

# MINUTES

## Regular Meeting of Council Wednesday, May 3, 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>S. McBreairty</b>	<b>Councillor</b>
	<b>R. Anstey</b>	<b>Councillor</b>
	<b>B. Dove</b>	<b>Councillor</b>

<b>Advisory and Resource:</b>	<b>J. Blackwood</b>	<b>Director of Engineering (Acting CAO)</b>
	<b>G. Brown</b>	<b>Town Clerk</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>

### 1. CALL TO ORDER

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

### 2. VISITORS/PRESENTATIONS

#### **Floressa Harris – Special Olympics Presentation**

The Mayor congratulated Floressa Harris for earning multiple medals at the Special Olympics World Winter Games held in Austria this past March.

#### **Day of Mourning Proclamation**

The Mayor proclaimed April 28, 2017 as National Day of Mourning in the Town of Gander.

#### **Wings for Angels Butterfly Release**

Emily Laite was introduced and made a presentation on Butterfly Day. It is a fundraising event for the Dream Fund to raise money and will be held at Cobb's Pond July 15<sup>th</sup> from 4-6pm.

Tickets can be purchased at [www.flutter.com](http://www.flutter.com).

#### **Freedom of the City**

The Mayor advised Council that 103 Search and Rescue Squadron presented us with a plaque in thanks for being presented from Freedom of the City.

### **3. APPROVAL OF AGENDA**

#### **Motion #17-081**

##### **Approval of Agenda**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Agenda for the Regular Meeting of Council on May 3, 2017 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

#### **Motion #17-082**

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

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on April 12, 2017 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

#### **Motion #17-083**

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

Moved by Councillor Dove and seconded by Councillor Anstey that the Minutes from the Special Meeting of Council on April 20, 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 Anstey.

The Recreation & Community Living meeting was held on April 26, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; N. Newell, Director of Recreation & Community Services; K. Sceviour, Special Events Coordinator.

The following items were discussed:

#### **Approval of Invoices**

The Committee reviewed the attached invoice for Stage Right 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 invoice be paid and forwards it to the Finance Committee for its consideration.

#### **Tender – Supply of Audio/Visual Production**

The Committee reviewed the tender for the audio/visual production for the 2017 Festival of Flight events. There were two tenders received and the director advised that the preferred bidder is Pro Audio.

The Committee recommends that the tender for the supply of Audio/Visual Production for the 2017 Festival of Flight be awarded to Pro Audio and refers to the Finance Committee for its consideration.

#### **Request for Proposals – Festival of Flight Fireworks**

The Committee reviewed the two proposals received for the 2017 Festival of Flight Fireworks. After reviewing the grading for the proposals, the Committee agreed to accept the RFP from North Star Fireworks which is \$144.00 more than the lowest proposal.

The Committee recommends that the proposal for the supply of fireworks for the 2017 Festival of Flight be awarded to North Star Fireworks and refers this item to the Finance Committee for its consideration.

The Special Event Coordinator left the Committee meeting.

## **Tender – Overhaul of One (1) Mycom N6WB Compressor**

The Committee reviewed the tender for the overhaul of one (1) Mycom N6WB Compressor. There were three tenders received and the Director advised that the preferred bidder is Cimco Refrigeration.

The Committee recommends that the tender for the supply of the overhaul of one (1) Mycom N6WB Compressor be awarded to Cimco Refrigeration and refers this item to the Finance Committee for its consideration.

## **Municipal Awareness Day**

The Committee discussed Municipal Awareness Day which is scheduled for early May. The director explained that the correspondence notifying the date for this event was only received in April from Municipalities Newfoundland and Labrador. The department had other events planned for some time so it would be difficult to plan a separate event.

The Committee suggested picking a day or event in 2018 and incorporating this into Municipal Awareness Day. It was suggested that the Gigantic Yard Sale might be a good event to incorporate Municipal Awareness Day. The director will notify staff for 2018 event planning.

## **2016 Variance Report**

The Committee reviewed the variance report for the year ending 2016. Overall the Department was \$67,604 under budget for the year. Some of the major variances for 2016 include a loss of approximately \$13,000.00 from the AHL exhibition hockey game in October and an additional \$9,000.00 on plant maintenance. Ice rentals are down approximately \$27,000.00. This is due to non-ice events being held with a direct loss in ice revenue as well as the ice being removed early in 2016 due to Easter Tournaments running earlier than usual.

There were savings in furniture and equipment not purchased in 2016, heating oil costs were lower, a Newfoundland and Labrador Power rebate was received and there was a power consumption decrease of 6% this year.

The Variance Report is referred to the Finance Committee for its consideration.

