

# MINUTES

Regular Meeting of Council  
Wednesday, January 18, 2017 @ 4:30 pm  
Council Chambers

<b>Present:</b>	<b>C. Elliott</b>	<b>Mayor</b>
	<b>C. Abbott</b>	<b>Deputy Mayor</b>
	<b>G. Parrott</b>	<b>Councillor</b>
	<b>B. Dove</b>	<b>Councillor</b>
	<b>S. McBreairty</b>	<b>Councillor</b>
	<b>R. Anstey</b>	<b>Councillor</b>
<b>Advisory and Resource:</b>	<b>D. Chafe</b>	<b>Chief Administrative Officer</b>
	<b>G. Brown</b>	<b>Town Clerk</b>
	<b>G. Regular</b>	<b>Director of Engineering (A)</b>
	<b>P. Fudge</b>	<b>Fire Chief</b>
	<b>R. Locke</b>	<b>Director of Development</b>
	<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
	<b>T. Barron</b>	<b>Director of Municipal Works</b>
	<b>S. Fisher</b>	<b>Deputy Municipal Clerk</b>
<b>Regrets:</b>	<b>W. Lorenzen</b>	<b>Councillor</b>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Christmas Parade Float Winners

The Gander Lions Club and Councillor Anstey presented the Santa Claus Parade awards to the following:

Commercial – Hamilton Sound Credit Union

Non Commercial – Departments of Fisheries, Forestry, and Agrifoods

Family/Neighbourhood – The Mummers

### Light Up for Christmas

Councillor McBreairty presented the Winners of the 2016 Light Up for Christmas Program. They were as follows:

1<sup>st</sup> Place: 42 Solberg Crescent – Donald and Dianne Coffey

2<sup>nd</sup> Place: 13 Reichers Place – Rick and Cindy Collins

3<sup>rd</sup> Place: 8 Yeager Street – David Quinton and Kelly Hiscock

### 2016 Art Procurement Program

This year's Art Procurement Program drew 9 submissions consisting of original paintings in watercolour, oil and acrylic, accompanied by photographs from 6 local artists. The selection process this year was especially difficult which speaks to the overall calibre of submissions. From those submissions, Council will be purchasing 5 pieces which most speak to our shared cultural and heritage.

After judging, 2 pieces were chosen for top spot, these included;  
Walt Gill's photograph on canvas titled "Days Gone By" which depicts an old wooden fishing boat that long served its purposes during the Newfoundland Fishery. It now lies in tall grass as a reminder of "Days Gone By"

Scott Sheppard's photograph captures a Loon in its natural habitat on an unusually calm day, reflecting its image into the surrounding waters.

3 additional pieces were also purchased through the 2016 program, these consisted of the following:

2 original watercolour paintings submitted by Clayton Hann.

- One is of Lord Beaverbrook leaving a Liberator airplane at the Newfoundland Airport in 1941.
- The second painting captures an early Winter morning in 1980 at James Paton Memorial Hospital

The fifth piece was submitted by Walt Gill titled "American Bald Eagle". This photograph was taken with precision and perfect timing as the eagle perched on the ice preparing to take off with its 7 foot wingspan.

These latest purchases will be placed on public display in the lobby of the Town Hall throughout 2017.

### 3. APPROVAL OF AGENDA

#### Motion #17-001

#### Approval of Agenda

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Agenda for the Regular Meeting of Council on January 18, 2017 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #17-002**

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

Moved by Councillor Parrott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on December 21, 2017 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 Dove.

The Recreation & Community Living meeting was held on January 9, 2017. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; R. Anstey, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

##### **Review of Previous Minutes**

The previous minutes were reviewed and approved. The Director advised the Committee that more work on the outdoor rink will be completed this week due to colder temperatures forecasted. An update will be provided when the rink is open to the public.

##### **Cobb's Pond Rotary Park Building - Design Award**

The Committee reviewed the 2016 Atlantic Wood WORKS award for the design of the Cobb's Pond Rotary Park Building. The architect was Chris Woodford of Woodford Sheppard Architect with the prime consultant being Tract Consulting. The building focused on creating a structure that complimented the surrounding landscape while providing an interesting and dynamic experience for the park users. With this in mind, wood was the natural choice material. The Committee is pleased to see that the building was recognized for this award.

## Approval of Invoices

The Committee reviewed the attached invoices for Dreamstalk Studios and Eastern Audio and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the attached invoices be paid and forwards them to the Finance Committee for its consideration.

## Land Purchase- Evangel Pentecostal Church

The Committee reviewed a request from the Evangel Pentecostal Church for a piece of land behind 130 Magee Road. While this is not considered open space recreation, the Committee would prefer if there is a buffer of land left between the homes and the business and to consider this when proceeding with the land request. This item is being referred to Engineering Committee for their consideration.

