

MINUTES

Regular Meeting of Council
Wednesday, May 23, 2018 @ 4:30 pm
Council Chambers

Present:

| | |
|-------------|--------------|
| T. Pollett | Deputy Mayor |
| R. Anstey | Councillor |
| B. Dove | Councillor |
| G. Brown | Councillor |
| O. Fudge | Councillor |
| P. Woodford | Councillor |

**Advisory and
Resource:**

| | |
|--------------|---|
| D. Chafe | CAO |
| G. Brown | Town Clerk |
| J. Blackwood | Director of Engineering |
| N. Newell | Director of Recreation & Community Services |
| T. Barron | Director of Municipal Works |
| A. Quilty | Fire Chief (A) |
| R. Locke | Development Director |
| K. White | Media Coordinator |
| E. Fisher | Youth Representative |

Regrets: P. Farwell Mayor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. APPROVAL OF AGENDA

Council reviewed the agenda and approved as attached.

Motion #18-116

Approval of Agenda

Moved by Councillor Dove and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on May 23, 2018 be adopted as amended.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #18-117

Regular Minutes for Approval

Moved by Councillor Dove and seconded by Councillor Woodford that the Minutes from the Regular Meeting of Council on May 2, 2018 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

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

The Recreation & Community Living meeting was held on May 14, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; B. Dove, Councillor; R. Anstey, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; G. Brown, Director of Finance; K. Sceviour, Special Events Coordinator; B. Freeborn, Administration Coordinator.

The following items were discussed:

Crossroads Music Festival

The organizers of the Crossroads Music Festival had some concerns with the proposed 70/30 split for the concert being held at the Steele Community Centre on June 30th. The organizers initially thought that Town's 30% would be taken after all expenses were paid. Department staff met with the organizers to review the ticket and personnel costs for this concert and they felt that in order for this concert to be a success, they would need to adjust the agreement. The Department received their anticipated budget and a request to review three other profit sharing options between Crxssroads Entertainment and the Town of Gander.

The Committee discussed the request and felt that since it is the first time for a concert of this type and that the Department is looking to host events for this age group, these options should be considered. The Committee thought that option 2 would be the best in that Crxssroads Entertainment would take 100% of the profit made from the tickets sales outside the service charges. In turn, they would pay for the hours for one ticket agent and one ticket taker for the duration of their shift. The Town of Gander would still take any revenue generated from the bar sales. The Special Events Coordinator will advise the organizers of this decision.

Medication Collection Table

Gander PharmaChoice is requesting permission to setup an expired/unwanted medication collection table at Cobb's Pond Rotary Park during Gander Day and to advertise it in our Festival flyers. Its purpose is to allow residents to safely dispose of medication they no longer want in their home. They would have a disposal company in place that will destroy the medication in a method approved by Health Canada instead of being flushed down the toilet, poured down the sink, accidentally ingested, etc.

The Special Events Coordinator spoke to the Red Cross who will also be setup at the pond during Gander Day and they are in agreement to locate the medication collection table in their area. The Committee would like the Coordinator to contact the local RCMP Detachment for their opinion on holding this at a public event. If the RCMP is ok with this request, the Coordinator will notify PharmaChoice of the approval.

Eclectic Revival

An East Coast Folk/Celtic band based out of Hamilton, ON, entitled Eclectic Revival, wrote to say thank you to the Town after seeing the musical 'Come From Away'. As a thank you, they are offering to host a free concert for the town on September 11th. The Coordinator spoke with a representative from the band and the only thing they would require from the Town are hotel rooms to accommodate five people.

The Committee felt that the Steele Community Centre would not be an option since the ice will be down for the season and it would be too costly to put down the floor. Two locations were discussed. Either Cobb's Pond Rotary Park and have a rain or shine event or to speak with the Gander International Airport Authority about holding it in the International Lounge since it would be taking place on 9/11. The Special Events Coordinator will work on the possibility of using one of these two locations.

Special Event Bar Requirement

The Department will be hosting four events this summer where there is a bar required – the Kitchen Party, Gander Day, Crossroads Musical Festival and the Ride for Sight.

Previously, the Committee had suggested that the Firefit Challenge be offered the bar at the Kitchen Party because they had put in a funding request to the Town to help them host this Challenge. Since then, Firefit has written to say that they would not have enough volunteers to operator the bar at such a large event. The Committee felt that since the Gander Flyers offered to do the bar during the past two years when the Town had no one else interested, that they should be offered it again in 2018. An expression of interest will be sent out for the other three events by the Special Events Coordinator to community groups that may be interested in fundraising opportunities.

Festival of Flight Fireworks Request for Proposal

The Committee reviewed the results for the Festival of Flight Fireworks Display. Two proposals were received and the Director advised that the lowest proposal that met the specifications was submitted by *North Star Fireworks Entertainment*.