## **Adventure Central Annual General Meeting**

The Director advised that Adventure Central is holding their annual meeting on May 16<sup>th</sup> in Grand Falls-Windsor. The committee discussed this and decided a member will attend on behalf of the Town of Gander.

## Upcoming events

- May 12: Gander Collegiate Prom
- May 17-18: Occupational Health & Safety Conference
- May 24: Health & Wellness Expo

### B. Public Works & Services Committee with RCMP:

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

The Public Works & Services Committee was held on April 19, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: C. Abbott, Deputy Mayor; G. Parrott, Councillor; C. Elliott, Mayor; S. McBreairty, Councillor; P. Fudge, Fire Chief; W. Jenkins, Municipal Officer In Charge; L. Small, Administrative Assistant.

Delegation: R. Flynn, Staff Sergeant, RCMP

The following items were discussed:

As requested, the Committee and council members met with Staff Sgt. Roger Flynn of the local RCMP detachment. This meeting was to gather input to incorporate into the detachment's annual performance plan for the current year. Staff Sgt. Flynn would like to identify items to help them move beyond the core duties of police work and engage in the community, specifically items of concerns for the Town Council. He has already met with surrounding municipalities and local service groups and has received great feedback.

Last year's priorities were Communications, Safe Roads and the Prevention and Reduction of Youth Crime; these initiatives worked well and he was pleased with the results. He reviewed the detachment structure and annual statistics which are generally consistent with the previous year. Businesses are using Loss Prevention Officers so the theft reporting is up slightly. Our crime rate is lower than the national average with youth crime being almost non-existent in Gander. One third of their calls are traffic related and highway enforcement is a major component of this. He would have liked to have had more presentations on safe roads and domestic violence and will continue to focus on that again this year.

Mayor Elliott joined the Committee meeting.

Sgt Flynn also continues to monitor the trends for any spike in a particular area however there have not been any major shifts. Being present and visible in the community is important to the force and he is determined to keep officers on the street and making contact with the public.

The Committee is noticing the police presence on the streets due to the detachment's efforts and asked that it continue along with the other campaigns in conjunction with the Municipal Enforcement team.

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

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

The Public Works & Services Committee was held on April 25, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; G. Parrott, Councillor; P. Fudge, Fire Chief; T. Barron, Director of Municipal Works; W. Jenkins, Municipal Officer In Charge; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Councillor Parrott left the Committee meeting.

Councillor Parrott left the Council meeting.

### **Delegation – 11 Curtiss Avenue**

The owner of 11 Curtiss Avenue met with the Committee to discuss her concerns with users of the trail located adjacent to her driveway. She has been the owner of this property for seven years and has had a number of issues with trail users crossing her property to access the trail; this includes both ATV's and snowmobiles in their respective seasons. The area at the rear was once a playground and has since been used as a dumping ground for various items such as old building material and discarded trees.

On two separate occasions this past winter, vehicles parked in her driveway sustained significant damages by snowmobiles accessing the trail. She presented the Committee with photos that support her claim and feels this type of damage can be easily prevented if measures are put in place.

While most users are respectful of her property, some are not and she requested the Committee consider adding barriers to separate the trail access from her driveway, or relocate the trail to the green space adjacent to her property.

The Committee recognized an issue with the area in question and refers this item to the Engineering Committee for clarification on property boundaries and availability of the green space adjacent to the property. This item will further discussed at the next Public Works & Services Committee meeting.

The Property owner left the Committee meeting.

Councillor Parrott returned to the Committee meeting.

Councillor Parrott returned to the Council meeting.

## Two-Way Left Turning Lanes

The Officer in Charge advised the Committee that a safety review was completed and there was no concern at this time with adding the two-way left turning lanes on the two sections of road discussed at the last meeting.

### Motion #17-084

#### Two-Way Left Turning Lanes

Moved by Councillor Anstey and seconded by Councillor McBreairty that two-way left turning lanes be installed on the following two sections of road:

- Airport Boulevard located between Cooper Boulevard and Bennett Drive.
- Bennett Drive located between Shoppers Drug Mart and the Gander Mall Entrance.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Metered vs Flat Rate Taxi Fares

The Officer in Charge presented the Committee with the pros and cons of replacing the current set rate taxi operations system with a metered rate system.

The Committee reviewed a letter of concern from a local resident regarding the consideration to change the current set taxi rate to a metered rate. Residents who are on fixed incomes and depend on a taxi service as their mode of transportation will be see the biggest impact by this change according to the complainant. The Committee discussed the issues that may arise surrounding such a change and recommends the current mode of a "set-rate" type of Taxi operation remain in place at this time.

The Committee discussed the matter and felt that it is in the best interest of Gander residents for taxi service rates to remain at a set rate.

