

MINUTES

Regular Meeting of Council
Wednesday, May 1, 2019 @ 4:30 pm
Council Chambers

Present:

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

**Advisory and
Resource:**

D. Chafe	CAO
G. Brown	Town Clerk
J. Blackwood	Director of Engineering
N. Newell	Director of Recreation & Community Services
D. Whitt	Director of Municipal Works
A. Quilty	Fire Chief (A)
R. Locke	Development Director
K. White	Information and Communications Coordinator
E. Fisher	Youth Representative

Regrets:

R. Anstey	Councillor
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1. CALL TO ORDER

The Meeting was called to order at 4:30pm.

2. VISITORS/PRESENTATIONS

Mental Health Week Proclamation

The Mayor proclaimed May 6-12, 2019 as CMHA Mental Health Week in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #19-080

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on May 1, 2019 be adopted as amended.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-081

Regular Minutes for Approval

Moved by Councillor Brown and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on April 10, 2019 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

The Recreation & Community Living report was presented by Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on April 23, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; K. Sceviour, Special Events Coordinator/Acting Director.

The following items were discussed:

Healthy Eating Policy

The Acting Director presented a draft *Healthy Eating Policy* for their review and feedback.

This policy has been established to recognize the importance of healthy eating and its benefits to all the residents of Gander.

The Committee felt that a policy is required to show that Council is committed to providing healthy eating choices at all Town of Gander facilities and Special Events.

The Committee is presenting this policy for its first reading.

If you would like to provide feedback regarding this policy as presented, please contact Nicole Newell, Director of Recreation and Community Services at 651-5929 or via email: nnewell@gandercanada.com.

Spring/Summer Events

The Spring/Summer of 2019 will be a busy one for the Recreation and Community Services Department with several local, provincial and national conferences choosing Gander as their host town. In addition to these conferences, the Recreation Department will host the following events during the spring/summer:

Gigantic Yard Sale – June 8

Clean and Green Campaign – June 8-14

Street Jam – June 14-16

Ride for Sight – June 21–23

Canada Day Celebrations – July 1

Concert in the Park Series – begins July 3 and takes place on every Wednesday and Friday until August 23 except for Festival week.

Summer Program Activities – begin on July 3

Great Benjamins Circus – July 11

Geek Fest – July 12-14

Festival of Flight – August 1-5

A detailed listing of all events can be found on our website – www.gandercanada.com and on the Town of Gander Recreation and Community Services Facebook Page.

Request from First Dawn Regional Conference

The United Church of Canada are hosting the inaugural meeting of the First Dawn Eastern Edge Regional Council at the Steele Community Centre from May 2-4, 2019. The Committee reviewed a request from the organization asking for a reduction in the rental rate as they are a charitable organization.

The Committee are pleased to host the first annual conference for this group and will offer the set-up day on Thursday, May 2nd free of charge. This is referred to the Finance and Administration Committee for its consideration and recommendation to Council.

Promotional Items

The event staff did an inventory on the number of town pins and town paper flags used as promotional items and as of today, there are approximately 1000 pins and no flags remaining. Normally, the order of 10,000 pins would last for 4-5 years, however, do to an increase in the Town's popularity with tourists and residents wanting pins for various trips/conventions, we have gone through almost 9,000 in 2 years.

There was no money budgeted in 2019 for these items however, there will be a cost savings in hosting grants as a couple of bids for events were not successful and one event was cancelled.

The Committee agreed that it is imperative to have pins and flags for what could be a very busy tourism season and asked the Event Coordinator to get these items ordered as soon as possible.

A discussion regarding the allocation of pins also took place and the Committee agreed that any resident who requests pins for a trip/convention should get some pins for promotional purposes.

RFP – Festival Audio

The Committee reviewed the results of the Festival Audio RFP and there was only one proposal received. The Acting Director advised the proposal met the specifications submitted by Pro Audio Inc.

The Committee recommends that the proposal be awarded to Pro Audio Inc. and refers this to the Finance and Administration Committee for its consideration and recommendation to Council.

Upcoming events

- a) May 2-5: First Dawn Eastern Edge Regional Council Conference
- b) May 10: GC Prom
- c) May 15-17: Newfoundland and Labrador Occupational Health and Safety Conference

B. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on April 23, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey; Councillor; O. Fudge, Councillor; H. Lowe, Fire Chief/Director of Public Safety & Protective Services; L. Small, Administrative Assistant.

The following items were discussed:

Crosswalk Request-18 Rowsell Boulevard

The Committee received a request to install a crosswalk or signage in the area of Newfunland Daycare on Roswell Boulevard. The Committee will investigate and report back at the next Committee meeting on May 14th.

