

# MINUTES

Regular Meeting of Council  
Wednesday, February 10, 2016 @ 4:30 pm  
Council Chambers

**Present:**

C. Elliott	Mayor
C. Abbott	Deputy Mayor
W. Lorenzen	Councillor
B. Dove	Councillor
R. Anstey	Councillor
S. McBreairty	Councillor

**Advisory and Resource:**

D. Chafe	CAO
G. Brown	Town Clerk
G. Regular	Director of Engineering (A)
N. Newell	Director of Recreation & Community Services
S. Burbridge	Director of Municipal Works
R. Locke	Director of Development
S. Fisher	Deputy Municipal Clerk

**Regrets:** G. Parrott Councillor

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Scout Guide Week Proclamation

The Mayor proclaimed February 15-22, 2016 as Scout-Guide Week in the Town of Gander.

## 3. MINUTES FOR APPROVAL

### Motion #16-017

### Minutes for Approval

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on January 20, 2016 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision** Motion carried.

**Motion #16-018**

**Special Minutes for Approval**

Moved by Councillor Lorenzen and seconded by Deputy Mayor Abbott that the Minutes from the Special Meeting of Council on January 29, 2016 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision** Motion carried.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

**5. REPORTS – STANDING COMMITTEES:**

**A. Recreation & Community Living:**

The Recreation & Community Living report was presented by Councillor Lorenzen.

The Recreation & Community Living meeting was held on February 1, 2016. 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; D. Chafe, CAO.

The following items were discussed:

**Helmet Policy**

The Committee reviewed the first reading of the Ice Helmet Policy for the Gander Community Center and outdoor rink. The Director advised that there are currently several arenas in the province that have implemented this policy and it has been very successful. The Committee had concerns regarding figure skaters who have successfully completed the CanSkate program still not wearing CSA approved helmets and if they would need to sign a liability waiver. The Director advised she will further check into the liability insurance and will finalize the policy for the next meeting.

## **Operational Grants**

The Director explained that there are several organizations who requested operational grants for 2016. She explained that there were a number of organizations who applied by the deadline and met the criteria. Organizations will be issued funds in the near future and a copy of the new community partnership fund policy for 2017 will be provided to all organizations so they can become familiar with the new proposed grant guidelines.

P. Redmond and J. Edison from the Gander Community Tennis Association joined the Committee meeting.

## **Delegation - Gander Tennis Association**

The representatives presented a plan for a new outdoor tennis court as well as an enclosed tennis court. The Committee feels that further investigation of this request for an additional tennis court is appropriate. This is being referred to Management for their consideration.

The delegation left the meeting at 5:15 pm.

## **Upcoming events**

- Feb 12: Gander Collegiate vs. Botwood Collegiate
- Feb 12 - 13: Town of Gander Winter Carnival
- Feb 13 & 14: Gander Flyers vs. Grand Falls-Windsor Cataracts
- Feb 19 - 20: RCMP Hockey Tournament

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

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

The Development, Tourism & Culture Committee was held on February 2, 2016. The meeting was chaired by S. McBreairty, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; R. Locke, Manager of Economic Development.

The following items were discussed:

## **Commercial Land Sales Policy (2<sup>nd</sup> Reading)**

The Committee reviewed proposed changes to the Commercial Land Sales Policy and is presenting them to Council for their 2nd reading and adoption.

### **Motion #16-019**

#### **Commercial Land Sales Policy**

Moved by Councillor McBreairty and seconded by Councillor Anstey adoption of the Commercial Land Sales Policy as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **2015 Building Statistics**

The 2015 Building Statistics were reviewed by the Committee for the period of January 1 to December 31. The report identified a reduction in the total number of construction permits issued from 329 in 2014 to 309 for 2015.

The most notable reduction is in new residential construction which decreased from 84 in 2014 to 56 in 2015. The Committee acknowledged that although new residential permits decreased by 28, 56 new homes were added to our housing inventory providing more housing options for persons looking to enter the market.

The most notable increase was in the area of "Commercial Other" which could include renovations, additions, etc. In 2015, 35 permits were issued for a total value of \$2.8 million. This is approximately a 150% increase from 2014.

The Committee felt that these numbers were quite positive considering various economic events which attributed to uncertainty throughout 2015.

## **Commercial Land Update**

The Committee was briefed on current inventory and future commercial land requirements within the Town.

It was noted that if pending commercial developments proceed as expected; the Town will have only a small quantity, if any, of Industrial General land remaining on Baird Place. If the current level of interest remains consistent, this land could be sold in the coming months.

While the availability of town owned prime commercially zoned land is limited, the Gander International Airport Authority as well as private developers has commercially zoned land available for development.

Although there are Town owned commercially zoned lots available on Baird Place, these are better suited for non-retail commercial activity. Larger franchised developers have a preference for land adjacent to larger retailers.

The Committee acknowledged the importance of planning for and identifying suitable land for future commercial and industrial growth. They asked staff to inquire about the possibility of the Gander International Airport Authority divesting of land to the Town of Gander for future development and present findings at the next Committee meeting.

### **Funding Request**

The Committee reviewed a request from an individual interested in doing a 15<sup>th</sup> anniversary film production on Gander's role during the 9/11 events. The request required financial support to cover flight, local transportation and accommodations for 3 individuals.

Although the Committee believes this would be a great opportunity to showcase how the community came together during this unfortunate event, they have to decline this request due to lack of financial resources.

With that said, the Committee advised staff to contact the individual notifying them of the decision and offer our in-kind support-where possible-if they choose to continue with the project.

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

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

The Governance & Community Engagement Committee meeting was held on February 2, 2016. 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:

### **Review of Previous Minutes**

The Committee reviewed the Minutes of its December 8<sup>th</sup> meeting. No changes were required.

## **Environment and Sustainability Committee**

The Committee discussed the establishment of a new Environment and Sustainability Committee. The CAO advises that the increasing number of special committees is taxing staff resources and that the work of other committees may be compromised as more are added. He also noted that the Engineering Committee might accommodate many of the items that would fall under this new committee. The Committee agreed and will forego the establishment of a new committee at this time.

## **Succession Planning**

The Town's current hiring policy has been refined over the years in response to changes in both town policies and legislative requirements. While the current document aims to address recruitment challenges the organization has faced in recent years, it does not address succession planning, accepted and effective practice of ensuring continuity in key technical and management positions.

Management is recommending that the policy be reviewed and adjusted to accommodate succession planning. The Committee supports the inclusion of succession planning provisions within the current policy and would like for management to further explore how those changes can be made within the spirit and intent of the current policy.

This item has been directed to Management for further consideration and recommendations.

Councilor McBreairty joined the Committee meeting at 3:55 p.m.

## **Chamber of Commerce Relations**

The Committee discussed the relationship of the Town and the Chamber of Commerce in light of recent media releases. Over the past year there have been efforts on the part of both parties to enhance the working relationship between the Town and businesses in general. As a Town we appreciate the advocacy role of the Chamber. The Chair of the Governance Committee will continue to meet with the Chamber to deal with the issues brought forward in the media release and provide clarification on those points where needed.

## **Community Partnership Fund**

In December the Committee presented Council and the public with a new Community Partnership Fund policy for its first reading.

Following that meeting, groups affected by the new policy provided valuable input and recommendations that have been incorporated into the document.

**Motion #16-020**

**Community Partnership Fund**

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the new Community Partnership Fund policy be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Municipalities Newfoundland and Labrador**

In the coming weeks representatives of Council will be participating in a number of meetings and discussions sponsored by Municipalities Newfoundland and Labrador. These events will be focused on community sustainability and infrastructure issues. Municipalities within this province have similar needs and share the same concerns, these events and meetings offer opportunities to share ideas and coordinate efforts when working with the provincial government.

**Federation of Canadian Municipalities (FCM) Request for Proposals**

FCM is requesting for proposals to host the March 6-9 or September 11-14 meetings of its Board of Directors. The Committee feels that there may be an opportunity to host these events in Gander and has asked that the Special Events Coordinator further explore the opportunity.

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

The Engineering, Planning & Controls Committee report was presented by Deputy Mayor Abbott.

The Engineering, Planning & Controls Committee meeting was held on February 3, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

The Previous Minutes were reviewed and approved as presented.

## Proposed Revisions – Design Standards, 2<sup>nd</sup> Reading

The Engineering Department has recently completed their review of the existing *Design Standards for Streets and Subdivisions*. The Department is recommending changes to bring the standards up to date and have distributed a draft copy to local developers and design firms requesting their input regarding the proposed changes.

One objection was received which expressed concerns with the proposed increase in the development application fee, as well as, the additional fees which would apply to subsequent plan reviews.

The Director of Engineering informed the Committee that his staff dedicates a considerable amount of time and effort into reviewing development plans and feels that this increase is warranted.

After a lengthy discussion, the Committee is recommending the following:

The initial Subdivision Development Application Fee will be \$200.00, which includes the initial and secondary plan review if required. If subsequent revisions are made and it is deemed necessary by the department that an additional plan review is required than the applicant would be subject to a \$200.00 fee for each additional plan review.

Revisions have been made to the *Design Standards for Streets and Subdivisions* to reflect the fee changes noted above.

### Motion #16-021

#### Proposed Revisions - Design Standards

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the proposed changes to the Town of Gander's *Design Standards for Streets and Subdivisions* be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Mandatory Inspections Revisions – 1<sup>st</sup> Reading

The Director of Engineering presented to the Committee, for its first reading, proposed revisions to the Mandatory Inspection guidelines. These changes are being recommended to update the document with current practices and to maintain consistency with the current requirements of The National Building Code of Canada.

The proposed revisions will be advertised and individuals are encouraged to contact the Engineering Department if they have concerns with the changes.

The Committee is in agreement with revisions as presented.

### **Rezoning Request – 52 Airport Boulevard**

The Committee reviewed correspondence from the homeowner of 52 Airport Boulevard requesting that the Town of Gander permit them to house a miniature pony at that property. The current zoning of the property does not permit the requested usage and would require a plan amendment.

The area in question is currently zoned *Residential Medium Density* and would have to be rezoned to *Residential Low Density* or have *Agriculture* added to use zone table under *Residential Medium Density* to accommodate the requested usage.

After a lengthy discussion, the Committee is not recommending to Council that a plan amendment be undertaken at this time. The Homeowner will be written and notified of Council's decision.

### **Motion #16-022**

#### **Rezoning Request – 52 Airport Boulevard**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the application for the zoning as presented be rejected.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **New Wastewater Treatment Facility – Revised Business Plan**

The Committee reviewed a revised Business Plan for the New Wastewater Treatment Plant that was prepared by MHPM Project Managers for the Provincial Department of Municipal Affairs as attached.

This document was presented for information purposes and the Committee recommends this be brought forward at the next Wastewater Steering Committee Meeting.

**E. Public Works & Services:**

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

The Public Works & Services Committee was held on February 2, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; G. Parrott, Councillor; P. Fudge, Fire Chief; S. Burbridge, Director of Public Works; G. Whitt, Administrative Support Clerk; L. Small, Administrative Assistant; W. Jenkins, MEO Supervisor.

The following items were discussed:

**Delegation – 24 Hour Policing**

The Committee met with a resident who expressed his concerns regarding 24 hour policing in Gander. He spoke at length on what he felt were several good reasons for our community to have better police coverage.

The Committee assured the resident that the Town of Gander is doing its best with regards to the policing issues. This item was recently discussed during a privileged Council meeting with MHA John Haggie on January 29<sup>th</sup>. The Town has committed to meet with Justice Minister Parsons to discuss this issue as well contact MP Scott Simms about possible funding for police coverage.

He left the Committee meeting at 10:36 am.

**Previous Minutes Review**

The previous minutes were approved as presented.

**Backyard Composting**

The Director of Municipal Works reviewed correspondence from MMSB regarding their 2016 Backyard Composting Program. Organic waste makes up 35 – 40 % of the residential waste stream and this initiative would extend the useful life of our landfills. MMSB is looking to assess demand before moving forward with this program.

The Committee agreed that the Town of Gander should support this program and to place the minimal pre-order of 50 bins for resale to residents at a cost of \$21.99 each. It was determined the majority of the bins will be stored at the Depot with a minimal amount at the Town Hall for residents to purchase.

This item is referred to Finance and Administration Committee for its consideration and recommendation to Council.

## **Invoices**

The Committee reviewed one invoice for Avalon Ford Sales Limited. The Director advised that all goods and services had been received and met the Town's specifications.

The Committee recommends approval of this invoice and forwards it to the Finance and Administration Committee for its consideration and recommendation to Council.

## **Hazardous Materials Emergency Response Agreement**

The Fire Chief informed the Committee that the current agreement for Hazmat response to other areas outside our boundary has expired and is now under review. There are 9 other communities that have a Hazmat Trailer and a meeting with all stakeholders will take place before another agreement is signed.

## **369 Gander Bay Road**

The Committee was advised of second removal order to be issued for 369 Gander Bay Road citing removal of items on Town land and remediation of the site. The original document was not ratified through council properly and has to be re-issued with a new deadline for June 1, 2016.

### **Motion #16-023**

#### **369 Gander Bay Road**

Moved by Councillor Anstey and seconded by Councillor McBrearity that a second maintenance order be issued for 369 Gander Bay Road with a deadline date of June 1, 2016.

In Favour:     6           Opposing:     0

**Decision:**     Motion carried.

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

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

The Finance & Administration Committee was held on February 4, 2016. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; K. Hiscock, Director of Finance (A).

The following items were discussed:

**Invoice for Approval**

OPERATING

AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE JANUARY 13, 2016

1.	Avalon Ford Sales Limited	30,668.20
	01-210-0080-9320, 2016 Ford Escape SE 4X4, Fire	
	Budget 35,000 Spent to date 8,037	

Total operating invoice for approval	30,668.20
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The Acting Director of Finance advised that the invoice met the policies of the Town of Gander.

**Motion #16-024**

**Invoice for Approval**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that the invoice be paid as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Correspondence from Gander Flyers Senior Hockey**

The Gander Flyers Senior Hockey team wrote a letter to the Town requesting that all expenses incurred at the Gander Community Centre effective immediately be deferred until the end of their fiscal year June 30, 2016. If funds are available prior to their next fundraiser these expenses will be paid prior to the above date.

**Motion #16-025**

**Correspondence from Gander Flyers Senior Hockey Expenses**

Moved by Councillor Dove and seconded by Councillor Lorenzen that all expenses incurred by the Gander Flyers Senior Hockey team at Gander Community Centre be deferred until June 30, 2016.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**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 #16-026**

**Property Tax Reduction**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Tender - Sale of 2004 Sterling Single Axle Plow/Dump Truck**

The tender results for the sale of our 2004 Sterling Single Axle Plow/ Dump Truck for which two bids were received were reviewed by the Committee. The highest bid which met specifications was from Platinum Builders.

**Motion #16-027**

**Tender - Sale of 2004 Sterling Single Axle Plow/Dump Truck**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that the sale of our 2004 Sterling Single Axle Plow/Dump Truck be awarded to Platinum Builders at a price of \$3,644.25 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Tender - Supply and Delivery of Ross Valve Items**

The tender results for the supply and delivery of Ross Valve items for which two bids were received were reviewed by the Committee. The lowest bid which met specifications was from Basil Fearn.

**Motion #16-028**

**Tender – Supply and Delivery of Ross Valve Items**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that the supply and delivery of Ross Valve items be awarded to Basil Fearn at a price of \$11,389.78 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Residential Clean out of Septic Systems on Magee and Gander Bay Road**

It was recommended by Management that the residents of Magee and Gander Bay Road be charged a fee of \$150.00 when requested to clean out the resident's septic systems.

The Town will only provide the service on an emergency basis so not to compete with the businesses that provide this service in Town.

Currently, residents of Magee and Gander Bay Road are exempt from paying the water/sewer tax implemented in the 2016 budget.

#### **Motion #16-029**

### **Residential Clean out of Septic Systems on Magee and Gander Bay Road**

Moved by Councillor Dove and seconded by Councillor McBairty that the residents on Magee and Gander Bay Road be charged a fee of \$150.00 to clean out their septic systems on an emergency basis only.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Councillor Lorenzen left the Council meeting at 5:25pm.

### **Backyard Composting Bins**

The Committee reviewed a recommendation from the Public Works & Services Committee to purchase 50 composting bins.

### **Backyard Composting Bins**

#### **Motion #16-030**

Moved by Councillor Anstey and seconded by Councillor Dove that the Town purchase 50 bins for resale to residents at a cost of \$21.99 each.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

## 6. ADMINISTRATION

### Director of Economic Development

The CAO noted that during the 2016 Budget it was approved to replace the position of Manager of Economic Development with the Director of Economic Development position. The Manager was a duplication of the Director position with the exception of attendance at Regular Council and Management meetings and some decision making authority.

#### Motion #16-031

### Director of Economic Development

Moved by Councillor Anstey and seconded by Councillor McBreairty that RJ Locke be appointed as the Director of Economic Development.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

## 7. CORRESPONDENCE

None.

## 8. NEW BUSINESS

### Online Services – Councillor Dove

The Town of Gander is relaunching its Online Services to include a feature on [www.gandercanada.com](http://www.gandercanada.com) that allows residents and business owners to pay for specific Town services online.

Online Services will allow residents to pay their taxation bills and view their assessment notices, as well as apply for a building permit, and enroll into our Pre-authorized debit plan online.

This feature was developed in response to feedback from citizens and staff that asked for more online services.

The option to pay online will reduce wait times and speed up processing times, and be available around the clock.

The Town of Gander worked on the project for more than a year, working with internal resources and external vendors to ensure Online Services would be simple to use and meet rigorous security standards.

This is the newest addition to our existing online services which include GIS map, Bizpal, Recreation Event Sign Up, our Events Calendar and Business Directory. Residents and business owners can register quickly and easily. Once registered, users can see current bills, past bills, make full or partial payments, and print statements.

Online Services is secure and confidential, and we encourage our residents and business owners to use it.

## **9. ADJOURNMENT**

### **Motion #16-032**

#### **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: 5      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:35pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**