It was requested by Busy Bee Cabs that the Committee consider updating its zones for taxi fares. This change would combine zones one (1) and two (2), for a small increase of one dollar to travel within the zone. Complete details of the changes are as presented on the attachment.

The Committee presents this change to Council and the public for the first reading. Should anyone object to this proposed change, they must present their objection in writing on or before May 12, 2017.

Councillor McBreairty questioned if we checked what other Town's do. We are the only one Town using the zone system. The rest are using meters.

### **ME004 Animal Control Policy – 2<sup>nd</sup> Reading**

This item is presented to Council for its second and final reading. The changes mostly consist of updating the text, the euthanasia fee and the removal of paragraph six (6) regarding the Municipal Enforcement Department's after hours contact information.

#### **Motion #17-085**

### **ME004 Animal Control Policy – 2<sup>nd</sup> Reading**

Moved by Councillor Anstey and seconded by Councillor McBreairty that Policy ME004 – Animal Control, be accepted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Volunteer Week, April 23-29**

The Fire Chief brought forward a reminder that Volunteer Week is April 23<sup>rd</sup> – 29<sup>th</sup>. As an organization that uses a large number of volunteer firefighters, Gander Fire Rescue is very dependent on the contributions of our volunteer firefighters in providing a vital service to our Community. On average, a volunteer firefighter contributes approximately 1800 hours of on-call duties, training and responding to emergencies per year.

This is a significant investment of time and the Committee would like to extend our sincere thanks and appreciation to their dedication and work.

The Committee would like to take this opportunity to extend many thanks to **all** volunteers who give so freely their time. Many groups and organizations are only as successful as the dedication provided by their volunteers. The Town of Gander would like to acknowledge YOU the volunteer and say "thank you" for your contributions in making your respective organizations a success.

### **Traffic Operations Plan**

The Municipal Officer in Charge presented the Committee with a report of their most recent campaign ***Buckle up, Hang up, Heads up – It all adds up*** held on Wednesday, April 12<sup>th</sup>.

This was a joint effort between the Municipal Enforcement Officers and RCMP Traffic Services, with the main focus being child safety seat infractions and traffic violations.

Located at various check points throughout the town, a total of twenty five (25) citations and nine (9) warnings were issued.

## **Tenders**

### **Tender #17-09 - Sale of One Used 1991 White Cab Over Pumper Truck**

The Committee reviewed the results of the Tender for the Sale of the 1991 Cab Over Pumper Truck. Two (2) tenders were received and the Fire Chief advised the highest bid of the Tenders was submitted by **Horwood Fire Department** in the amount of \$6899.00.

The Committee recommends the Tender be awarded to the Horwood Fire Department and refers this item to the Finance and Administrative Committee for consideration.

### **Tender#17-08 - Supply of Trees**

The Committee reviewed the results of the Tender for the Supply of Trees. Two (2) tenders were received and the Director advised the lowest of the Tenders that met specifications was submitted by **Sheridan Nurseries** in the amount of \$26,776.46, HST included.

The Committee recommends the Tender be awarded to Sheridan Nurseries and refers this Tender to the Finance and Administrative Committee for consideration.

## **Variance Reports - 2016**

### **Public Works and Services**

The Director reviewed the 2016 Public Works and Services Variance Report with the Committee.

The Municipal Works Department was under budget by \$383,845.00 due to a number of factors such as lower Newfoundland Power rates, receiving a substantial Newfoundland Power rebate, delays in hiring seasonal and replacement positions, the lower cost of fuel and a lower consumption of chlorine during the chloramines project.

### **Fire and Police Services**

The Fire Chief reviewed the Fire and Police Department's portion of the 2016 Public Works and Services Variance Report with the Committee.

The Fire Department was under budget by \$26,893.00 due to the elimination of hiring two (2) additional fire fighters.

The Municipal Enforcement Department is under budget due to the delay in hiring the fourth Officer and Use of Force Training costs were lower than budgeted. Also, the fines revenue has seen an increase of \$17,416 in comparison to 2015.

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

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

The Development, Tourism & Culture Committee was held on April 25, 2017. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. Anstey, Councillor; R. Locke, Development Director; D. Quinton, Economic Development Officer.

The following items were discussed:

#### **Revised Request for Proposal (RFP) # 17-03: Cobb's Pond Residential Land Assembly**

The Director advised the Committee that a revised RFP has been issued for the development of the Cobb's Pond Residential Land Assembly as of April 18<sup>th</sup>, 2017.

The original RFP was issued on November 2<sup>nd</sup>, 2016 and closed on December 8<sup>th</sup>, 2016. 1 bid was received which did not satisfy the RFP requirements due to the lack of detail submitted.

Council then asked staff to acquire a list of person(s) who obtained a copy of the RFP package in an effort to engage them to offer feedback as to reasons why they had chose not to submit a proposal.

