or services unrelated to Town business;
- Publicly tendered contracts or proposal calls, during the period between authorization and award by Council or staff.

### **23.3 Approval Process**

**23.3.1** The Town Clerk or Resource Person may refuse to place a delegation on the agenda if the matter does not fall within Council's jurisdiction.

**23.3.2** Delegations may appeal such decisions by requesting Council's review. Council will consider the appeal, and materials may be distributed under separate cover for Council's decision.

**23.3.3** If approved, the Town Clerk or Resource Person will confirm attendance or propose alternative arrangements with the delegation.

### **23.4 Limits on Delegations**

**23.4.1** Only one delegation will be permitted per Council or Committee meeting, unless otherwise approved.

**23.4.2** Delegations wishing to appear at consecutive meetings will only be considered if no other delegations are scheduled for the later meeting, unless otherwise approved.

### **23.5 Rules for Delegations**

**23.5.1** Presentations are limited to a maximum of 15 minutes, excluding questions from Council, unless extended by Council.

**23.5.2** Delegations intending to use audio or audio-visual equipment must notify the Town Clerk or Resource Person in advance. The Town will assist with the setup of available equipment. If additional equipment is required beyond what the Town can provide, the delegation must supply their own.

**23.5.3** Delegations must not communicate disrespectfully about any person, either verbally or otherwise. If, in the opinion of the Chair, the delegation is being disrespectful, the Chair may request the withdrawal of offensive remarks or actions.

**23.5.4** If a delegation refuses to withdraw offensive remarks, refuses to follow the rules, or disobeys instructions from the Chair, the Chair may terminate the presentation and direct the delegation to leave the meeting.

**23.5.5** Where a delegation refuses to leave, the Chair may order their expulsion and exclusion from the meeting.

**23.5.6** If an offending delegation apologizes, Council may permit the delegation to continue their presentation.



**24.0 Electronic Recording Restrictions**

**24.1** Members of the public attending town council meetings are prohibited from using any electronic devices to make audio or video recordings of the proceedings unless prior written permission has been granted by the town council. This restriction is to ensure the orderly conduct of meetings and to protect the privacy and integrity of discussions. Any violation of this rule may result in removal from the meeting and other actions as deemed appropriate by Council.

**25.0 Clarification and Amendment Procedure**

**25.1 Clarification of Rules**

**25.1.1** In cases where these Rules of Procedure are silent or do not provide sufficient guidance, *Robert's Rules of Order* shall apply as a supplementary authority, provided they do not conflict with applicable laws or these Rules.

**25.2 Amendment of Rules**

**25.2.1** Any motion to amend these Rules of Procedure requires a Notice of Motion and must be approved by a majority vote of the Council during a Public Council Meeting.

**26.0 Effective Date**

**26.1** These Rules of Procedure shall become effective upon the 22nd day of January, 2025 by Resolution #25-XXX.

**27.0 Publication**

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

**28.0 Repeal of Previous Rules of Procedure**

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

DRAFT - JANUARY 22, 2025



## A COMMUNITY EFFORT

Affordable housing is a community-driven effort, bringing together partners to create inclusive, supportive neighborhoods where everyone has a place to thrive.



## RESOURCES

**Provincial Programs:**  
<https://www.nlhc.nl.ca/housing-programs/>

**Federal Funding Programs:**  
<https://www.cmhc-schl.gc.ca/professionals/project-funding-and-mortgage-financing/funding-programs>

**Together, we're building Gander's future.**




## GET INVOLVED AND LEARN MORE



[www.gandercanada.com/buildupgander](http://www.gandercanada.com/buildupgander)

 townofgander

 townofgander

 townofgandernl

 [buildupgander@gandercanada.com](mailto:buildupgander@gandercanada.com)

 709-651-5910



**Town of Gander**  
**A home for everyone**

# Housing Incentive Program

*Build Up Gander*  
  
Housing Expansion Initiative

## WHY HOUSING DEVELOPMENT MATTERS

- Population Growth: 23%+ increase in Gander's population since 2001.
- Addressing Housing Challenges:
  - 17.5% of households face affordability issues
  - 32.8% of renters spend over 30% of income on housing
- Rising costs and limited availability create a pressing need for new, diverse housing options.

## WHAT DOES "AFFORDABLE" MEAN?

- Affordable Rent: Costs do not exceed 30% of a household's pre-tax income.
- Affordable Purchase: Monthly mortgage payments, including taxes and insurance, also remain within 30%.
- Deep Affordability: Targets households earning 50% or less of the area median income.

## WHAT IS THE HOUSING ACCELERATOR FUND?

An initiative by the Government of Canada to:

- Fast-track the creation of 100,000 new homes nationwide
- Support municipalities to grow housing supply, reduce approval timelines, and foster resilient communities

## INCENTIVES FOR MULTI-UNIT HOUSING DEVELOPMENT

Applicable to permits obtained after January 1, 2025.

Units	Grant Amount (Per Unit)
<b>Private Housing Development Grants</b>	
Secondary Suite/Apartment	\$5000
2-3 Multi-Unit	\$5000
4-12 Multi-Unit	\$7500
<b>Non-Profit Housing Development Grants</b>	
2-3 Multi-Unit	\$7500
4-12 Multi-Unit	\$10,000
<b>Bonus Incentives</b>	
Affordability Top-Up	\$10,000
Accessibility Top-Up	\$5000
Energy Efficiency Top-Up	\$5000
<b>Large Multi-Unit Developments</b>	
12+ Units	Direct negotiation opportunities

Applicants who receive funding under federal or provincial affordable housing incentive programs can receive a per unit "affordability top up" for proposed "affordable" units.

## GANDER'S HAF ACTION PLAN

As part of its strategic initiative "Build Up Gander," the Town of Gander applied for and received \$4.35 million from the Federal Government's Housing Accelerator Fund (HAF), including \$2.2 million specifically designated for direct housing incentives.

### Key Initiatives:

- Housing Needs Assessment Update
- Affordable Housing Incentive Package
- Zoning & Regulatory Reforms
- Development of a Municipal Land Bank
- 4-Unit As-of-Right Policy
- Innovative Housing Delivery

### Anticipated Outcomes:

- At least 200 units built over 4 years
- Includes 70 "Missing Middle" and 68 multi-unit housing units
- 35% of new units will be affordable

