

# MINUTES

Regular Meeting of Council  
Wednesday, May 20, 2015 @ 4:30 pm  
Council Chambers

<b>Present:</b>	<b>C. Elliott</b>	<b>Mayor</b>
	<b>C. Abbott</b>	<b>Deputy Mayor</b>
	<b>W. Lorenzen</b>	<b>Councillor</b>
	<b>G. Parrott</b>	<b>Councillor</b>
	<b>R. Anstey</b>	<b>Councillor</b>
	<b>S. McBreairty</b>	<b>Councillor</b>

<b>Advisory and Resource:</b>	<b>G. Brown</b>	<b>Town Clerk</b>
	<b>J. Blackwood</b>	<b>Director of Engineering</b>
	<b>D. Moulton</b>	<b>Director of Municipal Works (A)</b>
	<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
	<b>P. Fudge</b>	<b>Fire Chief</b>
	<b>E. Laite</b>	<b>Youth Representative</b>

<b>Regrets:</b>	<b>B. Dove</b>	<b>Councillor</b>
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## 1. CALL TO ORDER

The Meeting was called to order at 4:35pm.

## 2. VISITORS/PRESENTATIONS

### **Volunteer Recognition Awards**

Councillor McBreairty presented a plaque to Kevin Hopkins of the Gander Curling Club and Diana McKay of the Canadian Cancer Society for their hard work and dedication to the community.

### **Intergenerational Day Proclamation**

The Mayor proclaimed June 1, 2015 as Intergenerational Day in the Town of Gander.

### **3. MINUTES FOR APPROVAL**

#### **Motion #15-100**

#### **Minutes for Approval**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Minutes from the Regular Meeting of Council on April 29, 2015 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision**                      Motion carried.

### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

### **5. REPORTS – STANDING COMMITTEES:**

#### **A. Public Safety & Human Resources:**

The Public Safety & Human Resources report was presented by Councillor Lorenzen.

The Public Safety Committee meeting was held on May 11, 2015. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; G. Parrott, Councillor; P. Fudge, Fire Chief; W. Jenkins, Municipal Enforcement Officer.

The following items were discussed:

#### **Public Safety**

#### **Delegation- RCMP Gander Detachment**

The Committee met with a member of the RCMP regarding their upcoming initiatives for this summer. They were advised that the RCMP will continue with their foot patrols around the skateboard park, the Cobb's Pond area as well as the Town Square parking lots. The RCMP felt that this was quite successful last summer and that they would continue this for another year and look at the program in the fall to try and determine how successful it is.

Corporal Blackwood advised that their detachment is at full complement with two, three-person patrols as well as one, two-person patrol.

The Committee was also advised that the RCMP and the Municipal Police will be conducting a joint initiative with regards to the bicycle helmet law. They are looking at hosting a helmet day on May 30th, 2015 which will include information on how to properly size for helmets and general safety rules regarding bicycle use on the streets. They will have prizes to hand out to participants as well.

The delegation left the Committee meeting at 10:25 am.

### **Blue Zone/Handicapped Parking Spaces**

The Fire Chief advised the Committee that he has completed a safety check of the Town Owned Blue Zone parking spaces and forwarded a list of actions required to the Municipal Works Department for their action.

The spaces will be widened to meet the new standard.

### **Outdoor Fireplace Regulations**

The Committee reviewed the proposed changes to the Open Outdoor, Fire Incinerator and Outdoor Fireplace Regulations for the second and final reading. There was one change noted since the last reading, which was a correction in item 5 (f) indicating 24 square feet is required for the surface area for outdoor appliances to rest upon.

#### **Motion #15-101**

#### **Outdoor Fireplace Regulations**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the proposed changes to the Open Outdoor Fire, Incinerator and Outdoor Fireplace Regulations be approved as attached.

In Favour: 6      Opposing: 0

Decision: Motion carried.

### **Correspondence**

The Committee reviewed a letter from the English School Board District regarding our request for our Municipal Enforcement Officers to visit the schools and do a presentation to the students regarding the proper use and the rules and regulations of snowmobile and ATV use within Town boundaries.

The letter stated that it was up to the discretion of the individual school administrator's whether they wish to allow outside groups to speak to the students or not. It also went on to say that the schools have a curriculum that they have to follow with only so much time to do so.

The Committee will write the individual schools asking for permission to speak to the students.

### **Municipal Ticketing Approvals for Inspectors**

Council has the authority to grant personnel permission to issue tickets under the new Municipal Ticketing Program as outlined by the Provincial Government by motion of Council.

#### **Motion #15-102**

### **Municipal Ticketing Approvals for Inspectors**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Fire and Building Inspectors be granted authority to issue Municipal Tickets under their respective departments in accordance with the new Municipal Ticketing Program Regulations.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Municipal Police Officers AGM**

The Municipal Police Department will be hosting their annual Municipal Enforcement Officers Association convention in Gander from June 2<sup>nd</sup> – 6<sup>th</sup>.

Approximately 24 Officers from across the province are expected to attend. Our Municipal Enforcement department is requesting to reallocate \$1000 from their travel and training budget to help offset the cost of the convention closing banquet and the Committee was in agreement with this request.