Following the feedback process, a number of factors were identified. The revised RFP has tried to limit these factors in an attempt to offer developers more flexibility to present how they feel is the optimal way for developing this parcel of land.

The goal is to create a new residential subdivision consisting of a mix of modest housing forms which will be attainable to first time home buyers, young families, persons on fixed income, seniors, and others who would otherwise find it difficult to attain housing in the current market.

The closing date for RFP# 17-03 is Thursday June 1<sup>st</sup>, 2017 at 2:00pm.

Paper copies and documents are available at the Town Hall for a cost of \$46.00 (HST Inc).

There is no charge for electronic copies, these may obtained from the Town of Gander Website at [www.gandercanada.com](http://www.gandercanada.com) (Under the Town Hall tab, select tenders) or e-mail your request to [tenders@gandercanada.com](mailto:tenders@gandercanada.com).

## **Variance Report: Ending December 31<sup>st</sup>, 2016**

The Committee reviewed the department's variance report ending December 31<sup>st</sup>, 2016 which shows a savings of \$54,459.00. The Committee is pleased with the Department's 2016 financial standing and refers this item to the Finance and Administration Committee for their review and consideration.

### **Physician Recruitment & Retention**

In response to Central Health's most recent decision to once again suspend obstetrical services at James Paton Memorial Regional Health Centre, the Town of Gander has began an effort to engage local physicians and relevant stakeholders in a discussion regarding physician recruitment and retention issues in the community.

The goal is to identify barriers and discuss an appropriate strategy for attracting and maintaining desirable levels of physician care for our community and the surrounding area. In regard to the general public, should they be experiencing difficulty in accessing services in reasonable and timely manner, they are encouraged to contact Central Health or their elected officials to express concerns.

### **Echocardiography Services Expanded in Central Newfoundland**

The Committee would like to acknowledge the Provincial Government's commitment to expand health care services at the James Paton Memorial Regional Health Centre in Gander. The Committee also acknowledges a significant donation made by the Central Northeast Health Foundation which is required to offer these services.

The new equipment will provide operators with an ultrasound of a patient's heart, which is used to diagnose cardiovascular diseases, and can provide diagnostic information about a patient's condition.

The James Paton Memorial Regional Health Centre provides care to the residents of Gander and throughout the Central Region. The addition of these echocardiography services will help boost Gander's status as a hub for regional health care.

#### **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 April 25, 2017. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: S. McBreairty, Councillor; D. Chafe, CAO.

The following items were discussed:

### **Communications Policy**

The Committee was advised that staff have been working on a new Communications Policy. The policy covers a range of items including public relations, advertising, information management and online services. The Committee reviewed and discussed the policy and has referred it to Management for further refinement.

During the review the Committee discussed the Town's protocol for notifying and updating residents during severe weather events or during incidences that may lead to the declaration of a state of emergency. The Chief Administrative Officer advised the Committee that when a State of Emergency is declared and the Emergency Operations Centre (EOC) is activated, a full communications protocol is also launched. There is however no specific plan or protocol for pre-EOC operations. Citing resident concerns and feedback following the recent severe winter storm event, the Committee has asked Management to develop a communications plan for such incidents.

### **Councillor's Code of Conduct Policy**

The Chief Administrative Officer presented the Committee with a new Councillor's Code of Conduct policy. The new policy is based on elected officials upholding the law at all times and conducting themselves appropriately within the five standards of conduct, integrity, honesty, objectivity, accountability and leadership. The draft has been circulated to all of Council for review and comment. The Committee discussed the policy and presents it to Council for its first reading.

### **Council Representation on Outside Committees**

With the vacancy of one council seat, there are a number of sub and external committees that require a new Council representative. These include the Waste Water Steering Committee, the Cobb's Pond Rotary Park Committee, Tourism Opportunity Management Planning Committee, and the Airport Terminal Committee. Council discussed the vacancies and the following additions were proposed:

Wastewater Steering Committee – Councillor Gerry Parrott

Cobb's Pond Rotary Park – Mayor Claude Elliott

Tourism Opportunity Management Planning Committee – No additional representation

Airport Terminal Building Committee – Councillor Parrott

**Motion #17-086****Council Representation on Outside Committees**

Moved by Councillor Anstey and seconded by Councillor Parrott that they above Councillors will be Council's representatives on the Outside Committees.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Municipalities Newfoundland Labrador (MNL) Report**

MNL will be holding its annual spring symposium in Gander from May 4-6, 2017. The Committee feels that this is an important event and, because of its location, the Mayor will be accompanied by Deputy Mayor Abbott and Councillors Anstey and McBreairty, at the event.

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

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

The Engineering, Planning & Controls Committee meeting was held on April 26, 2017. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

**Residential Landscaping Regulations – 2<sup>nd</sup> Reading**

The Director presented the Residential Landscaping Regulations, to the Committee, for its second reading. The Director advised that this item was discussed at the most recent Management meeting and no objections were received. The Committee is in agreement with the regulation.

**Motion #17-087****Residential Landscaping Regulations – 2<sup>nd</sup> Reading**

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott approval of the revised Residential Landscaping Regulations as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Subsidiary Apartments/Secondary Suites Regulation, Revisions – 2<sup>nd</sup> Reading**

The Director presented this regulation for its second reading. The Director advised that no objections were received.

**Motion #17-088**

**Subsidiary Apartments/Secondary Suites Regulation, Revisions – 2<sup>nd</sup> Reading**

Moved by Councillor Parrott and seconded by Councillor Dove approval of the revised Subsidiary Apartments/Secondary Suites Regulation as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Blackwood Drive Catch Basin**

The Committee reviewed correspondence, as well as, photographs from a homeowner on Blackwood Drive indicating that during the winter months, snow from Lothian Court is being plowed and piled up at the rear of his property. The homeowner indicated that once the snow melts, water runs onto his property, as well as, several other neighbours in the area. The homeowner presented Council a petition requesting Council consider installing a catch basin on Lothian Court and on the northeast corner of Blackwood Drive to alleviate this problem.

The Director advised the Committee that he recently visited the site in question and considering there is still a fair amount of snow, he recommends re-assessing the area once the snow melts to decide the best course of action. In the meantime, the Director advised that he will have discussions with the Director of Public Works and Services to review the Town of Gander’s snow clearing operations to ensure snow is not piled in that area in the future.

The Committee is in agreement with this and would like the Director to revisit the site in the coming months once the snow melts, and forward his recommendations to the Committee for further discussion.

**NELA Phase 19**

The Director presented to the Committee variations of a concept plan for residential development North of Raynham Avenue. The area is located behind the Fire Hall and would connect Penney Avenue to Cooper Boulevard providing approximately 60 new building lots.

In relation to this, the Committee discussed a strip of land behind Raynham Avenue currently zoned Open Space Recreation which was put in place to act as a buffer between the new 4-6 school and the existing residential properties.

The Committee felt that this was not required between existing residential properties and the newly proposed development because it would be residential backing onto residential and asked the Director to clarify for the next meeting, the intent and origin of this zoning.

The Committee also questioned how best to encourage the construction of a commercial development in this area to provide the opportunity for a convenience store. The Director indicated that he would look into ways of accommodating that request prior to release of the document and report back to the Committee.

The Committee is in agreement with moving forward with this new residential development and is recommending that the department begin putting together a draft for further review and consideration.

### **Discretionary Notice – 102 Trans-Canada Highway**

Notice is hereby given that the Town Council of Gander has received an application from Quality Inn to install a temporary transmission antenna on the second floor roof of the building. This structure, of approximately 7.3 metres in height, 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 from May 3 to 6, 2017.

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.

Approval from Industry Canada has been issued and installation will be inspected by that agency to ensure compliance to all the rules and regulations prior to becoming operational.

### **Motion #17-089**

#### **Discretionary Notice – 102 Trans Canada Highway**

Moved by Councillor Parrott and seconded by Councillor Anstey approval for the Discretionary Use at 102 Trans-Canada Highway, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Peterson Drive**

The Committee discussed changing the name of Peterson Drive to Peterson Place. A recommendation was brought forward from the Public Works and Services Committee to change the name to Peterson Place. The Committee concurs with the recommendation from the Public Works and Services Committee.

Councillor Anstey questioned if we should change the name at all. He feels that we should leave it the same. It was agreed to send this item back to the Public Works Committee for further discussion.

### **Variance Report for 2016**

The Committee reviewed the 2016 departmental variance report which showed the Department was \$107,245 under budget. The Director advised the variance report is under budget due to a delay in replacing a position, as well as, the cancellation in hiring a seasonal technician.

### **Land Purchase Request – 45 Raynham Avenue**

The Committee reviewed correspondence from the homeowner of 45 Raynham Avenue requesting to purchase a parcel of land adjacent to his property.

The homeowner erected an accessory building on his property without a permit which has encroached onto a section of Town owned land and now the homeowner is requesting to purchase this land to avoid relocating the accessory building.

The Committee discussed the request and is not recommending that this land be added to the land bank at this time. The property in question currently has a storm sewer running through it and has been set aside for consideration for integration into future residential development.

The Committee recommends that the homeowner be notified that the unlawful structure will have to be relocated so that it is solely located on their property and complies with all town regulations including the acquisition of an accessory building permit.