## Bid for Newfoundland & Labrador Games

The Committee discussed the bid invitation for communities interested in hosting the Newfoundland Games - 2018 (Winter), 2020 (Summer), 2022 (Winter) or 2024 (Summer). The Director advised that the Town of Gander did host the Winter Games in 2002. There is considerable preparation when hosting either the Summer or Winter Games but indicated that she will look into this further and report back to Committee. The deadline for applications is February 20, 2017.

## Winter Carnival

Department staff is finalizing the plans for the 2017 Winter Carnival which is scheduled for February 24-25. Events include the movie 'Fantastic Beasts and Where to Find Them' at the Joseph R. Smallwood Arts & Culture Centre, outdoor activities at Cobb's Pond Rotary Park and much more. Further information will be provided once the schedule is finalized. Any group or organization wishing to participate can contact the Department at 651-5927.

## Upcoming events

- Jan 27 - 29: Co-op Bantam Hockey Tournament
- Feb 3 - 4: Log A Load Hockey Tournament
- Feb 5: Kelly Ford Gander Flyers vs. Clarenville Caribous

**B. Public Works & Services:**

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

The Public Works & Services Committee was held on January 10, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; T. Barron, Director of Municipal Works; W. Jenkins, Municipal Officer In Charge; L. Small, Administrative Assistant; G. Whitt, Administrative Support Clerk; B. Goodyear, Police Cadet, OJT.

The following items were discussed:

**Gander Consumer's Co-op- Parking Lot Crosswalk Painting**

The Committee reviewed drawing No. 17-1001 which was forwarded from the Engineering Department to the Public Safety Department for review and recommendation.

The Committee did not see the merit in extending the entrance crosswalk out into the middle of the parking lot as indicated. It would not be a safe practice to walk into an area of parked vehicles and most shoppers will not avail of the crossing anyway; they will exit the sidewalk at the point closest to their vehicles.

The Committee is not recommending approval of this crosswalk painting in the town owned parking lot in front of the Gander Consumers Co-op.

The Fire Chief left the Committee meeting.

**Sideways Motorsports Snowmobile Drag Racing Event**

The Committee received a request from the Recreation Department regarding support for a Sideways Motorsports Snowmobile Drag Racing Event to be held either February 25<sup>th</sup> or March 4<sup>th</sup>, weather depending.

They will need the parking lot at Cobb's Pond cleared of snow and traffic control on Magee Road. The Town of Gander's Winter Carnival takes place on February 25<sup>th</sup> at Cobbs Pond as well, however the events will not overlap as the Drag Race will be held in the morning and the Carnival Events in the afternoon.

The Public Works Department requires 24 hour notice to clear the lot; the Fire Department will approve road barricades providing they are manned as there was congestion on the road last year. The Municipal Officer in Charge will meet with the Special Events Co-coordinator to finalize details for the section of the road to be closed and staffing.

The Municipal Officer in Charge, Administrative Assistant and Police Cadet left the Committee meeting.

### **Magee Plant Lift Station – Transfer Funds**

The Director informed the Committee the Cobb's Pond Lift station is in need of an electrical control panel replacement. This is an unforeseen expenditure and there were no funds budgeted in the 2017 budget for this repair.

It was requested the Committee consider the transfer of funds allocated to replace the piping at the Magee Road lift Station. This is considered to be a preventative maintenance measure and the operations of the plant will not be affected should the piping replacement occur at a later date. A portion of funding allocated for the Magee Plant Chlorine Injection Equipment may also be availed of if required. The Committee agrees with the reallocation of funds for this purpose.

### **Tender – Pick-up**

The Committee reviewed the results of the tender for the supply of one full size pickup with 8' box. Four (4) tenders were received and the Director advised the lowest of the Tenders that met specifications was submitted by Kelly Ford in the amount of \$37,932.75, HST inclusive.

The Committee recommends that Tender #16-29 be awarded to Kelly Ford and refers the Tender to the Finance and Administration Committee for consideration.

Councillor Dove left the Committee meeting.

Councillor Dove left the Council meeting.

### **MOU – Arts and Culture Center**

The Committee discussed the MOU between the Town of Gander and Department of Transportation and Works with regard to the snow clearing provision at the Arts and Culture Center.

The document as written does not define the responsibility of monitoring the icy conditions to determine when sand/salt application is required. Currently the document states the Town will be responsible for the snow clearing of the entire parking lot for both sides which includes the front parking lots and sidewalks; Airport Boulevard side and down both sides of the building.

The Committee agrees the document requires clarification of duties and recommends reopening the MOU to include monitoring the sidewalks to determine if sand/salt is required, and this operation will be completed with equipment suitable for salting. This item is now referred to the Management Committee for further discussion.

Councillor Dove returned to the Council meeting.