### **Appointment of Municipal Officer in Charge**

The Committee would like to welcome Constable Wanda Lee Jenkins to her new position as the Municipal Officer in Charge. Constable Jenkins has been a Municipal Enforcement Officer with the Town of Gander for approximately 5 years and brings considerable amount of experience to this position.

## **Intersection at Markham Place**

The Committee was advised that the traffic lights at the intersection of Markham Place and Lindbergh Road remain active at all times. While the Committee realizes that this is required during the day time when traffic is at its peak, they feel that later in the day and into the evening, as well on weekends, that the traffic lights should be programmed in the flashing mode to reflect the decrease in traffic during those times. The Committee will forward this item to the Engineering and Municipal Works Committee for their review and recommendation.

## **Variance Report**

The Committee reviewed the Variance report for the period of January 1<sup>st</sup> – March 31<sup>st</sup>, 2015 and had no concerns or objections and forwards it to the Finance Committee for their consideration.

The Fire Chief and Municipal Enforcement Officer in Charge left the Public Safety Meeting.

The HR Supervisor and HR Workterm Student arrived to the Human Resources Meeting.

## **Human Resources**

### **Overtime Policy**

The Committee reviewed and concurred with the final draft of the Overtime Policy as presented.

### **Motion #15-103 Overtime Policy**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Overtime Policy be adopted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **OH&S Employee & Contractor Orientation Policy**

Policy OHS008 was presented to the Committee who agreed with the suggested changes. It outlines procedures that must be followed to provide Occupational Health and Safety orientation for Town staff as well as contractors hired by the Town.

This Policy is presented to Council for its first reading.

### **Clean Shaven Policy**

The HR Supervisor presented the Clean Shaven Policy to the Committee highlighting that this is an OH&S requirement for those employees whose job requires them to wear a breathing apparatus.

#### **Motion #15-104 Clean Shaven Policy**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Clean Shaven Policy be adopted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Work Term & Student Positions Policy**

The HR Supervisor highlighted the recommended changes to the Work Term & Student Positions policy specifically that all departments would be given the opportunity to request a paid work term student for the upcoming year. Submissions would be submitted to the HR Supervisor for review no later than September 30<sup>th</sup> and will be presented to Management prior to the budget process. The Committee agreed that each department should have an opportunity to request a student position and agreed with the changes as presented.

#### **Motion #15-105 Work Term & Student Positions Policy**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Work Term & Student Positions Policy P034 be adopted, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Memorandums of Understanding (MOU's)**

The Committee was presented with Memorandums of Understanding for all non-unionized groups of employees. This included part-time and seasonal, clerical, supervisory, management and fire fighters. The HR Supervisor highlighted the changes in each of the MOU's. The Committee agreed with the MOU's as presented.

**Motion #15-106****Memorandum of Understanding (MOUs)**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Memorandum of Understandings be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**B. Parks & Recreation Committee:**

The Parks and Recreation Committee report was presented by Councillor McBreairty.

The Parks and Recreation Committee was held on May 11, 2015. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; N. Newell, Director of Recreation and Community Services.

The following items were discussed:

**2015 1<sup>st</sup> Quarter Variance Report**

The Committee reviewed the variance report for the first quarter of 2015 and is within budget for this year to date due to lower heating oil costs. The Recreation & Community Services Department refers it to the Finance Committee for their review.

**Ball Hockey/Summer Program Registration**

The Director advised the Committee that residents will have the option of registering for ball hockey and the summer program on-line on the Town of Gander's website. Ball hockey registration is now open and summer program will be announced at a later date. For more information please contact the Recreation and Community Services Department at 651-5927 or e-mail [recreation@gandercanada.com](mailto:recreation@gandercanada.com).

**Welcome Event**

The Committee discussed the idea of hosting a welcome event/meet and greet for new residents to the community. The event would involve various organizations, churches, youth and various other groups in town. The Director advised that this is something that will be considered and further explored by the Community Events Coordinator for a fall 2015 project.

## **2014 Variance Report**

The Committee reviewed the variance report for 2014. It was pleased to see that the operating costs of the department were under budget and that revenues generated by the Community Centre were \$24,000 over budget and refers it to the Finance Committee for its consideration.

## **Tender Summary – Basketball Court Reconstruction**

The Committee reviewed the tender for the basketball court reconstruction. The tender was over budget by \$9,454.04. The Director advised that the additional funds will be realized through savings and a minor reallocation between projects.

The Committee recommends that the tender for the reconstruction of the basketball court be awarded to B & M Paving(1983) Ltd. and refers the tender to the Finance Committee for its consideration.

## **Municipal Wetland Policy**

The Committee discussed a municipal wetland policy and the Director advised that she would follow up on the work to date on this and bring it to the next Committee meeting.

### **C. Economic & Social Development Committee:**

The Economic Development Committee & Central Health report was presented by Councillor Anstey.