This item is referred to the Deputy Municipal Clerk for follow up.

### **WWTP – Registration**

The Director informed the Committee that the Town of Gander's new Wastewater Treatment facility was registered on April 20, 2017 with the deadline for public comment closing on May 30, 2017. Following that the Minister's decision will be forwarded to the town on or before June 4, 2017.

### **Magee Road Intersection**

The Committee reviewed correspondence from the Department of Transportation and Works regarding proposed upgrading to the intersection of Magee Road at the TCH. Concerns were raised, by the contractor awarded the job, regarding the design work.

As a result, the Department is proposing some possible modifications to the design and is requesting that the Town review the proposed plans and provide comments or suggestions.

The Director presented several drawings that were provided, by the department. The Committee has concerns with the proposed changes indicating that this is a very busy intersection and has been the site of numerous serious motor vehicle accidents. They wish to see nothing less than what was originally proposed and recommend that the Director meet with the department to discuss the proposed work.

The Director indicated that he will contact the Department of Transportation and Works for further discussion.

### **PCA – Chloramination Pilot Study and RFP**

In 2013, the Town of Gander engaged DMG Consulting Ltd. to complete an evaluation of chlorine residuals in the Town's drinking water and the possible implications of installing a chlorine booster station. The Town received approval from the Province to have the work carried out under a multiyear project and funds were allocated. From this study it was recommended that the municipality investigate the possibility of converting the secondary treatment process from Chlorine to Chloramines and a pilot project followed.

Correspondence was sent to the Province requesting to reallocate funds previously approved for the chlorine booster station, to now include the cost associated with the chloramination pilot project under the same multiyear project. The Province approved this funding and is now requesting the scope of work be specified in a revised Prime Consultant Agreement between the Town of Gander and DMG Consulting Ltd. for the Chloramination Pilot Study and associated work.

The Committee is in agreement with moving forward with the revised Prime Consultant Agreement.

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

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

The Finance & Administration Committee was held on April 27, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; R. Anstey, Councillor; G. Brown, Director of Finance.

The following items were discussed:

**Delegation - Bonavista Bay Search and Rescue Funding Request**

A representative from the Bonavista Bay Search and Rescue Team joined the meeting to discuss a request for funding support.

He provided Council with an overview of what their team does in the region. Essentially, they provide ground search and rescue support to the RCMP for the area from Glovertown to Glenwood, as well as Carmanville, Wesleyville and Terra Nova National Park. He indicated that they have carried out rescue activities in the Gander area in the past. They get their donations from various communities in the region to assist in the operations.

He indicated the Association was disappointed to hear that the largest Town in the region, Gander, decided not to assist them with any financing. Several of the Councillors indicated they misunderstood what the Bonavista Bay Search and Rescue Team did. When they saw the name of the Association they thought that their activities were not in the Gander area at all. They did not realize they carried out search and rescue activities at the request of the Gander RCMP in the Gander region.

**Motion #17-090**

**Delegation – Bonavista Bay Search and Rescue Funding Request**

Moved by Councillor Dove and seconded by Councillor Parrott the Town of Gander donate \$500 to the Bonavista Bay Search and Rescue Team.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The Delegation left the Committee meeting.

Councillor Anstey left the Committee meeting.

**Invoice for Approval**

OPERATING

1. StageRight Acct #01-820-0080-9700	16,969.00 US
Approx \$22,537.07 Cdn Budget \$28,000	

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

**Motion #17-091**  
**Invoice for Approval**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The HR Supervisor joined the Committee meeting.

**Clothing Policy**

The Committee reviewed the revised Clothing Policy for Protective Clothing and Uniforms. There were several minor changes being proposed to the coverages in the Policy.

**Motion #17-092**  
**Clothing Policy**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott adoption of the revised Protective Clothing and Uniforms Policy P039 as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The HR Supervisor left the Committee meeting.

The CAO joined the Committee meeting.

**Hiring Policy**

At the last Council Meeting the Committee presented a new Hiring Policy for its first reading. A local resident took the opportunity to review the policy and asked that a number of changes be considered; changes which he felt would improve the overall hiring practices of the Town.

Based on input from the resident and Council, the policy has been amended to achieve the following:

- A more defined role for the Human Resources Supervisor with respect to the hiring process,

- An increase in the number of individuals required for the various hiring committees,
- Clarification of the minimum time requirement for job postings/advertising,
- Clarification of the hiring approval authorities and protocol, and
- Restrictions on the practice of “internal only” competitions for Gander Fire Rescue positions.

The Committee always appreciates the input received and feels that the resulting changes will help to ensure that Council hires only the most qualified employees through a bias free, efficient and consistent recruitment and selection process.

The Committee presents the new Hiring policy for its second reading.

### **Motion #17-093**

#### **Hiring Policy**

Moved by Councillor Dove and seconded by Councillor McBreairty adoption of the Hiring Policy as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The CAO left the Committee meeting.

### **J.A.M. Holdings Ltd. Write Off of Interest**

The Committee reviewed a letter from J.A.M. Holdings Ltd. requesting the Town write off \$53.58 in interest charges. She advised that their business has several tax accounts and all of them were paid off except for one and she did not receive the invoice for the account in question which the interest was charged on. As such, she is requesting that the interest be written off.

### **Motion #17-094**

#### **J.A.M. Holdings Ltd. Write Off of Interest**

Moved by Councillor Dove and seconded by Councillor Anstey that the interest charges on the J.A.M. Holdings Ltd. 2017 property tax invoice in the amount of \$53.58 be written off.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Property Tax Reductions**

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

#### **Motion #17-095**

##### **Property Tax Reductions**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Gas Tax Agreement**

The Committee reviewed the Independent Auditor’s report for the Town of Gander’s Gas Tax Agreement for the year 2016. The Audit indicated that in 2016, the Town spent \$1,158,734 on Gas Tax projects. These projects included Peterson Drive, Edinburgh Avenue at Elizabeth Drive, as well as Pinedo Road sidewalks. At the end of the year, there is a balance of \$377,172 in unspent Gas Tax Funds.

#### **Motion #17-096**

##### **Gas Tax Agreement**

Moved by Councillor Dove and seconded by Councillor Anstey approval of the 2016 Auditor’s Report for the Gas Tax Program as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **RFP – Festival of Flight Fireworks**

The Committee reviewed the RFP for Festival of Flight Fireworks for which three bids were received. The preferred bidder was Northstar Fireworks.

#### **Motion #17-097**

##### **RFP – Festival of Flight Fireworks**

Moved by Councillor Dove and seconded by CouncillorMcBreairty that the RFP for Festival of Flight Fireworks be awarded to Northstar Fireworks at a price of \$17,535.00 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The bid is \$4,752 under budget.

**RFP – Audio/Visual Production**

The Committee reviewed the RFP for Audio/Visual Production for which two bids were received. The preferred bidder was from Pro Audio.

**Motion #17-098**

**RFP – Audio/Visual Production**

Moved by Councillor Dove and seconded by Councillor Anstey that the RFP for Audio/Visual Production for the Festival of Flight be awarded to Pro Audio at a price of \$12,075 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The bid is \$1,799 under budget.

**Tender – Supply of Trees**

The Committee reviewed the tender results for the Supply of Trees for which two bids were received. The lowest bid that met the specifications was from Sheridan Nurseries.

**Motion #17-099**

**Tender – Supply of Trees**

Moved by Councillor Dove and seconded by Councillor Parrott that the tender for the Supply of Trees be awarded to Sheridan Nurseries at a price of \$26,776.46 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The tender is \$2,718 under budget.

**Tender – Overhaul of Mycom N6WB Compressor**

The Committee reviewed the tender results for the Overhaul of a Mycom N6WB Compressor for which three bids were received. The lowest bid that met the specifications was from Cimco Refrigeration.

**Motion #17-100**

**Tender – Overhaul of Mycom N6WB Compressor**

Moved by Councillor Dove and seconded by Councillor McBreairty that the tender for the Overhaul of a Mycom N6WB Compressor be awarded to Cimco Refrigeration at a price of \$7,199.63 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Tender – Sale of One Used 1991 White Cab Over Pumper Truck**

The Committee reviewed the tender results for the sale of One Used 1991 White Cab Over Pumper Truck for which two bids were received. The highest bid that met the specifications was from Horwood Fire Department.

**Motion #17-101**

**Tender – Sale of One Used 1991 White Cab Over Pumper Truck**

Moved by Councillor Dove and seconded by Councillor Anstey the sale of One Used 1991 White Cab Over Pumper Truck be awarded to Horwood Fire Department at a price of \$6,899.00 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Nomination Date 2017 Municipal Election**

The Town is required to set a Nomination Date for the 2017 Municipal Election. It must be between 28 and 21 days prior to the Election Date which is September 26, 2017.

**Motion #17-102****Nomination Date 2017 Municipal Election**

Moved by Councillor Dove and seconded by Councillor Parrott that Nomination Dates for the Municipal Election be set as August 30 and 31, 2017.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Advance Poll Date**

The Town is also required to set a date for the Advance Poll for the 2017 Municipal Election.