### **C. Development, Tourism & Culture Committee:**

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

The Development, Tourism & Culture Committee was held on January 10, 2017. The meeting was chaired by S. McBreairty, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; R. Locke, Development Director.

The following items were discussed:

#### **Newfoundland & Labrador Housing Corporation (NLHC) Session**

The Director advised the Committee of correspondence received from NLHC in which they are hosting a session in Gander on Tuesday, January 17<sup>th</sup>. The purpose of this session is to discuss their current programming and services offered through NLHC to ensure the mandate of the organization reflects current priorities; optimizes federal and provincial funding; and offers improved client services.

The Committee feels this to be an important and relevant session as all housing efforts could impact future residential development in the Town of Gander.

Councillors McBreairty and Anstey indicated they are available to attend.

#### **Historical Aviation Trail Project Update**

In November 2016, the Town of Gander, in partnership with the Gander Heritage Advisory Committee, employed four individuals under a Job Creation Partnership program which include a Project Coordinator, Office Coordinator, Field Supervisor, and a Field Labourer. The project is set to be completed in May 2017.

The objective of the project is to identify and promote twenty sites which directly relate to Gander's aviation history.

To date, the project team has collected and organized research, identified site locations, and investigated relevant aviation history. These sites have strong linkages to Gander International Airport (once known as the Newfoundland Airport), the Royal Canadian Air Force, Army, American Military, Royal Air Force, and Railway operations.

Currently, efforts are focused on the promotion and marking of the sites. Other activities include the research and development of a potential self-guided walking trail through the use of a smart phone application. Interpretation panel templates of six historic sites have also been designed.

Residents are encouraged to contribute information, photographs and/or any other relevant documentation by contacting the Project Coordinator at 651-5958.

All information submitted will be returned in its original form.

#### **D. Governance & Community Engagement:**

The Governance & Community Engagement Committee report was presented by Deputy Mayor Abbott.

The Governance & Community Engagement Committee meeting was held on January 10, 2017. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; S. McBreairty, Councillor; D. Chafe, CAO.

The following items were discussed:

#### **Regional Meeting update**

The Committee was updated on planning activities for the proposed regional meeting amongst communities within our service area. Thirteen of the thirty communities invited to participate have confirmed their interest. Staff has been asked to draft a preliminary agenda for the meeting for discussion at a future Committee meeting.

#### **Correspondence - Central Newfoundland Waste Management**

Late last year the Town of Grand Falls-Windsor prepared a document entitled *Central Newfoundland Waste Authority Operational and Governance Review*, a document which was critical of the overall management and operations of the Central Newfoundland Waste Management Authority. Since the release of that document, Council has been copied on various pieces of related correspondence including an official response from the Central Newfoundland Waste Management Authority. As a Council, we share the sentiment that waste management costs are prohibitive and excessive when compared to the eastern facility. The Committee is recommending a joint meeting with representatives of the Towns of Lewisporte and Grand Falls-Windsor to discuss a unified and strategic approach to our waste management issues.



## **Municipalities Newfoundland and Labrador (MNL)**

MNL has advised of an upcoming training session on Asset Management and Community Infrastructure Planning which is being offered by the Atlantic Infrastructure Management Network. The Committee feels that this program may be beneficial and has asked staff to get more information on the program.

## **Federation of Canadian Municipalities (FCM)**

The Committee was advised that the FCM is seeking a municipal elected official to serve on the Green Municipal Fund (GMF) Council with preference being given to qualified candidates from Atlantic Canada. GMF Council members play a key governance role for GMF, and an advisory role for the FCM Board of Directors. The Deputy Mayor indicated that he would be interested in serving on this Council and will be submitting his application for consideration.

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

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

The Engineering, Planning & Controls Committee meeting was held on January 11, 2017. The meeting was chaired by G. Parrott, Councillor. Other members present included: S. McBreairty, Councillor; C. Abbott, Deputy Mayor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

### **2017 Proposed Fee Structure Changes – 1<sup>st</sup> Reading**

The Director presented, to the Committee, revisions to the building permit fee structure for its first reading.

The Engineering Department is proposing to modify the current building permit fees to deter individuals from commencing work without first obtaining a building permit. The existing policy states that there are no additional fees for doing work without a permit. The individual is advised to obtain a permit and if non-compliant, the owner will be issued a stop work order. The proposed changes will specify that individuals who commence work without a permit will be required to pay 2x the original permit cost. Further non-compliance could result in ticketing or service of a stop work order.

The Committee is in agreement with the revisions as presented.

This item will be forwarded to the next Engineering Committee meeting for its second and final reading.

## 2017 Building Regulations

The Director presented, to the Committee, modifications that were made to the Town of Gander's Building Regulations which are in accordance with the current regulations of the National Building Code.

The Committee reviewed the changes and indicated that they are considered to be operational.