Fire Department Events

The Fire Chief updated the Committee on some events to watch for that will be happening in May. There will be a Blood Donor Drive on May 8 and 9th at the Pentecostal Church on Magee Road, International Fire Fighters Day is May 4th, and a new Fire Smart Program will be implemented. Further details will be forthcoming and put on social media when they become available.

C. Public Works & Services Committee:

The Public Works & Services Committee report was presented by Councillor Fudge.

The Public Works & Services Committee meeting was held on April 24, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: R. Anstey, Councillor; T. Pollett, Deputy Mayor; C. Newhook, Director of Municipal Works & Services (A); G. Whitt, Administrative Support Clerk.

The following items were discussed:

Pride Crosswalk

The Committee discussed the reinstatement of the rainbow crosswalk located at the front of the Town Hall. In 2018 it was a joint effort with students of Keyin College, the NL Dog Company and Roads to End Violence group.

The Committee agrees Council will continue to support the reinstatement of the rainbow crosswalk for 2019.

D. Development, Tourism & Culture Committee:

The Development, Tourism & Culture Committee report was presented by Councillor Brown.

The Development, Tourism & Culture Committee meeting was held on April 25, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; O. Fudge, Councillor; R. Locke, Development Director; K. Sceviour, Special Events Coordinator/Director of Recreation and Community Services (A).

The following items were discussed:

Gander Musical Theatre Symposium

The Committee reviewed correspondence from the Arts & Culture Centre requesting that the Town of Gander partner with the Arts & Culture Centre's of Newfoundland, Sheridan College and Grenfell Campus of Memorial University to offer a 4-day musical theatre symposium in Gander, between September 12-15, 2019.

Facilitated by top industry professionals, this inaugural symposium will focus on the creation of new work in musical theatre, along with the development of design and technical theatre. The event will also offer sessions specifically targeted toward youth who are interested in musical theatre.

The Symposium's Organizing Committee is requesting the support from the Town's Special Events Coordinator to assist with the planning and execution of this event.

The Special Events Coordinator advised that she is available to assist with this event and that there may be funds available through the Special Events budget should a financial request be forthcoming.

The Committee recognizes this event as an opportunity to foster, develop and support talent within the local arts community and is recommending that the Town become a partner with the Arts & Culture Centre's of Newfoundland, Sheridan College and Grenfell Campus of Memorial University on this initiative.

The Special Events Coordinator left the Committee meeting at 2:50pm.

Gander Community Fund: 2nd & Final Reading

The Committee reviewed the Gander Community Fund Policy and presents it to Council for its 2nd and final reading.

This policy has been established to guide the acceptance, management, and distribution of funds donated to the community. Council will administer and disperse them in a fair, equitable and transparent manner. Resources available in this fund will be used to offer, but not limited to, the following; recreation, culture and socially inclusive programming, special events, projects or initiatives which benefits the residents of the Town of Gander.

Motion #19-082

Gander Community Fund: 2nd & Final Reading

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Gander Community Fund Policy be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

E. Engineering, Planning & Controls:

The Engineering, Planning & Controls Committee report was presented by Councillor Woodford.

The Engineering, Planning & Controls Committee meeting was held on April 25, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; G. Regular, Director of Engineering (A); J. Hillier, Administrative Assistant.

The following items were discussed:

Delegation – St. Martin’s Cathedral, – 132 Airport Boulevard

The Committee spoke with Reverend Brian Candow regarding his request to utilize 132 Airport Boulevard as a hostel for families of patients at the local hospital.

The Committee feels this is a wonderful service to provide to the families with patients at the hospital however they do have a few concerns and would like clarification before moving forward with their application.

The Committee’s first concern is whether the property in question has an adequate level of parking for this type of use. Rev. Candow advised that given the amount of rooms in the home, he felt that parking will not be of a concern. He also indicated that parking could be provided at the existing church parking lot as there is a walkway from the church to the home.

The Committee asked about the placement of signage on the property to which Rev. Candow confirmed that there are no intentions of installing a sign on the property. He confirmed that he is not interested in advertising as a hostel and this home will be strictly for families with patients at the hospital. The only possible change in the identification would be to install a larger street number.

Councillor Woodford inquired about the accessory building located at the rear of the property and advised that a concern was raised indicating it needed repairs. Rev. Candow advised that the accessory building needs paint on the eaves and some shingles, and the plan is to complete this work when weather permits. Rev. Candow also advised the Committee that the intended use for this home is only in the preliminary stages at this point however, wanted to ensure all of the Town of Gander requirements and regulations were met.

The Committee thanked Rev. Candow for his time and advised that he will be notified of Council's decision.

Motion #19-083

Delegation – St. Martin's Cathedral, – 132 Airport Boulevard

Moved by Councillor Woodford and seconded by Councillor Brown approval for the discretionary use at 132 Airport Boulevard, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Shipping Container Regulation – 1st Reading of 3rd Draft

The acting Director of Engineering presented the 3rd draft of the Shipping Container Regulation to the Committee.

