

# MINUTES

Regular Meeting of Council  
Wednesday, January 15, 2020 @ 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/Town Clerk
K. Hiscock	Director of Finance (A)
J. Blackwood	Director of Engineering
N. Newell	Director of Recreation & Community Services
T. Barron	Director of Municipal Works
D. Quinton	Director of Development (A)
H. Lowe	Fire Chief
K. White	Communications Coordinator

**Regrets:** R. Anstey Councillor

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Eating Disorder Awareness Week Proclamation

The Mayor proclaimed February 1 – 7, 2020 as Eating Disorder Awareness Week in the Town of Gander.

## 3. APPROVAL OF AGENDA

### Motion #20-001

### Approval of Agenda

Moved by Councillor Brown and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on January 15, 2020 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

#### **4. MINUTES FOR APPROVAL**

##### **Motion #20-002**

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

Moved by Deputy Mayor Pollett and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on December 18, 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 Councillor Fudge.

The Recreation & Community Living meeting was held on January 6, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

##### **Gander Rotary Club re Cobb's Pond Redevelopment Phase 3**

The Rotary Club passed a resolution giving approval in principle to the Club to expend funds on the entrance to Cobb's Pond Rotary Park at the intersection of McGee and Airport Boulevard. They would like to include this project in phase 3 which is currently underway. They would also like to explore funding options with ACOA and asked if the Town of Gander would be able to contribute funds towards the project.

The Committee felt that since Phase 3 was already underway and funding received from ACOA, that this project should not be added if the Rotary is unable to fully fund this addition. The Committee does feel that this is a worthwhile project but that the Town just completed their budget for 2020 and there are no funds available for this project.

The Director noted that this project may qualify for funding under the Jumpstart's Accessibility Grant. She will forward the information to the Gander Rotary Club for their review.

### **Gander Minor Hockey Request**

The Department has been working with Gander Minor Hockey on installing a television in the Steele Community Centre lobby to display the dressing room assignments. The Department budgeted \$2,500 for this project; however, after discussions with Minor Hockey, the IT Department suggested buying a Samsung MagicInfo television so that both Gander Minor Hockey and the Department can update the information. The room assignments change daily so Minor Hockey would need to be able to do the updates when the Administration Office is closed, especially on the weekends. The approximate cost to install this is \$3,500 plus a monthly licensing fee between \$20 and \$40 per month. However, the IT staff have suggested that we wait until the new wireless is online at the Centre which will lower the cost.

The Committee agrees that we should wait until the new wireless is installed and suggested asking Minor Hockey if they are willing to help with the cost so that they are able to update the system when the office is closed. The Director will also check into sponsorship opportunities.

### **Community Partnership Fund**

The Department is currently accepting applications for the Community Partnership Fund. The deadline to apply is February 1<sup>st</sup>. Interested groups can find the information on the Town of Gander's Facebook page or can contact the Department at 651-5927 for a copy of the application.

### **Outdoor Rink**

The Department would like to inform residents that staff are currently working on the outdoor rink and hope to have it ready for use by January 17<sup>th</sup>. The opening date will be posted on the Recreation & Community Services Facebook page. The rink will be located at the same area as last year, Field B at the ballfield complex, and the hours of operation will be daily from 10:00 am – 9:00 pm with the lights on starting at 4:30 pm. The public is reminded that helmets are required, it is use at own risk and to be respectful of all users.

The Director of Recreation will check on the liability of not enforcing the Helmet Policy.

### **Sliding Hill**

The Director advised that the Departments of Recreation & Community Services and Municipal Works will be making a sliding hill for the community at Cobb's Pond Rotary Park. Staff will be removing snow from areas around town as part of their clean up and will use this snow to build a hill in the bowl area at Cobbs Pond. The Department will let the public know when the hill is ready for sliding. Residents that use the sliding hill is at their own risk.

The Committee thought it would be a good idea for the Department to hold some type of community event at the pond for families. The Director will discuss this with staff.

The Committee also asked if the walkway to the Dog Park could be cleared by either the Municipal Works or Recreation & Community Services Department to make it accessible for those still using the park in the winter. The Director advised that we do not have staff to do this on regular basis since outside workers are laid off for the winter and we are currently committed to the outdoor rink when time and weather permits. However, we could consider doing this periodically when time and departmental priorities permit. The Committee felt that this was a good start and recommended trying this.