### Motion #17-003

#### 2017 Building Regulations

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott approval for the modifications to the Building Regulations as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Land Request – Evangel Pentecostal Church

The Committee reviewed correspondence from the Evangel Pentecostal Church requesting to purchase a parcel of town owned land that backs onto property currently owned by the Jehovah Witnesses on Magee Road. The parcel of land in question would allow the Pentecostal church extra space for placement of a proposed accessory building.

The Director informed the Committee that the Engineering Department generally does not have any objections with the land purchase however, indicated that there is a storm sewer outflow and ditch that runs from Forester across the land in question. An easement would have to be established across this land as part of the purchase and sale agreement. The Committee is also recommending that the existing buffer between Forester Street and Magee Road properties be extended to this block of land to be maintained as town property.

The Committee agreed and is forwarding this request to the Finance and Administration Committee for their review and consideration.

### F. Finance & Administration:

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

The Finance & Administration Committee was held on January 12, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

## Invoices for Approval

### CAPITAL

#### AS RECOMMENDED BY THE RECREATION & COMMUNITY LIVING COMMITTEE JANUARY 9, 2017

- |  |           |
|--|-----------|
| 1. Dreamstalk Studios                                    | 11,250.00 |
| 01-810-0080-9545, Recreation Management/project services |           |
| Budget 15,000 Spent to date zero                         |           |

### OPERATING

- |   |           |
|---|-----------|
| 2. Municipal Assessment Agency                                      | 35,784.00 |
| 00-120-1000-7200, assessment fees first quarter                     |           |
| Budget 145,000 Spent to date zero                                   |           |
| 3. Municipalities Newfoundland & Labrador                           | 11,380.40 |
| 00-120-1000-7040, 2017 PMA Membership renewal 908.80                |           |
| Budget 7,000 Spent to date zero                                     |           |
| 00-100-1000-7040, 2017 MNL Membership renewal 10,471.60             |           |
| Budget 14,700 Spent to date zero                                    |           |
| 4. Diamond Software Inc.  | 32,546.58 |
| 00-120-1000-7010, Annual enhancement renewals                       |           |
| Budget 95,300 Spent to date zero                                    |           |
| 5. Work Tech Inc.   | 19,963.41 |
| 00-120-1000-7010, Annual Maintenance renewal                        |           |
| (Note credit received for \$2,638.02 to be applied on this invoice) |           |
| Budget 95,300 Spent to date zero                                    |           |

#### AS RECOMMENDED BY THE RECREATION & COMMUNITY LIVING COMMITTEE JANUARY 9, 2017

- |   |           |
|---|-----------|
| 6. Eastern Audio Limited                          | 20,125.00 |
| 00-700-1000-5470. Audio visual services Sept 11th |           |
| Budget 31,500 Spent to date 12,619                |           |

Total capital invoice for approval	11,250.00
Total operating invoices for approval	<u>119,799.39</u>
Grand total for approval	<u>\$131,049.39</u>

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

**Motion #17-004**  
**Invoices for Approval**

Moved by Councillor Dove and seconded by Councillor Parrott that the invoices be paid as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Bonavista Bay Search and Rescue Donation Request**

The Committee reviewed a donation request from the Bonavista Bay Search and Rescue organization. They are asking the Town provide an annual donation to assist them in their efforts to provide search and rescue operations in the region. The donation request is outside our Donation Policy and the Committee is not recommending a donation at this time.

**Property Tax Reduction**

The Committee reviewed one residential tax reduction application which was submitted in accordance with Council's policy on tax reductions for residential property.

**Motion #17-005**  
**Property Tax Reduction**

Moved by Councillor Dove and seconded by Councillor Parrott that the property tax reduction be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Tender – Full Size Pickup**

The Committee reviewed the tender results for a Full Size Pickup for which four bids were received. The lowest bid that met the specifications was from Kelly Ford.

**Motion #17-006**

**Tender – Full Size Pickup**

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for a Full Size Pickup be awarded to Kelly Ford at a price of \$37,932.75 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The truck is \$3,510 under budget.

**7. ADMINISTRATION**

None

**8. CORRESPONDENCE**

None

**9. NEW BUSINESS**

**Newfoundland and Labrador Games Bid**

At last night’s Privileged Meeting, Council discussed whether or not to apply for any of the upcoming Newfoundland and Labrador Games. It was felt that the Town would be best suited to host the 2022 Winter Games.

**Motion #17-007**

**Newfoundland and Labrador Games Bid**

Moved by Councillor McBairty and seconded by Councillor Anstey that the Town of Gander apply to host the 2022 Newfoundland and Labrador Winter Games.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 10. ADJOURNMENT

### Motion #17-008

#### Adjournment

There being no further business, it was moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the meeting be adjourned.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:10pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**