The Committee reviewed the regulation and suggested some additional revisions be made prior to making a recommendation to Council for its 1st reading. The Committee is recommending that this be forwarded to a privileged meeting of Council for further discussion so that all revisions can be incorporated into a final draft for presentation and first reading at Council.

Shopper's Drug Mart Access – Airport Boulevard

The Committee reviewed correspondence from a resident expressing several concerns regarding the Shoppers Drug Mart access points onto Airport Boulevard and the manner in which some motorists are incorrectly using these. The resident feels it is creating a lot of near misses and there are safety issues that need to be addressed. The resident is requesting that the Town assess this area and possibly change the configuration.

The acting Director of Engineering advised the Committee that the exits from Shoppers Drug Mart onto Airport Boulevard do comply with the Town of Gander Regulations. He also advised that a site access review and traffic study was completed in 2014 for this area due to safety concerns. The study recommended, to modify signage for the Right-In and Right-Out Driveway for Shoppers Drug mart and to modify the pavement markings along this section of Airport Boulevard. In addition to this local RCMP recommended that the Armstrong Boulevard exit, onto Airport Boulevard, be designated as right out only. These modifications were completed by the Municipal Works Department.

After discussion, the Committee is not recommending any changes to the current configuration at this time, as it meets all of the traffic regulations. The concern will be passed along to Municipal Enforcement to monitor traffic violations.

Development Control Inspector

The Gander Town Council is committed to providing the best possible service to the residents of Gander and as a part of that commitment Council budgets funding to ensure staff are well trained in their respective disciplines and encourages them to seek out education and training opportunities to enhance their abilities.

In March Justin Collins, the Town's Development and Control Inspector, travelled to Nova Scotia to complete a 5 day course on Plumbing Inspections delivered by the Nova Scotia Building Officials Association as a part of their Professional Studies Program. The program covered a wide range of topics including reviewing of plumbing plans and drawings for a typical house. The primary focus of the course was on provisions that relate to inspections; plumbing system theory; and the terminology associated with drainage, venting and water systems.

The course gave Mr. Collins the opportunity to improve his knowledge in inspection of residential plumbing systems, and also create an additional network of contacts in the inspection industry throughout Atlantic Canada. Interesting to note that courses similar to this are not available in Newfoundland.

We are pleased to announce that Mr. Collins has successfully passed this course and is currently awaiting receipt of the certification. Congratulations Justin.

Land Purchase Request – 14 Bowes Street

The Committee reviewed correspondence from the resident of 14 Bowes Street requesting to purchase 3.0 metres of the 6.0 metre Town owned walkway adjacent to his property.

The acting Director of Engineering advised that the land is zoned *Residential Medium Density* and from an Engineering and zoning perspective, the Town could potentially sell the requested portion of land providing a 3.0 metre walkway with the existing asphalt surface is retained. He also advised that there are sewer lines that run underneath this section of land therefore, if the land was sold an easement would have to be maintained on the portion sold to provide access in the event of maintenance or recapitalization of the sewer systems. The applicant has indicated the purpose of the request was to construct an addition to the existing accessory building however, a structure would not be permitted to be constructed on an easement.

After review, the Committee is recommending that this be referred to the Finance and Administration Department for their review and consideration.

F. Finance & Administration:

The Finance and Administration Committee report was presented by Councillor Dove.

The Finance & Administration Committee meeting was held on April 25, 2019. The meeting was chaired by P. Woodford, Councillor/Acting Chair. Other members present included: G. Brown, Councillor; O. Fudge, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval

OPERATING

1.	Municipal Assessment Agency Inc. Acct: 00-120-1000-7200 – Second Quarter Assessment	\$33,442.50
	Spent: \$33,442.50 Budget: \$145,000.00	
2.	Kaufmann Acct: 00-400-6000-6400 – Water Treatment Plant Parts	EUR 7,074.80
	Approx: CAD	\$10,612.20
	Spent: \$18,150.62 Budget: \$49,000.00	
	Total operating invoices for approval	\$44,054.70

The Director of Finance advised that the invoices met the policies of the Town of Gander.

Motion #19-084

Invoices for Approval

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the invoices be paid as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Land Purchase – 14 Bowes Street

The Committee reviewed a request from the owner of 14 Bowes Street to purchase land adjacent to his property. When this was reviewed in Municipal Works, they recommended that we not sell the land as there is water and sewer infrastructure buried beneath it.

The Committee had a lengthy discussion on the matter and at the end of the discussion, it was recommended that any decision on this request be deferred until Council sees where it going with the Encroachment Policy.

Evangel Pentecostal Church – 59 Elizabeth Drive

The Committee reviewed a letter from the Evangel Pentecostal Church regarding a request for a tax exemption on the old church property at 59 Elizabeth Drive. They have been charged full taxes because the property is no longer being used as a church.