**Motion #17-103****Advance Poll Date**

Moved by Councillor Dove and seconded by Councillor McBreairty that the Advance Poll date be set as Saturday, September 16, 2017 at the Town Hall.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**2016 Year End Unaudited Financial Report**

The Committee reviewed the Financial Report for 2016. When Council presented its 2016 Budget, it advised residents that we are carrying a significant deficit as a result of two major setbacks with regards to revenues. They were related to a tax refund to NAV CANADA, as well as the Town being required to refund payments for billing of snow clearing costs for the Town Owned Parking Lots.

In that Budget process, we indicated we would budget \$400,000 a year over a five year period to recover the estimated deficit of \$1.9 million.

Department Heads were advised to limit their spending where possible in order to assist in the reduction of this deficit. In 2016, there was a surplus from operations of \$756,630 and our accumulated deficit has been reduced to \$945,827.

Major variances in 2016 include the following:

- Wage costs were \$353,000 under budget due to a combination of cancellation of budgeted hirings, as well as delays in filling vacated positions.
- Insurance costs were \$21,271 under budget.

- Fuel costs were \$28,529 under budget.
- Heating oil costs were \$16,210 under budget
- Debt charges were \$26,110 under budget.

The Committee was very pleased with the financial results for 2016 and it was encouraging to see we made significant process on eliminating our deficit carried forward ahead of schedule.

## Capital Variance Report

The Committee also reviewed the Capital Variance Report for 2016. These expenditures were approximately \$900,000 under budget. There were several capital project budgeted that did not proceed in 2016. The major items that were not purchased were the following:

- A garbage truck was not purchased as the Town decided to continue contracting out the waste transfer station instead of doing it in house saving \$310,000.
- Council cancelled the purchase of 4 light vehicles saving \$130,000.
- Council postponed the installation of a coagulation system at the water supply until the chloramines system is put in place.

## 7. ADMINISTRATION

None

## 8. CORRESPONDENCE

### Children & Youth NL

Council received a letter from Children & Youth NL thanking the Town for its youth engagement efforts by having a youth representative on Council and also commending Erika Fisher for offering her time and energy in providing a youth voice on Council decisions.

### Gene Hedges

Council received a letter from Gene Hedges thanking the Town for nominating him as a Director of the Gander International Airport Authority Board.

## 9. NEW BUSINESS

### 2016 Capital Loan

The Town invited quotations on provision of its 2016 Capital Loan and 3 bids were received. The loan is to fund the Town share of 2016 Capital Expenditures.

**Motion #17-104**  
**2016 Capital Loan**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that the Town borrow \$1,602,147.17 from the Royal Bank at their 10 year term rate with the loan to be repaid in 10 years.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**RFP for Supply and Installation of Ammoniation System**

The Town has issued a Request for Proposals for the supply and installation of an ammoniation system and two bids were received. This system will be used to inject chloramines into the Town's potable water system.

**Motion #17-105**  
**RFP for Supply and Installation of Ammoniation System**

Moved by Councillor Parrott and seconded by Councillor Dove that the RFP for the Supply and Installation of an Ammoniation System be awarded to King Process Technology Inc. at a price of \$174,110, HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Councillor Parrott questioned when the work would be completed. The Director of Engineering responded that it will be done in this construction season.

**DJ Composites**

After contract talks broke down between D-J Composites and Unifor, the bargaining unit for Local 597, the employer initiated a lockout on December 19 of this year. The lockout has effectively left 31 employees without pay on the picket line. We respect the rights of both parties but at the same time encourage both parties to come to the table and negotiate in good faith.

**Motion #17-106****DJ Composites**

Moved by Councillor McBreairty and seconded by Councillor Anstey that Council write a letter to Unifor, Local 597 and D-J Composites encouraging a peaceful resolution to this labour dispute.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Tourism Sector Development**

Councillor McBreairty stated that the Town of Gander invites you or a representative from their organization to participate in a community consultation that will inform the development of policies and programs to support tourism sector development in the Town of Gander.

This session will take place on Wednesday, May 17, 2017 (Private sector business) or Thursday, May 18, 2017 (Non-profit sector organizations) at 9:00am – 12:00pm, Albatross Hotel, Gander.

**Wastewater Treatment Plant**

Councillor Parrott presented time lines on the construction of new Wastewater Treatment Plant.

The Environmental Assessment is registered with the Provincial Government until May 30. By June 4, we should receive a letter from the Provincial Government saying with the results of this process.

Also at this time, we are waiting for a letter from the Provincial Government to release the RFP to the four qualified bidders. Once the letter is received from the Province the bidders will have 10 weeks to submit a proposal. We should have a proposal selected as to what system and that will be evaluated by August 15, 2017.

After that, there will be negotiations with the preferred bidder which should take us up to the middle of September. This is all dependent on Government meeting the time line outlined.

By mid-summer, the Treasury Board should be able to release the funds.

## 10. ADJOURNMENT

### Motion #17-107

#### 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 6:05pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**