### **Upcoming events**

Jan 17 - 19:	Matthew Sargent Memorial Midget Tournament
Jan 24 - 26:	Gander Minor Hockey Peewee Invitational
Jan 31 – Feb 2:	Gander Minor Hockey Female Invitational

### **B. Public Safety & Protective Services Committee:**

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

The Public Safety & Protective Services Committee was held on January 8, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; H. Lowe, Director of Protective Services/Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

#### **SnoDrag 2020**

The Committee reviewed correspondence received from the Department of Recreation and Community Services regarding the upcoming SnoDrag 2020 event to be held in February.

The exact location has not been determined as of this date, however, the Director advised that as in past years, the Municipal Enforcement officers will provide assistance with the event if required and their schedules permit.

#### **Signage - “Thin Ice”**

The Director brought forward concerns regarding ice safety in and around local ponds and is recommending that warning signs be installed.

There are three entrances to Cobb's Pond that snow machines use and there is always going to be thin ice at the outflow area of the new Wastewater Treatment Plan at Whitman's Pond. He will consult with the Director of Public Works to discuss warning signs for these areas.

The Committee agreed with this recommendation.

### **Emergency Calls- Trend Review**

The Director presented the Committee with statistical data on recent trends in emergency calls over the last six years. The number of days that Gander Fire Rescue responds to more than one call per day is increasing, with April, July and August being the busiest time. Statistics show that most calls are received during the day while volunteers are at their regular place of work.

As a composite fire department, we rely on our volunteer firefighters to respond to calls, often requiring them to leave their place of employment. We are appreciative and grateful for the flexibility our community employers extend to our volunteers. The Director has expressed concern that the increasing number of calls may result in undue hardship on our volunteers and their employers.

Gander Fire Rescue is getting close to the benchmark that is used to determine when a fire station becomes fully staffed. The Fire Services Study completed in October 2018 showed that Gander should be leaning towards the "Bedford Model", which requires 4 firefighters on a day shift and two on nights.

Our recruitment of volunteers and their training is ongoing; however, we continue to struggle to replace the knowledge and experience of our retiring senior firefighters.

The Committee thanked the Director for providing this information and asked that he keep them up to date on this trend.

### **Department Activity-Update**

The Director reported that there were 4 red lights this season that were changed in the *Keep the Wreath Green* campaign this season; three were chimney fires and one was burnt food.

The Fire Department will be conducting water rescue training the weekend of Jan 11-12<sup>th</sup>, weather permitting.

### **C. Public Works & Services Committee:**

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

The Public Works & Services Committee meeting was held on January 7, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; T. Pollett, Deputy Mayor; T. Barron, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

### **Recycling Cell Phones**

The Committee reviewed correspondence from the Canadian Wireless Telecommunications Association (CTWA) referencing the Recycle My Cell (RMC) program. This has been a free, convenient and easy way to recycle cellular devices since 2009.

Council would like to inform residents that Bell Aliant, Rogers and The Source are accepting cellular devices for disposal under this program.

### **24 Mollison Crescent**

The Committee reviewed correspondence from the owner of 24 Mollison Crescent who is requesting reimbursement for the costs incurred to investigate and excavate a blocked sewer lateral. The blockage was initially believed to be the responsibility of the property owner but, once uncovered, was identified as being on public land and the responsibility of the Town. In this circumstance, the property owner did her due diligence in following the procedures of Policy MW030, Sewer Callouts, but it failed to protect her from incurring expenses to expose the problem.

The Committee discussed the circumstances surrounding this blockage and agrees all excavation expenses incurred should be the responsibility of the Town. In accordance with Policy MW030, Sewer Call Outs, the Town can reimburse the property owner up to \$700.00 for costs incurred. The Director indicated that due to extenuating circumstances, the property owner incurred a much higher cost with final invoices totaling \$2,052.63 and recommended Council consider exercising its discretion to reimburse for their excavation cost as well.

### **Motion #20-003**

#### **24 Mollison Crescent**

Moved by Councillor Brown and seconded by Councillor Woodford that the property owner of 24 Mollison Crescent be paid \$1,712.03 for costs incurred to investigate and excavate a blocked sewer lateral.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Fleet Replacement, Excavator and Tag Trailer**

The Director informed the Committee the new Excavator and Tag Trailer has been received and is being commissioned for service. This equipment was approved and purchased during the 2019 Budget process and is expected to be in service in the coming week.

## **Cobb's Pond, winter operations**

The Committee discussed winter operations at Cobb's Pond. Many residents continue to use the park for winter activities even though it is closed for the season. With the continued use of dog park, board walk and anticipated use of a sliding hill that is scheduled to be installed, the Committee agrees signage to inform residents to use the park at own risk should be in place.

The Director informed the Committee the parking lot is cleared as time permits. The Committee suggested the snow windrow at both the rotary park and dog park entrances be removed for easier access to these amenities.

The Committee recommends signage to advise residents to use at own risk when utilizing Cobb's Pond park area for winter activities.

## **Notable Dates**

The 2020 Waste Transfer Station scheduled dates are as follows:

January 11<sup>th</sup>

March 14<sup>th</sup>

April 11<sup>th</sup> and 25<sup>th</sup>

May 30<sup>th</sup>

June 13<sup>th</sup>

July 11<sup>th</sup>

August 8<sup>th</sup>

September 12<sup>th</sup>

October 10<sup>th</sup>

November 14<sup>th</sup>

December 12<sup>th</sup>

## **D. Development and Tourism Committee:**

The Development and Tourism Committee report was presented by Deputy Mayor Pollett.

The Development and Tourism Committee meeting was held on January 7, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

### **Public Post-Secondary Education Review (PPSER)**

The Committee reviewed correspondence from the Minister of Advanced Education, Skills and Labour regarding the ongoing Public Post-Secondary Education Review (PPSER). This initiative, a commitment under the provincial government's "The Way Forward: Building for our Future" Plan, aims to ensure that "our post-secondary institutions are well positioned to continue their contribution to the provinces social, cultural and economic development and growth".

As part of this review, the Department of Advanced Education, Labour and Skills are seeking feedback to assist the "Independent Public Post-Secondary Review Committee" carry out a comprehensive review of the provinces public post-secondary system.

The Town of Gander is home to a busy College of the North Atlantic Campus and thus is a key stakeholder in supporting public post-secondary education. The Committee feels that it is important for Council to take a leadership role in highlighting issues of concern for Gander and the region in relation to public post-secondary offering at the local CONA campus. The Committee recommends forwarding this item to a Privileged meeting of Council for a more in-depth discussion.

### **Kinsmen Club Zone E and G – Advertising Request**

The Committee reviewed correspondence from the Botwood Kinsmen Club requesting that Council purchase advertising in their conference brochure, for the Spring Zone E and G Conference being held in Gander on March 20 and 21, 2020. This event will see Kinsmen Clubs from the Central/Western NL regions meet in Gander to discuss new business and upcoming initiatives.

Advertising options include a full-page ad for \$100.00, a half page ad for \$50.00 or a quarter page ad for \$25.00.

In recognition of the great work carried out by the Kinsmen Clubs in the province and in appreciation for hosting this event in Gander, the Committee recommends taking out a full page ad in the Spring Zone brochure.

**Motion #20-004****Kinsmen Club Zone E and G – Advertising Request**

Moved by Deputy Mayor Pollett and seconded by Councillor Woodford that Council purchase a full-page ad in the Botwood Kinsmen Club's conference guide at a cost of \$100.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Newfoundland and Labrador Oil and Gas Industries Association (NOIA)**

The Committee discussed their interest in meeting with Charlene Johnson, CEO of NOIA. Several members of Council recently attended a Municipalities Newfoundland and Labrador (MNL) Conference in which the CEO of NOIA discussed the potential for new oil related activity off the northeast coast of the province. This new activity would be a great boost to the provincial economy but more specifically to the northeast coast and Gander region. With Gander being the largest community near the north east coast and home to the primary search and rescue operations for the province, the Committee feels that Gander could play a significant role in supporting any future oil and gas industry growth in the region.

To get a better idea of the role that Gander may play in future industry growth, the Committee feels it is important to meet with NOIA to gather as much information regarding opportunities and timelines as possible. The Committee would like to invite CEO, Charlene Johnson to attend a Special Development Committee meeting to provide an update on oil and gas industry opportunities along the northeast coast of the province.

**E. Engineering, Planning & Controls:**

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

The Engineering, Planning & Controls Committee meeting was held on January 8, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

**Membership for Standing Committee on Housing & Small Buildings**

The Director provided a list of Committee members for Housing and Small Buildings Committee of the Canadian Commission on Building and Fire Codes and the National Research Council.