The Economic Development Committee meeting with Central Health was held on May 5, 2015. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBreairty, Councillor; C. Abbott, Deputy Mayor; G. Parrott, Councillor; J. Blackwood, Director of Engineering/Acting CAO; R. Locke, Manager of Economic Development; S. Moulton, Executive Assistant; R. Goodyear, President and Chief Executive Officer, Central Health; S. Freake, Chief Operating Officer, Central Health; Dr. J. Cole, Vice President, Medical Services, Central Health; J. George, Chair/Central Health

The following items were discussed:

## **Welcome and Introductions**

The Chair welcomed the delegation to the meeting and thanked everyone for attending. The Chair of Central Health introduced his colleagues to the group and advised that he welcomed the opportunity to engage in conversation with community partners.



The Deputy Mayor gave an overview of the meeting he attended with Central Health and advised that he is looking forward to continued discussions.

### **Future plans for services offered at James Paton**

The Chair inquired as to the status of the Obstetrics Unit at James Paton and was advised that a declining birth rate and depleting resources were posing challenges in terms of operating the program.

The Committee was also advised that Central Health currently has no plan for closing the unit; however, they did state that the current challenges with staffing the unit may necessitate the unit being closed for periods of time resulting in diversion to an alternate site. The main factor in deciding to divert a service is the ability to provide safe and quality care. Central Health is actively trying to recruit more Obstetricians and this is a key factor in the ability to continue to maintain a full time Obstetrics Unit at James Paton.

### **Recruitment and Retention**

The Committee was advised by representative of Central Health that they are actively recruiting for James Paton but it is challenging to attract new medical graduates to hospitals in smaller centres.

The Chair suggested that Central Health provide the Committee with a list of incentives for its consideration when recruiting.

The Manager of Economic Development offered the Town's assistance in the recruitment of new staff.

### **Plans for Accommodating Long-Term Care Patients**

The Committee was advised of the plans that Central Health has for accommodating additional long term care patients in the region. Central Health has been advised that government has approved a plan for 120 additional beds for the region. Although firm time frames have not been established, Central Health is hopeful that the beds will be operational within a 3 year time frame.

### **Status on Facility Upgrades**

The Chair asked for a status on the upgrading of James Paton and was advised that even though there is no funding under a global redevelopment initiative for this year Central Health will be using a portion of repairs and renovations funding and in-house maintenance staffing to upgrade a section of the Medical Unit and the Obstetrics Unit.

These two areas have not had a face lift in quite some time as they were earmarked for redevelopment so this type of work is past due.

## **Other**

### **Consolidation of Administration Services**

The Chair asked for clarification on this issue and the Committee were advised that the Health Authority Boards have received direction from the provincial government to consolidate administration services such as Human Resources, Purchasing, IT, and Payroll under the jurisdiction of one Shared Services Agency. The specific implications with regards to reduction of staff at James Paton are not known at this time.

### **Regional Beds and Patient Transfers**

Representatives from Central Health wanted to provide the Committee with background information related to regional beds and patient transfers and to seek the Committee's assistance in educating the public on the reasons why a patient may sometimes be moved from James Paton to another location in the region such as Brookfield Health Center. If a patient who presents at James Paton for admission can be cared for by a General Practitioner and does not require a Specialist level care they may be transferred to another location in the region thereby making a bed available for the patient who needs to be cared for by a Specialist. Central Health is taking a regional approach to the utilization of their beds and working to ensure that all beds in the region are used to their full capacity and that there are not empty beds at one health center in the region while in another location, such as James Paton, patients are waiting on stretchers or needing to have surgery rescheduled.

### **Working Relationship**

The Chief Operating Officer for James Paton Memorial Health Center thanked the Town for the assistance of the Town Police in patrolling the parking lot at the health center and also to the Municipal Works staff assisting with infrastructure issues. She further stated that she is very pleased with the great working relationship between the Town and James Paton.

The Board Chair thanked the Committee for their time and on behalf of its members stated he greatly appreciated the opportunity for this meeting.

The Chair thanked the representatives of Central Health for coming to the meeting and for the information that they provided.

## **Economic & Social Development Committee:**

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on May 12, 2015. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBreairty, Councillor; R. Locke, Manager of Economic Development.

The following items were discussed:

### **Directional Signage Update**

The Committee was advised that staff is currently obtaining pricing for the construction and installation of direction signage.

Furthermore, staff recommended placing the first sign near the intersection of Cooper Blvd and Airport/James Blvd. Placement of a sign in this location would not be dependent on other signs required to direct visitors to various areas in the community.

The Committee agreed and advised staff to proceed with the construction and installation of this sign.

### **Placement of Market Kiosks**

The Committee discussed potential locations to place some of the market kiosks. They felt that further research and consideration is required before making a final decision.

They advised staff to investigate potential locations and report back at a future meeting.

### **2014 Variance Report**

The Committee reviewed the department's variance report ending December 31<sup>st</sup>, 2014 and is pleased to announce a surplus of \$40,439.00. The majority of the surplus can be attributed to the cancellation of the Canada Day Market and the delay in hiring the Manager of Development.

### **March 31<sup>st</sup>, 2015 Variance Report**

The Committee reviewed the department's variance report ending March 31<sup>st</sup>, 2015 showing a small deficit of \$535.00. The Committee expects this deficit to be eliminated throughout the year and is pleased with the department's financial standing at this time.

**D. Tourism Committee:**

The Tourism Committee report was presented by Deputy Mayor Abbott.

The Tourism Committee meeting was held on May 12, 2015. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; C. Elliott, Mayor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

**Gigantic Yard Sale**

The Committee is pleased to report that the Gigantic Yard Sale was a huge success with over 400 people in attendance and just over \$3000 raised for community groups. We would like to extend many thanks to the following organizations for volunteering to help out with the sale; Canadian Red Cross- Gander Chapter, Bell Aliant Pioneers, Kiwanis Club of Gander, Gander Boys and Girls Club and the Canadian Cancer Society. Also, thank you to everyone who donated their gently used items and supported this worthwhile initiative.

**Thomas Amusements Request - Fall 2015**

The Committee reviewed an email from Thomas Amusements requesting the use of the Gander Community Centre parking lot for September 10-13, 2015. The Committee did not see any issue with this and agreed to grant permission. The Event Coordinator will contact Thomas Amusements to discuss the rental fee.

This visit will be in addition to their usual one during the Festival of Flight.

**Planning on the Edge Conference Request**

A request for sponsorship of the Planning on the Edge Conference in St. John's was reviewed. The Committee agreed that this does not fall within our mandate so the request was denied. The Event Coordinator will advise the organization of the Committee's decision.

**Beyond the Overpass Advertising Request**

The Committee agreed to place a full page ad in the Beyond the Overpass Theatre Festival Program at a cost of \$225.00 plus HST. Best Wishes for a very successful summer season are sent to the Beyond the Overpass Theatre Festival group as they provide a very important tourism product to our Town.

## **Festival of Flight – Atlantic Lotto**

The Committee is pleased to announce that Atlantic Lotto has agreed to sponsor the Festival of Flight again this year. The event staff will be approaching local businesses in the coming weeks regarding Festival sponsorship opportunities and hope that businesses will support our civic celebrations and know that it takes a community to host a Festival of this magnitude.

## **Dime Store Fishermen Outdoor Television Program Request**

A letter was reviewed by the Committee from Dime Store Fishermen asking the Town to consider partnering with them as they visit Gander and the surrounding areas in June-July 2015. The Event Coordinator will call the Producer to see what is required.

Mayor Elliott left the Committee meeting.

## **We Are Cities Roundtable**

A request to participate in the “We Are Cities” Roundtable was discussed. We Are Cities is a new campaign to engage Canadians across the country to shape a vision and action plan for how we can build livable cities – exciting and healthy places to live, work and play. The Committee agreed to look at participating in a roundtable session later in the fall as we are currently asking local groups and organizations to give of their time to discuss the Recreation Master Plan.

## **Upcoming Events**

The Department is constantly working on new ideas and events for residents. We are excited to announce that we will be hosting a Scavenger Hunt at Cobb’s Pond on May 28<sup>th</sup> from 6:00pm – 8:00pm. This event is sponsored by Belfor Property Restoration. It is a free event for families to participate in and we will be serving hot dogs as a treat.

We are also encouraging residents, local groups and organizations to help us clean up the Town during our annual Clean and Green Campaign! Taking place from May 25 – 29, 2015, there are a number of hot spots identified and we are asking groups to stop by the Gander Community Centre to register and get some bags and gloves to help with our clean up. For more information, please contact the Special Events Office at 651-5958.

To say thank you to participants who helped clean up the town, Dominion will sponsor a BBQ at the Community Centre on Friday, June 5<sup>th</sup> at Noon.

**E. Municipal Works & Services Committee:**

The Municipal Works & Services Committee report was presented by Councillor Parrott.

The Municipal Works & Services Committee was held on May 13, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey; J. Blackwood, Director of Engineering; S. Burbridge, Director of Municipal Works; R. Locke, Economic Development Manager; D. Chafe, CAO; J. Hillier, Administrative Assistant.

The following items were discussed:

**ENGINEERING****Municipal Plan Amendment #9, 2015 and Development Regulations Amendment #15, 2015**

Municipal Plan Amendment # 9, 2015 and Development Regulations Amendment # 15, 2015 is now ready for approval by Council.

The amendment proposes to re-zone a parcel of land to the east of Mitchell Street, currently zoned Comprehensive Development Area # 2(CDA 2), to a residential Medium Density (RMD) zone.

The required advertising and provincial review has been completed. A Public Hearing was scheduled for May 5, 2015 at the Town Hall. One objection was received by the deadline date of May 1, 2015.

The Commissioner's Report from the Public Hearing has been received with a favourable recommendation.

**Motion #15-107****Municipal Plan Amendment #9, 2015 and Development Regulations Amendment #15, 2015**

Moved by Councillor Parrott and seconded by Councillor Lorenzen that Municipal Plan Amendment # 9, 2015 and Development Regulations Amendment # 15, 2015 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Development Application – 10 Roe Avenue**

The Committee reviewed a development application for 10 Roe Avenue for the purpose of a minor repair garage under the company name, Meineke Car Care Centre.

The Committee had a lengthy discussion after reviewing a brief prepared by the Planning & Control Technician. It was noted that the area in question is zoned Commercial General and the proposed use is considered General Industry. This use is not permitted in this zone and the Committee was not willing to recommend an amendment to the Municipal Plan and Development Regulations to accommodate this use.

The Committee is not in agreement with the proposed development application however, did suggest other options for an alternate location that would be more suitable for this business.

The Committee is recommending that the Economic Development Manager contact the applicant and relay this information.

R.J Locke left the Committee meeting.

**Motion #15-108**

**Development Application – 10 Roe Avenue**

Moved by Councillor Parrott and seconded by Councillor Anstey that the Development Application for 10 Roe Avenue be rejected.

In Favour: 5      Opposing: 1 – Mayor Elliott

**Decision:** Motion carried.

Mayor Elliott disagrees with the recommendation, however Council felt that it was being consistent.

**Revised Building Lots – McCurdy Enterprises, Phase 12**

The Committee reviewed a letter and construction drawings from McCurdy Enterprises regarding the revision of building lots for Spruce Court Phase 12.

The developer is seeking smaller building lots for new home construction to avoid the possibility of subdividing these lots in the future.

The Director relayed to the Committee that the Engineering Department will review all lot layouts to ensure that the revisions will meet all the Development Regulations.

The Committee agrees in principal with the proposed revision as presented.

### **Fence Regulations**

The Director of Engineering relayed to the Committee the Current Fence Regulations which do not include a category for Open Space Recreation.

The Engineering Department is recommending modifying the fence regulations to include Open Space Recreation.

The Committee is in agreement with this revision.

### **Motion #15-109 Fence Regulations**

Moved by Councillor Parrott and seconded by Councillor McBreairty that changes to the Fence Regulations be approved as attached.

In Favour:    6       Opposing:    0

**Decision:**    Motion carried.

### **Eastgate Subdivision – Lot # 122 Bannock Street**

The Committee reviewed a letter from Cecon Development Cooperation regarding lot # 122 on Bannock Street. The developer received a request from a potential purchaser to buy this lot however, it was not included in the original phase 1A development agreement. The developer is requesting Council's approval in principle to sell the lot under the condition that the lot meets the guidelines.

The Director of Engineering relayed to the Committee that the developer has received a list of items, from the Engineering Department, that would be required prior to this lot being available for residential construction.

The Committee had a discussion and agrees in principal with the request, provided the developer meets all the outlined requirements.

### **Storm Sewer Easement – Yeager Street**

The Director of Engineering briefed the Committee on the ongoing efforts to address storm sewer infrastructure upgrades and specifically proposed work for the lower end of Yeager.



Because the proposed scope of work will encroach upon private property the Committee is recommending that the homeowners affected be invited in to discuss the project and the potential impact.

The Committee did not see any concerns or issues with this proposal provided the homeowners affected are notified and are in agreement with the upgrades.

### **Storm Drainage System – Mcleod Place**

The Committee reviewed a conceptual plan which would, if approved, replace the storm sewer drainage as outlined in the original approved construction drawings for Eastgate subdivision Phase 1A.

The Committee agrees in principal with the proposal and encourages staff to continue discussions with the developer, ensuring all development regulations and design standards are met and that there is no negative impact on adjacent residents.

### **320 Gander Bay Road – Accessory Building**

The Director of Engineering relayed to the Committee a request that was received by the Engineering Department from the property owner of 320 Gander Bay Road. The owner was requesting to building an Accessory Building prior to constructing a home on that property.

The Director advised that this request does not meet our Development Regulations and have already been in contact with the property owner to relay this information.

### **Chloramination Pilot Study**

The Director briefed the Committee on a Chloramination Pilot Study that is scheduled to be carried out this spring on the Town of Gander's potable water in an effort to help increase chlorine residuals in the extremities of the Town's water distribution network.

Residents should see negligible difference in the water arriving at their homes and businesses and organizations such as James Paton Memorial Hospital, CFB Gander, and associated government agencies have been notified of the project and will be involved in the process.

The Committee was in agreement with the fee structure as attached for the project and looks forward to favorable results from the pilot. Councillor Anstey asked if the public would be advised and the Director of Engineering stated that we would be advertising it when it starts.

## Tenders

### ***Byrd Avenue and Corrigan Street Upgrading***

The Committee reviewed the results of the tender for ***upgrading Byrd Avenue (Gordon to Marc Garneau) and Corrigan Street (Raynham to Johnson)***. Four tenders were received and the Director advises that the lowest of the tenders that met the specifications was submitted by ***B&M Paving (1983) Ltd.***

The Committee recommends, that the tender for the upgrading be awarded to ***B&M Paving (1983) Ltd.*** and refers the tender to the Finance Committee for its review and consideration.

### ***Bell Place and Morgan Drive Upgrading***

The Committee reviewed the results of the tender for ***upgrading Bell Place and Morgan Drive (Airport to Sacchi)***. Four tenders were received and the Director advises that the lowest of the tenders that met the specifications was submitted by ***B&M Paving (1983) Ltd.***

The Committee recommends that the tender for the upgrading be awarded to ***B&M Paving (1983) Ltd.*** and refers the tender to the Finance Committee for its review and consideration.

## **MUNICIPAL WORKS**

### **Correspondence – 41 Yeager Street**

The Committee reviewed correspondence from the homeowner at 41 Yeager Street with concerns of the possibility of potential flooding on his property. The homeowner expressed his concerns with the amount of snow that is packed down on the trail way adjacent to his property. He feels that mild temperatures and rain fall could cause flooding to his home.

The Director of Municipal Works made a site visit to the residence to assess this situation and informed the homeowner to contact him with any concerns regarding this trail way and he will have someone come down to look at it.

The Committee is recommending the Director of Municipal Works provide a letter to the homeowner informing him that all trail ways will be assessed within the Town of Gander's Recreation Master Plan.

### **Transmission Line Upgrades – NL Hydro**

The Director of Municipal Works relayed to the Committee correspondence he received from NL Hydro regarding pole installation, replacement, and maintenance along the Gander Lake Watershed area.

NL Hydro provided an approval permit for this work from the Department of Environment and Conservation as well as a map outlining the areas where work would be carried out.

The Committee reviewed the map and has no concerns with the work being carried out.

### **Motion #15-110**

#### **Transmission Line Upgrades – NL Hydro**

Moved by Councillor Parrott and seconded by Councillor Anstey that Newfoundland Hydro be given permission to carry out transmission line upgrades as outlined in their request of April 23, 2015.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

#### **Waste Transfer Site – Increase of Fees**

The Committee reviewed correspondence from MTL Disposal Inc. requesting to increase the fees associated with each event at the waste transfer site in order to accommodate the increased tipping fees from Central Newfoundland Waste Management.

The Committee is in agreement with this increase and forwards this to the Finance Department for its review and consideration.

### **Tender**

#### **Supply of Trees**

The Committee reviewed the results of the tender for ***the supply of trees***. One tender was received from ***Sheridan Nurseries*** and the Director advises that the tender met the specifications.

The Committee recommends that the tender for ***the supply of trees*** be awarded to ***Sheridan Nurseries*** and refers the tender to the Finance Committee for its review and consideration.

### **Variance Reports**

The Committee reviewed the department variance report and noted a variance of \$275,314 for 2014. The Director of Municipal Works relayed to the Committee a number of unforecasted pressures, including a significant environmental cleanup at the Public Works Depot.

The variance for the first quarter of 2015 was \$52,146. This was due to a number of unforecasted pressures, more specifically, snow and ice control activities, as well as, an Occupational Health and Safety related intervention at the Public Works Depot. The Municipal Works Department will adjust uncommitted spending to make up for this variance.

### **Traffic Lights at Markham Place Intersection**

This item was referred to the Engineering and Municipal Works Committee from the Public Safety Committee requesting to assess the traffic lights at this intersection.

The Public Safety Committee feels that the traffic lights in that area should be programmed to the flashing mode during times when traffic is decreased, such as evenings and weekends.

The Director of Municipal Works relayed to the Committee that controllers for the traffic lights in that intersection have been upgraded and the new controllers are designed to be traffic actuated rather than defaulting into flashing mode after hours. This change is designed to optimize traffic flow throughout the day, although it may result in short wait times after hours as the controller detects and responds to vehicles.

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

The Finance and Administration Committee report was presented by Deputy Mayor Abbott.

The Finance & Administration Committee was held on May 14, 2015. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; G. Parrott, Councillor; G. Brown, Director of Finance.

The following items were discussed:

### **Pothole Claim Policy**

The Committee reviewed proposed changes to the Pothole Claim Policy. This policy outlines how Town staff are to deal with claims of damage due to potholes. The changes being proposed are administrative in nature and involve what staff people are responsible for administering the policy.

#### **Motion #15-111**

#### **Pothole Claim Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the Pothole Claim Policy be amended as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Property Tax Reduction Request**

The Committee reviewed two residential property tax reduction applications which have been submitted in accordance with Council’s policy on tax reductions for residential property. The Director advised that the applications met the requirements of Council Policy and recommended approval.

#### **Motion #15-112**

##### **Property Tax Reduction Request**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the two property tax reduction applications be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **MTL Disposal Inc. Rate Increase Request**

The Committee reviewed the request from MTL Disposal Inc. that the rates for their services be increased by \$250 per event.

They are requesting the increase as a result of an increase in tipping fees by the Central Newfoundland Waste Management Board. The Committee feels that this is a legitimate request and the anticipated cost for the Town would be \$3,500.

#### **Motion #15-113**

##### **MTL Disposal Inc. Rate Increase Request**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the per event fee paid to MTL Disposal Inc. be increased by \$250 per event.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **FCM Commentary on Federal Budget**

The Committee reviewed the Commentary on the Federal Budget prepared by the Federation of Canadian Municipalities. In the Press Release they indicated they are pleased with the announcement of funding for transit initiatives, as well as the extension of funding for affordable housing. There was, however, no money allocated in the budget for municipalities to deal with the new federal wastewater regulations.

This is very important to the Town of Gander and we are very displeased to see that there is no specific funding identified in the federal budget for this.

## **Provincial Changes to the Fiscal Framework with Municipalities**

The Province has announced some modifications to the Fiscal Framework between themselves and municipalities. They indicated the Towns will be getting a portion of the HST they pay to the Province refunded to them. This will be phased in starting in 2016 through 2017. The Province also indicated municipalities will get a share of the Gas Tax starting in 2015. The projected financial impact to the Town is increased revenues of approximately \$54,000 in 2015 going up to \$132,000 in 2016 and to almost \$400,000 in 2018. They also indicated that MNL and HNL will be asked to hold discussions on how an accommodation tax could be implemented in the Province.

Councillor Lorenzen left the Committee meeting.

## **Tender – Infrastructure Upgrading Project #1**

The Finance Committee reviewed the tender results for the Infrastructure Upgrading – Project #1 for which four bids were received. The lowest bid which met specifications was from B&M Paving (1983) Inc.

### **Motion #15-114**

#### **Tender – Infrastructure Upgrading Project #1**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the tender for the Infrastructure Upgrading – Project #1 be awarded to B&M Paving (1983) Inc. at a price of \$372,182.45 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

This item is \$15,092.80 under budget and is cost shared 70/30 with the Province.

**Tender – Infrastructure Upgrading Project #2**

The Finance Committee reviewed the tender results for the Infrastructure Upgrading – Project #2 for which four bids were received. The lowest bid which met specifications was from B&M Paving (1983) Inc.

**Motion #15-115**

**Tender – Infrastructure Upgrading Project #2**

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the tender for the Infrastructure Upgrading – Project #2 be awarded to B&M Paving (1983) Inc. at a price of \$271,278.55 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

This item is \$191,567.63 under budget and is cost shared 70/30 with the Province.

**Tender – Supply of Trees**

The Finance Committee reviewed the tender results for the Supply of Trees for which one bid was received. The bid which met specifications was from Sheridan Nurseries.

**Motion #15-116**

**Tender – Supply of Trees**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the tender for Supply of Trees be awarded to Sheridan Nurseries at a cost of \$5,765.26 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

This item is \$4,200 under budget.

**Tender – Basketball Court Reconstruction**

The Finance Committee reviewed the tender results for the Basketball Court Reconstruction for which four bids were received. The lowest bid which met specifications was from B&M Paving (1983) Inc.

**Motion #15-117**

**Tender – Basketball Court Reconstruction**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the tender for Basketball Court Reconstruction be awarded to B&M Paving (1983) Inc. at a cost of \$69,864.51 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

This item is \$9,454.04 over budget.

**Tender – Sale of Used 1993 Zamboni Model 440**

The Finance Committee reviewed the tender results for the Sale of a Used 1993 Zamboni Model 440 for which one bid was received. The bid which met specifications was from Edge Equipment Sales.

**Motion #15-118**

**Tender – Sale of Used 1993 Zamboni Model 440**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the tender for the Sale of a Used 1993 Zamboni Model 440 be awarded to Edge Equipment Sales at a cost of \$2,881.50 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Standing Offer – Supply and Delivery of Lawn Sods**

The Finance Committee reviewed the standing offer results for the Supply and Delivery of Lawn Sods for which three bids were received.

**Motion #15-119**

**Standing Offer – Supply and Delivery of Lawn Sods**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the Standing Offer for the Supply and Delivery of Lawn Sods be accepted as attached.

In Favour: 6      Opposing: 0



**Decision:** Motion carried.

**Standing Offer – Ready Mix Concrete**

The Finance Committee reviewed the Standing Offer results for Ready Mix Concrete for which two bids were received.

**Motion #15-120**

**Standing Offer – Ready Mix Concrete**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Standing Offer results for Ready Mix Concrete be accepted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**2014 Financial Statement**

The Committee reviewed the unaudited financial statement for 2014. In 2014 there was an operating deficit of \$111,915 when combined with the deficit carried forward from previous year's leaves us with an operating deficit at the end of the year of \$264,076.

Revenues for 2014 were \$13,815,292 which was \$215,000 under budget. Some significant revenue variances were as follows:

1. Police fines were \$49,353 under budget due to the delay in hiring of the third police officer as well as an increase concentration on enforcement of by-laws.
2. There was \$155,777 in unbudgeted land sales in 2014.
3. Community Centre revenues were \$24,000 over budget.
4. Property Taxes were \$117,700 under budget due to a delay in a couple of larger projects that were anticipated being complete in 2014 and new construction being lower than anticipated.

Expenditures in 2014 were \$13,927,207 which was \$103,954 under budget. Major variances included:

1. Insurance costs were \$28,856 under budget.

2. Asphalt costs were \$35,000 under budget due to the work being performed by Town staff versus contracting it out.
3. Equipment rental costs were \$28,000 over budget due to the length of time it took to carry out the spring clean-up.
4. The discovery of contaminated soil at the Works Depot resulted in \$125,000 being spent to remediate it.
5. There were \$47,000 in savings in Development due to the cancellation of the outdoor market, as well as some business travel that was not carried out.

Overall, the Finance Committee was very satisfied with the Department control over expenditures other than a few one off items that were essentially outside their control.

The 2014 Capital Variance was reviewed by the Committee as well and indicated that capital expenditures for the year were \$46,056 over budget. Total capital expenditures for completed projects in 2014 were \$3,394,822.

### **2015 Variance Report**

The Committee reviewed the Variance Report for the first quarter of 2015 which indicates a projected deficit for \$80,238. The two biggest factors in this deficit for the first quarter is salt usage is over budget and software costs are \$14,500 over budget.

### **Carr Crescent Curb Installation**

At the Engineering and Municipal Works Committee meeting of April 22<sup>nd</sup> they reviewed the concerns with the curb on Carr Crescent. There had been a complaint from a local resident who just constructed a new building that they were unable to put their landscaping in because the curb was essentially worn down to nothing. The Engineering and Municipal Works Committee are looking at replacing a section of the curb depending on available financing.

The Finance Committee reviewed the Capital Budget for Municipal Works and is recommending that we go ahead with Option A which would cost approximately \$15,000 which can be handled within their Capital Budget.

### **Motion #15-121**

#### **Carr Crescent Curb Installation**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Town proceed to install a section of curb on Carr Crescent labeled A on Drawing 15-1029.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Non-Unionized Salary Scales**

The Committee reviewed the proposed non-unionized salary scales for 2015-17. The proposed increases are in line with the contract recently signed with the Unionized Staff which was 3% per year for each of these three years.

#### **Motion #15-122**

### **Non-Unionized Salary Scales**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey adoption of the Salary Scales, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Date for Next Finance Committee Meeting**

As the Deputy Mayor and Councillor Parrott are both attending the Federation of Canadian Municipalities Meeting in Edmonton the first week in June, the meeting date for the next Finance Committee has been moved and will be held on June 3 at 9:00am.

## **G. Other Committee Reports**

### **Gander Heritage Advisory Committee Meeting**

Councillor Lorenzen presented the following report:

The Gander Heritage Advisory Committee met Tuesday, April 28, with 10 people in attendance plus one member joining the meeting by telephone.

The Committee discussed the structure, scope and mandate of the group and agreed, in general terms that its focus should be limited to issues pertaining directly to Gander's heritage and that it would act as an advisory resource for Council and other local groups concerned with heritage-related issues, rather than attempting to serve as an umbrella group for organizations with other specific mandates. A draft mission statement will be circulated among Committee members for review.

The Gander International Airport terminal building and Commonwealth War Graves Commission Cemetery were discussed, specifically plans for redevelopment of the 'Atlantic Wings' exhibit which had been located in the domestic passenger lounge, and the current administrative and maintenance responsibilities for the Commonwealth Cemetery.

Council had asked the Committee to make recommendations as to how we might honour our founders and prominent citizens, and several options were discussed, including how such a program could, in addition to honouring selected individuals, also further enhance our overall community character. This item will be discussed further at the next meeting of the Committee.

It was agreed that the Committee should meet, at least initially, on a schedule corresponding to the three-week Council cycle, to ensure timely and effective interaction. Future meetings will be scheduled for the Council "off-week", beginning Tuesday, May 26.

Mr. Mayor, Committee members also asked that their thanks be conveyed to Council both for recognizing the value of community heritage and committing to its preservation and promotion; and for providing meeting space and resources in support of the Committee itself.

## **6. ADMINISTRATION**

None.

## **7. CORRESPONDENCE**

None.

Councillor Anstey left the Council meeting due to conflict of interest.

## **8. NEW BUSINESS**

### **Request for Resolution re Canada Post Rural Post Offices**

The Town has received a request from CUPW to adopt a resolution requesting that the federal government maintain the moratorium on closure of rural post offices and further that the Federation of Canadian Municipalities request that the federal government consult with the public about the type of postal service they need before making any changes.

Councillor McBreairty feels that Post Offices are crucial to small communities. Councillor Parrott feels that we should not get involved. Deputy Mayor Abbott supports the second half of the resolution, but not the first. Mayor Elliott said at the FCM last year a resolution on door to door delivery was soundly defeated. Deputy Mayor Abbott can support a resolution if it says that Canada Post would hold off on any changes until consultation with the public is done. The Mayor said that this has already been done.

**Motion #15-123**

**Request for Resolution re Canada Post Rural Post Offices**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that we request the federal government maintain the current moratorium on closing of rural post offices until consultations are completed.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

Councillor Anstey rejoined the meeting.

**Temporary Signing Officers**

The Federation of Canadian Municipalities is holding its annual conference in early June and the Town’s signing officers will be attending. As a result we need to appoint temporary signing officers.

**Motion #15-124**

**Temporary Signing Officers**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that Councillors Lorenzen and McBrearity be appointed as signing officers for the Town for the period of June 3<sup>rd</sup> to June 10<sup>th</sup>, 2015.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Dream Fund**

Emily Laite announced the “Wings for an Angel” is a province-wide butterfly release hosted by The Dream Fund, that gives you the opportunity to release a butterfly in honor of someone special in your life, living or deceased.

This year’s event will be taking place on July 18<sup>th</sup> at Cobb’s Pond Rotary Park from 4-6pm. All proceeds from the event will go to The Dream Fund, which is a non-profit organization in Newfoundland that helps fulfil dreams of sick children in our province.

## 9. ADJOURNMENT

### Motion #15-125

#### Adjournment

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:50pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**