The Town does, however, have a Policy providing exemptions from property tax to charitable or not for profit organizations which the church would qualify for.

Motion #19-085

Evangel Pentecostal Church – 59 Elizabeth Drive

Moved by Councillor Dove and seconded by Councillor Woodford that \$3891.64 in property taxes on 59 Elizabeth Drive be cancelled and that the associated interest charges in the amount of \$77.83 be adjusted out.

In Favour: 6 Opposing: 0

Decision: Motion carried.

United Church Steele Community Centre Building Rental

The Committee reviewed a recommendation from the Recreation Committee that the Town provide a reduction in the rental rate to the United Church for the Steele Community Centre rental of May 2-5, 2019.

Motion #19-086

United Church Steele Community Centre Building Rental

Moved by Councillor Dove and seconded by Councillor Fudge that the United Church not be charged for the set up day on May 2, 2019.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Festival of Flight Audio/Visual

The Committee reviewed the tender results for the Festival of Flight Audio/Visual. One bid was received from Pro Audio.

Motion #19-087

Tender – Festival of Flight Audio/Visual

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the tender for the Festival of Flight Audio/Visual be awarded to Pro Audio at a price of \$10,500.00 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Committee reviewed nine residential tax reduction applications which were submitted in accordance with Council’s policy on tax reductions for residential property.

Motion #19-088

Property Tax Reductions

Moved by Councillor Dove and seconded by Councillor Fudge that the nine property tax reductions be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Capital Project Reallocation

The Town receives Provincial funding under several programs for cost sharing of capital projects. It wishes to reallocate savings on certain projects to cover cost overruns on others.

Motion #19-089

Capital Project Reallocation

Moved by Councillor Dove and seconded by Councillor Brown that the Schedule A for Multi Year Capital Works program be amended as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

2019 Interim Capital Financing

Every year the Town finances its current years Capital Expenditures through an interim loan with the Royal Bank. Once the amount required for the year is finalized, the Town enters into a long term loan and repays the interim financing.

Motion #19-090

2019 Interim Capital Financing

Moved by Councillor Dove and seconded by Deputy Mayor Pollett the Town of Gander borrow up to \$3.2 million from the Royal Bank at an interest rate of prime -.05% to provide interim financing for its 2019 Capital Expenditures. The loan will be repaid in May of 2020.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Mayor advised that the province has frozen our ability to go to tender for cost-shared projects due to the Provincial election. This may result in delays in getting several of our capital projects completed this year.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Request for Proposal 19-03 – Fireworks Display

The Town of Gander issued a Request for Proposals for a fireworks display to be held on Gander Day and two bids were received. The preferred bidder is Northstar Fireworks Entertainment Inc.

Motion #19-091**Request for Proposal 19-03 – Fireworks Display**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that Request for Proposal #19-03 be awarded to Northstar Fireworks Entertainment Inc. at a price of \$12,924.00 plus HST.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender #19-12 Supply of Unleaded Gasoline, Diesel Fuel and Heating Oil

The Town issued a tender for gasoline, diesel and heating oil for a four year period and bids were received from three companies. The preferred bidder is Melvin Parsons Ltd.

Motion #19-092**Tender #19-12 Supply of Unleaded Gasoline, Diesel Fuel and Heating Oil**

Moved by Councillor Dove and seconded by Councillor Brown that tender #19-12 for the supply of gasoline, diesel and heating oil be awarded to Melvin Parsons Ltd.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Waste Water Treatment Plant Loan

The Town invited quotations for provision of a loan to finance the Town's share of the costs incurred from the start of the project to the end of 2018 to construct a new Waste Water Treatment Plant and bids were received from 6 local financial institutions. The preferred bidder was TD Bank.

Motion #19-093**Waste Water Treatment Plant Loan**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Town of Gander request an Approval to Borrow \$6,221,921.92 from the TD Bank. The loan is to finance the Town's share of the cost to construct a new Waste Water Treatment Plant incurred from the start of the project until the end of 2018 and will be amortized over a 25 year period.

In Favour: 6 Opposing: 0

Decision: Motion carried.

2018 Capital Expenditure Loan

The Town invited quotations for provision of a loan to finance the Town's share of its 2018 Capital Expenditures and bids were received from 7 local financial institutions. The preferred bidder was TD Bank.

Motion #19-094 **2018 Capital Expenditure Loan**

Moved by Councillor Dove and seconded by Councillor Fudge that the Town of Gander request an Approval to Borrow \$1,346,016.15 from the TD Bank. The loan is to finance the Town's share of its 2018 Capital Expenditures and will be amortized over a 10 year period.

In Favour: 6 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #19-095 **Adjournment**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:10 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk