

# MINUTES

Regular Meeting of Council  
Wednesday, May 2, 2018 @ 4:30 pm  
Council Chambers

**Present:**

P. Farwell	Mayor
B. Dove	Councillor
G. Brown	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
T. Barron	Director of Municipal Works
A. Quilty	Fire Chief (A)
D. Quinton	Development Director (A)
K. White	Media Coordinator
E. Fisher	Youth Representative

**Regrets:**

T. Pollett	Deputy Mayor
R. Anstey	Councillor

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

None.

## 3. APPROVAL OF AGENDA

Council reviewed the agenda and approved as attached.

### Motion #18-103

#### Approval of Agenda

Moved by Councillor Fudge and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on May 2, 2018 be adopted as amended.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #18-104**

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

Moved by Councillor Woodford and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on April 11, 2018 be adopted as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

##### **Motion #18-105**

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

Moved by Councillor Dove and seconded by Councillor Woodford that the Minutes from the Special Meeting of Council on April 16, 2018 be adopted as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

##### **Motion #18-106**

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

Moved by Councillor Dove and seconded by Councillor Fudge that the Minutes from the Special Meeting of Council on April 24, 2018 be adopted as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

##### **Motion #18-107**

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

Moved by Councillor Dove and seconded by Councillor Fudge that the Minutes from the Special Meeting of Council on April 27, 2018 be adopted as presented.

In Favour: 5      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 April 19, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O, Fudge, Councillor; B. Dove, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

**Gander Day Entertainment**

A group of entertainers contacted the Special Events Coordinator regarding the possibility of performing a unique show during the Festival. “SmokeShow” involves some of Newfoundland’s seasoned entertainers including MusicNL award winner Kelly Evans and combines a live classic rock band with live fire performances. The Committee agreed with the recommendation to have this show as the finale for Gander Day before the fireworks.

**Crossroads Music Festival**

The Special Events Coordinator met with a local group who are interested in hosting an all ages music festival at the Steele Community Centre. They suggested two dates, however after some discussion, it was agreed that the best date would be June 30<sup>th</sup>. The Committee agreed that the Town would provide the use of the Steele Community Centre at no cost as well provide the stage, chairs, and set up of the bar. The organizers would need to agree to a 70/30 split of the revenues with a guarantee of staff wages and overtime. The Special Events Coordinator will work with the group on this information and provide an update at the next Committee meeting.

**Ride for Sight Update**

The Town of Gander is pleased to announce a partnership with Steele Hotels, the Comfort Inn and the Foundation Fighting Blindness to organize the 2018 Newfoundland and Labrador Ride for Sight, which is taking place in Gander from June 22-24. The Town has been involved with the Ride for 20+ years and looks forward to working with all partners to ensure the success of the Ride for Sight for years to come.

Councillor Woodford left the meeting due to conflict of interest.

### **Steele Community Centre Ice Cancellation Policy-1<sup>st</sup> Reading**

The Director presented the Committee with the first reading of the Steele Community Centre Ice Cancellation Policy. The Director advised that the Department is recommending that there be a no cancellation policy after September 30th. For private rentals, two options were presented - a one week cancellation policy and a no cancellation policy. The reason for the proposed changes to the policy is that the current policy states 48 hours' notice is required for all cancellations which often leads to unused ice time which staff have trouble re-booking. The new policy would ensure that user groups are using ice that is allotted to them and allow the Department to offer unneeded ice time to other interested groups.

The Committee feels that the changes to the policy need to be reviewed further and is suggesting a meeting with the ice user groups. The Director advised that the Department will set up a meeting with all ice user groups to explain what is being proposed, obtain feedback and suggestions and report back to the Committee at a later date.

Councillor Woodford returned to the meeting.

### **Airport Nordic Ski Club**

The Committee reviewed a letter from the Airport Nordic Ski Club requesting financial assistance towards the hiring of a Coordinator for their facility during the winter months. The Director advised that this would have to be a budgeted donation for 2019 and that the Airport Nordic Ski Club would need to provide the Department with a detailed budget so this could be considered. The Director will advise the Airport Nordic Ski Club of this decision and when to submit their request for 2019.

### **Multiplex/Soccer/Track Steering Committee Update**

The Director updated the Committee on the Multiplex and Soccer/Track Steering Committee. Currently, the Engineering Department is working on a Request for Proposal for services related to conceptual design, site selection and cost estimates for the construction of a soccer and track facility. The Directors of Economic Development and Recreation are working to set up a meeting with the Steering Committee to discuss possible funding opportunities. The Committee is pleased with how the projects are progressing to date.

### **Upcoming events**

- a) May 5: Gigantic Yard Sale
- b) May 11: Gander Collegiate Prom
- c) May 16-17: Occupational Health & 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 24, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; W. Jenkins, Municipal Enforcement Officer in Charge; L. Small Administrative Assistant.

The following items were discussed:

### **Temporary Fire Chief Position**

The Chair advised that interviews for the temporary fire chief position have now concluded and an update will be provided to Council as soon as further information is available.

### **Crosswalk at Golden Years Estates- Magee Road**

The Committee considered three options provided by the Engineering Department and have selected option one as the preferred choice for a crosswalk at Golden Years Estates on Magee Road. For an estimated cost of \$1500 there will be four signs installed and lines painted as per the attached drawing # 18-1021-OP1.

The Committee also discussed the design, visibility and paint that is currently being used to outline Town of Gander crosswalks as there have been complaints of visibility in some areas.

The Committee is recommending that the Municipal Works Department review the current standard being used to determine why we are only using two white lines to indicate a crosswalk, and costs associated with possibly changing the design to make them more visible.

### **No Parking Signs**

In addition to work already started by the Municipal Works Department, the Municipal Officer in Charge has been reviewing *No Parking Signs* throughout town to determine if they need maintenance, updating, removal, or new installation.

The Town of Gander is growing and this type of review is necessary to keep enforcement measures up to date and streets safe for vehicles and pedestrians. Both departments will work in conjunction with the Engineering Department to complete the list.

## **Student Awareness-Amazing Maze**

The Municipal Officer in Charge advised the Committee that members of her team will be participating in an event at St. Paul's Intermediate on April 25<sup>th</sup> to assist with information stations being set up throughout the school. The Amazing Maze is organized by Public Health to inform students on a variety of topics and issues from mental health, drug & alcohol awareness, and healthy living, to name a few.

Municipal Enforcement Officers also participate in the School Breakfast Program when time permits and the Committee acknowledged that it is great to see our officers and fire fighters out assisting the community in various capacities such as these. McHappy Day will see both Departments out again on May 2<sup>nd</sup>.

## **Thank You**

The Chair acknowledged a thank-you received regarding a recent incident whereby two of our Municipal Enforcement Officers, and a member of Gander Fire Rescue assisted in a medical emergency by providing lifesaving CPR to a heart attack victim. Council would also like to send a sincere and heartfelt "thank you" to all personnel involved who knew exactly how to respond in that situation.

## **Operational readiness**

On April 10, 2018, the Acting Fire Chief provided a presentation to Council on the operational readiness of Gander Fire Rescue and the Department's training standard. Gander Fire Rescue meets and exceeds the provincial requirements set by Fire and Emergency Services.

## **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 25, 2018. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

## **7 Alcock Crescent**

The Director presented correspondence from the owner of 7 Alcock Crescent who is requesting reimbursement for the costs incurred to free a blocked sewer lateral, determined to be caused by pipe failure.

In this instance, pipe failure falls within Policy MW030 guidelines for reimbursement. It is recommended the owner of 7 Alcock be paid \$509.55 to cover the costs incurred to clear the sewer blockage.

**Motion #18-108**  
**7 Alcock Crescent**

Moved by Councillor Fudge and seconded by Councillor Brown that the owner of 7 Alcock Crescent be paid \$509.55 to cover the costs incurred to clear a sewer blockage.

In Favour: 5      Opposing: 0

Decision: Motion carried.

**Tender Summary - #18-06 Supply and Delivery of Trees**

The Committee reviewed the results of the tender for the supply and delivery of trees. Four (4) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by Pat's Plants and Gardens in the amount of \$30,425.78, HST included.

The Committee recommends that the tender for the supply and delivery of trees be awarded to Pat's Plants and Gardens, and refers the tender to the Finance and Administration Committee for its consideration.

**Crosswalk / Signage**

The Committee discussed the painting schemes for the crosswalks and signage throughout the Town as was presented at the most recent Public Safety & Protective Services committee meeting. It was suggested the crosswalks should be mid blocked, rather than lined as with the sidewalk extensions. It was felt the current signage for crosswalks is adequate.

While it is yet to be determined the additional costs that will be associated to change the painting scheme for mid block all crosswalks throughout Town, the Committee recommends that Public Works begin implementing this painting scheme with the spring paint program, if the budget will allow.

The Director advised the Committee the spring paint program will be commencing in the coming weeks.

## 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, 2018. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; O. Fudge, Councillor; R. Locke, Development Director, B. Williams, Tourism Development Officer.

The following items were discussed:

### Tourism Activities Update

The Tourism Development Officer provided the Committee with a status update regarding activities since the last meeting. These included the following:

- **Tourist Map:**
  - Revisions have been on-going as feedback has been gathered from various tourism organizations.
  - A draft is now being prepared in consultation with the graphic design team.
  
- **Enhancing “Sense of Arrival”:**
  - Options for integrating the “Come from Away” logo into the Town’s “Welcome to Gander” signs, along the TCH, were presented to the Committee.
  - The Committee asked staff to investigate options and regulations for stand-alone TCH signage and present them at a later date.
  - The Committee was also advised that the Town of Gander display located at the Tourist Chalet has been updated with a new town map, contact information and pictures with associated information about local tourism attractions.

The Tourism Development Officer continues to meet with local tourism stakeholders and organizations to discuss potential opportunities for enhancing the local tourism sector.

### Business Networking Event

As the Committee supports and encourages opportunities for business owners to network with Council, business support organizations and colleagues, they would like staff to explore options for a Business Networking event.

The Committee has asked staff to coordinate a meeting/brainstorming session with the local business support organizations to discuss potential partnership opportunities and options for the optimal delivery method that would be most accommodating for the local business community.

## **Press Release: EVAS Air**

The Committee reviewed a press release from EVAS Air announcing the beginning of their Gander to Fogo Island weekly air service.

EVAS Air will be offering two flights every Monday, Wednesday and Friday, departing Gander at 7:00 a.m. and 4:30 p.m. and returning from Fogo Island at 8:00 a.m. and 5:30 p.m. Flying time is approximately 20 minutes.

The Committee extends congratulations to EVAS Air on the successful expansion of their business.

The Committee asked staff to prepare a congratulatory letter for EVAS Air.

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

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

The Engineering, Planning & Controls Committee meeting was held on April 26, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; P. Woodford, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

### **Shipping Container Regulations**

Following the last Committee meeting, the Engineering Department was instructed to prepare a draft regulation for the use of shipping containers for storage usage.

The Committee reviewed the proposed Shipping Container Regulation and how it will affect properties within the Town of Gander. The Committee is recommending that further review of the regulation is warranted before presenting it for its first reading. The Committee would like this item brought forward to the next Engineering, Planning and Controls Committee meeting for further discussion.

## Discretionary Notice – 102 Trans-Canada Highway

Notice is hereby given that the Town Council of Gander has received an application from Quality Inn and Suites to install a temporary transmission antenna on the second floor roof of the building. The 7.3 metre structure will be erected for the sole purpose of transmitting a live radio station from the Municipalities Newfoundland and Labrador Municipal Symposium being held at Quality Inn and Suites from May 1 to 5, 2018.

It is noted that this area is zoned **Commercial Highway** and **Antenna** is permitted as a Discretionary Use under the Town of Gander Development Regulations.

The Committee is in agreement with the application, as attached, pending there are no objections received by the advertised deadline and given that this is time sensitive, the Committee recommends holding a Special Meeting of Council to pass a motion to approve the discretionary notice.

## Development Application – Eastgate, Bannock St. Phase 6

The Committee reviewed a development application from Cecon Development Corporation requesting approval for the construction of Phase 6 in the Eastgate Subdivision.

The Director presented the conceptual plans for this next phase, which will extend to Bannock Street providing 40 new residential building lots.

### F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on April 26<sup>th</sup>, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; P. Woodford, 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 – 2<sup>nd</sup> Quarter Assessment Fees \$34,890.75  
  
Spent: \$34,790.75      Budget: \$141,000

2.	Diamond Software, Inc. Acct: 00-120-1000-7010 – Annual Maintenance & Support	\$38,716.36
	Spent: \$30,258.13      Budget: \$89,300	
3.	Worktech, Inc. Acct: 00-120-1000-7010 – Annual Maintenance	\$19,963.40
	Spent: \$30,258.13      Budget: \$89,300	
	Total operating invoices for approval	\$93,570.51

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

**Motion #18-109  
Invoices for Approval**

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

In Favour:      5      Opposing:      0

**Decision:**      Motion carried.

**Anti-Harassment and Respectful Workplace Policy – 2<sup>nd</sup> Reading**

The Anti-Harassment and Respectful Workplace Policy is presented for the second reading. There were no changes proposed to what was presented to Council at the last meeting.

**Motion #18-110  
Anti-Harassment and Respectful Workplace Policy – 2<sup>nd</sup> Reading**

Moved by Councillor Dove and seconded by Councillor Woodford adoption of the Anti-Harassment and Respectful Workplace Policy, as attached.

In Favour:      5      Opposing:      0

**Decision:**      Motion carried.

**Workplace Incidents Policy– 2<sup>nd</sup> Reading**

The Workplace Incidents Policy is being presented for the second reading. There were no changes proposed to what was presented to Council at the last meeting.

**Motion #18-111**

**Workplace Incidents Policy– 2<sup>nd</sup> Reading**

Moved by Councillor Dove and seconded by Councillor Woodford adoption of the Workplace Incidents Policy, as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Residential Property Tax Reductions & Exemptions Policy – 2<sup>nd</sup> Reading**

The Residential Property Tax Reductions & Exemptions Policy is being presented for the second reading. There were no changes proposed to what was presented to Council at the last meeting.

**Motion #18-112**

**Residential Property Tax Reductions & Exemptions Policy – 2<sup>nd</sup> Reading**

Moved by Councillor Dove and seconded by Councillor Fudge adoption of the Residential Property Tax Reductions & Exemptions Policy, as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Property Tax Reductions**

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

**Motion #18-113**

**Property Tax Reductions**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

## **Tender – Supply of Trees**

The Committee reviewed the tender results for the Supply of Trees. Four bids were received. The preferred bidder was Pat's Plants and Gardens.

### **Motion #18-114**

#### **Tender – Supply of Trees**

Moved by Councillor Dove and seconded by Councillor Brown that the tender for the Supply of Trees be awarded to Pat's Plants and Gardens at a price of \$30,425.78 HST inclusive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

This item is \$1,200 under budget.

## **G. Other Reports:**

### **Trails Sub-Committee**

The Trails Sub-Committee report was presented by Councillor Woodford.

The Trails Sub-Committee meeting was held on April 17<sup>th</sup>, 2018. The meeting was chaired by P, Woodford, Councillor. Other members present included: O. Fudge, Councillor; R. Anstey, Councillor; N. Newell, Director of Recreation & Community Services; W. Jenkins, Municipal Enforcement Officer in Charge; M. McWhirter, Deputy Municipal Clerk; L. Small, Administrative Assistant.

The following items were discussed:

The Agenda was adopted as presented and the previous minutes approved.

### **Motorized Snow & All-Terrain Vehicle (ATV) Regulations – Proposed Changes**

The Committee has been working diligently on updating and reviewing the Motorized Snow and ATV Regulations. The Deputy Municipal Clerk will continue with the editing and once the document is finalized, it will be presented to Council for review.

## Signage and Speed Limits

One of the proposed changes in the new Motorized Snow and ATV Regulations is to reduce the speed limit on “highways and trails” to 15 km per hour. The Committee discussed the signage and speed limits associated with trail use and some agreed that it was not necessary to install new **15 km** per hour signs as this would be confusing with **40 km** per hour traffic signs throughout town.

The Committee felt that if this is written in the bylaw, then the users are responsible for reading and abiding by it as they would for the Highway Traffic Act for regular vehicles; if nothing is posted, then the assumption is whatever is stated in the regulation.

This item will be deferred for future discussion.

## Trail Review

The Officer in Charge and the Director of Recreation have completed a review of all trails throughout town and reported on the condition of each one as well as other factors that may need to be addressed such as barricades and encroachments.

This information will assist in producing a more comprehensive map indicating all trail types once decisions are finalized on the various designations.

## 7. ADMINISTRATION

None.

## 8. CORRESPONDENCE

None.

## 9. NEW BUSINESS

### Fire Department Open House

Councillor Woodford notified the public that Gander Fire Rescue will be holding an open house on Wednesday, **May 9<sup>th</sup> beginning at 7 pm.**

Anyone interested in becoming a volunteer firefighter can stop by the Department to get more information, meet the current firefighters and ask questions.

This is an excellent opportunity to see first-hand the requirements for becoming a volunteer firefighter. Demonstrations of equipment will be conducted to give people a better understanding of exactly what's involved.

For more information please call the Fire Hall at 256-8887.

### Condolences

The Mayor offered his condolences to the Roul family. John was the Manager of IT with the Town and passed away suddenly on April 24<sup>th</sup>. He had been employed with the Town for the past 18 years.

### Motion #18-115

#### Adjournment

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:25 p.m.

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**P. Farwell, Mayor**

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**G. Brown, Town Clerk**