Members are representatives from across the Country, with only two members from Atlantic Canada, including our Development and Control Inspector, the only representative from this province.

The Committee is very pleased that our Development and Control Inspector has been given this opportunity to represent the Town of Gander.

### **Building Permit Guidelines**

The Director presented a newly proposed format for the Town of Gander's Building Permit Guidelines including regulations for Fences, Patio, Decks and Balconies, Mandatory Inspections, and permanent, non-seasonal swimming pools. The Director advised that content of the guideline has not been changed, however, a few minor wording changes have been made to keep the guidelines consistent. He also advised that should Council approve the new format, it will be applied to all the building permit guidelines going forward and the new versions will be uploaded to the Town's website.

The Committee agreed with the new format, therefore recommends that the new format be applied to all the Town of Gander's Building Permit Guidelines.

### **Building Permit Application**

The Director presented a proposed building permit application form that applicants will be required to complete for residential, commercial and industrial construction.

This application form will be required when applying for building permits for accessory buildings, fence, patio/deck, renovations, additions, or subsidiary apartments and will be available online on the Town of Gander's website or at the Engineering Department.

The Committee agreed with the proposal of the new application, therefore recommends that it be adopted.

### **Design Standards for Streets and Subdivisions**

Each year the Engineering Department reviews its Design Standards for Streets and Subdivisions to ensure that it is up to date with current building practices, design standards and materials standards.

He presented to the Committee, recommendations for minor changes to the standards which included adjustments to the curb and gutter detail and sidewalks which will be in keeping with most of the Province and adhering to the Department of Municipal Affairs Master Specifications.

The Committee reviewed the recommended changes and agreed that the Town's Design Standards be consistent with the rest of the Province.

**Motion #20-005**

**Design Standards for Streets and Subdivisions**

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett approval for the revisions to the Design Standards for Streets and Subdivisions as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Outstanding Landscaping**

The Director advised the Committee that there are several commercial businesses that have not yet completed their required landscaping as per their approved site plan. He presented a list outlining the landscaping deposits that the Town is holding as security against the completion of the work for these businesses.

After discussion, the Committee is recommending that letters be issued to these businesses informing them of the landscaping deficiency and to provide a timeline to have the required landscaping completed. Should the landscaping not be completed by the date provided, the Town will carry out the completion of the outstanding landscaping, as per their approved site plan, to the maximum of the deposit being held.

The Committee is recommending the Director follow up with this in the spring and issue letters at that time as required.

**Traffic Lights – Airport/Lindbergh/Markham**

The Committee discussed the traffic lights at the intersection of Airport/Lindbergh and Markham and agrees with the recommendation from the Public Safety Committee to have these traffic lights remain in place until such a time as they may be warranted in another location. Cooper Boulevard is scheduled to be assessed through a traffic study this year with Crandall Engineering Ltd. and providing the recommendations, from that study, will determine if the traffic lights at Airport/Lindbergh and Markham would be suitable for Cooper Boulevard should traffic lights be warranted.

## **Building Statistics**

The Director presented, to the Committee, the final building statistics for 2019. The Committee is pleased to report that over the past 12 months, Gander's residents and the business community have invested over \$11M in our community, both through new construction and renovations. A total of 250 residential permits were issued and 41 of those were for new construction.

2019 was also a significant year for commercial and government investment in our community. Our statistics indicate an investment of just over 1M however, there were two notable projects undertaken in the municipality in 2019 which have not been captured as the Provincial Government has not obtained permits. These projects include the new 60 bed Long-Term Care Facility and phase one of the reconstruction of Gander Academy with a combined construction value in the tens of millions. Council is pleased with the continued growth and looks forward to strong growth in 2020.

The Committee feels that the Province should apply for building permits so that Building Statistics will more accurately reflect the construction activity within the municipality. The Committee advised this could be further discussed during a future MNL meeting and with Minister Haggie.

## **Federal Cost Shared Agreement**

The Committee discussed a recent media report regarding the new federal wastewater regulations and an agreement for a cost sharing formula with the federal government. Currently the federal government along with the Province are cost sharing the Town of Gander's new Wastewater Treatment Facility however, the residents of Gander are responsible for the largest share at approximately 37.1 % while the Federal Government has committed a contribution of 33.3 % followed by the Province at 29.6%. The correspondence reviewed indicated that another municipality within the Province was to receive a 43% contribution from the Federal Government with the Municipality hoping they could share the balance equally between themselves and the Province. Applying this same cost sharing arrangement to the development of our new wastewater treatment plant would save our residents approximately 3 million dollars.

The Committee refers this item to the Finance and Administration Committee for their review and recommendation to Council.

## **F. Finance & Administration:**

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



## Wastewater Cost Sharing Arrangement

A local media organization recently reported on a proposed cost sharing arrangement to bring the City of St. John's in line with the new Federal Wastewater Treatment Regulations. The Article states that the Government of Canada will contribute 43% percent toward the total cost with the Province contributing 24% and the City in for 33%. By contrast, Gander's new Wastewater Treatment Plant has a cost sharing arrangement of 33.33% federally, 29.60% provincially, and 37.07% municipally. The Committee questions why the Federal contribution for the City is higher than that offered to the Town. The Committee has asked staff to arrange a meeting with our Member of Parliament, Scott Simms, to discuss this discrepancy.

Deputy Mayor Pollett left the meeting.

## New York Times Travel Show

Thanks in big part to the highly successful Broadway musical "*Come From Away*", new interest in our community has presented us with a lucrative opportunity to grow our tourism sector. In its 2020 budget, Council allocated funds for staff to participate in the upcoming New York Times Travel Show from January 24-26<sup>th</sup>. This is one of North America's premiere travel and tourism events and an ideal venue to promote our community to both tour operators and their customers.

Council was recently advised that a staffing issue within the Development Department would mean just one Development Officer is available to attend. The Director of Development requested the Chair of the Development Committee, Deputy Mayor Pollett, join the Development Officer for this event. It is not uncommon for representatives from Council to attend such events support of staff.

Though budgeted, all Council travel, except for those events covered under *Policy P018 - Conference Attendance for the Mayor and Councillors*, requires a Motion of Council.

### Motion #20-007

#### New York Times Travel Show

Moved by Councillor Brown and seconded by Councillor Dove that Deputy Mayor Pollett attend the 2020 New York Times Travel Show.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

Deputy Mayor Pollett returned to the meeting.

**Capital Investment Plan Application for 2020 Gas Tax Projects**

The Town will receive \$3,115,256 in Gas Tax Funding from the Federal Government for the five-year period ending in 2024. The funding covers 100% of the project costs.

The following projects were approved in the 2020 budget and are to be included on the Capital Investment Plan application:

**Project Funding**

Airport Blvd- Bennett to Armstrong	\$ 48,452.32
Airport Blvd – McCurdy to Memorial	\$ 90,587.41
Airport at Elizabeth Intersection	\$ 60,622.49
Bennett Drive – Airport to Shoppers Entrance	\$ 28,085.26
Cooper from Memorial to Airport	\$ 507,424.39
Raynham from Corrigan to Cooper	\$ 341,302.66
Magee Road – Memorial to St. Paul’s	\$ 66,882.04
Airport – Bennett to Cooper	<u>\$ 80,420.91</u>
<b>Total</b>	<b>\$1,823,777.48</b>

**Motion #20-008**

**Capital Investment Plan Application for 2020 Gas Tax Projects**

Moved by Councillor Brown and seconded by Councillor Fudge the Town of Gander submit its Capital Investment Application to the Department of Municipal Affairs and Environment for Gas Tax Funding and include the projects presented totaling \$1,823,777.48 be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**G. Other Reports:**

None

**7. ADMINISTRATION**

None

**8. CORRESPONDENCE**

None

## 9. NEW BUSINESS

### Steele Community Centre Advertising Program – Request for Quote

The Town recently invited quotes for the selling of advertising at the Steele Community Centre. Result of the invitation were not available in time for consideration by the Finance and Administration Committee and are being presented to Council for the first time this evening.

A single quote was received whereby the Town will receive 55% of the revenue from the sale of all advertising within the Centre between January 16, 2020 and January 15, 2023. The successful bidder is the Rotary Club of Gander Cobb's Pond Foundation Incorporated.

#### Motion #20-009

#### Steele Community Centre Advertising Program – Request for Quote

Moved by Councillor Brown and seconded by Councillor Dove the contract for the sale of advertising at the Steele Community Centre be awarded to the Rotary Club of Gander Cobb's Pond Foundation Incorporated.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 10. ADJOURNMENT

#### Motion #20-010

#### 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 5:41 p.m.

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**P. Farwell, Mayor**

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**D. Chafe, CAO/Town Clerk**