The Committee recommends that the proposal be awarded to *North Star Fireworks Entertainment* and refers this to the Finance and Administration Committee for its consideration and recommendation to Council.

Festival of Flight Kitchen Party

The Department would like to announce that they have signed three bands for the 2018 Kitchen Party taking place on Saturday, August 4th. These bands are Landlocked, Blue Eyed Blonde and Gander's own Kenny and the Jets. Tickets will be \$20 in advance and \$30 at the door. More information on ticket sales will be released over the next couple of weeks.

Gander Lake Trail

The Adventure Trails Group has submitted their proposal for the Gander Lake Trail. The Director noted that their scope has changed and the first section of the trail will now run from the Thomas Howe Demonstration Forest to the Gander & Area Chamber of Commerce. Since sections of the land in question falls under three outside agencies, the group will need permission from the Gander International Airport Authority, the Provincial Government and the Gander Lake Watershed Committee. In order to get the approval from these three groups, they need to know if the Town of Gander will be providing the insurance and liability for this trail.

Before the Town gives permission to provide insurance and liability, the Director is recommending that an MOU be signed with the Adventure Trail Group. Right now the group has a volunteer base to help maintain and upkeep the trail. However, if benches, garbage cans and bridges are going to be required as stated in their proposal, an agreement needs to be put in place for the future upkeep. The Committee asked the Director to discuss this with the Adventure Trail Group and invite them in to the next Committee meeting to discuss the matter further.

National Youth Choir Sponsorship

The Department reviewed a request for sponsorship to host the National Youth Choir who will be touring the province in 2018. The request does not fit the Grants, Subsidies, and In-kind Services Policy; however, they are asking that it be referred to the Economic Development Department to be reviewed under their advertising budget.

Variance Report

The first quarter variance report for the Department was reviewed. The Director noted that there was a variance of \$6,097 for wages in the Administration Department due to an employee being off on a leave of absence and the position being backfilled. Also, due to the ammonia leak there was a variance of \$20,665 for parts to repair the leak and a loss of \$26,444 in ice rentals.

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

Tender – Overhaul of Compressor

The Committee reviewed the tender results for the Overhaul of one (1) Mycom N6WB Compressor. Three tenders were received and the Director advises that the lowest of the tenders that met the specifications was submitted by *Keep Cool Refrigeration*.

The Committee recommends that Tender #18-09 Overhaul of one (1) Mycom N6WB Compressor be awarded to *Keep Cool Refrigeration* and refers the tender to the Finance and Administration Committee for its consideration and recommendation to Council.

Super Circus Spectacular

The Director advised that the Department will be booking the Circus for July 5th. The Circus does not have any exotic animals and has the certification needed to travel with dogs and horses. A contract will be drafted and sent to the group.

Upcoming events

- a) May 25 - 26: TOPS Conference
- b) June 1 - 3: Street Jam Ball Hockey Tournament
- c) June 6 - 15: Clean & Green Campaign

National Seniors Abuse Awareness Day

June 13th 9am-12 pm, we will hold an education session with various presenters. The focus of the sessions will be centered on senior's abuse issues. The session will be held at the Steele Community Centre, space is limited. Get your free tickets at the Steele Community Centre administration office.

Geocaching

Join us on Saturday June 16th from 10-12, for some fun geocaching at Thomas Howe Demonstration Forest. We will place various geocaches around the trails, provide you with the coordinates and watch the fun. If you're new to Geocaching, we'll give you a quick tutorial and you can even borrow some of our GPS's. This event is free!

B. Public Safety & Protective Services Committee:

The Public Safety & Protective Services Committee report was presented by Councillor Woodford.

The Public Safety & Protective Services Committee was held on May 15, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; W. Jenkins, Municipal Enforcement Officer in Charge; A. Quilty, Acting Fire Chief, J. Mayo, Acting Fire Chief, Volunteer, B. Freeborn, Administration Coordinator.

The following items were discussed:

3-Way Stop Signs on Raynham Avenue

The Committee reviewed correspondence from residents of Gander expressing their concerns with the 3-way stops on Raynham Avenue. They would like to know if a traffic study was done to warrant the installation of the stops signs and if so, which of the five conditions of the study permits the multi way stop.

The Committee has previously agreed to re-visit the need for the current configuration at both intersections and has asked staff to monitor the traffic flow along Raynham once Penney Avenue becomes connected to Cooper. It is anticipated that the traffic flow on Raynham will be reduced at that time. Once this review is complete, a decision will be made to determine if the stop signs are still required.

The Committee asked that the citizens be written explaining this and to thank them for their concerns.

Benton Fire Services

The Committee reviewed correspondence from a member of the Local Service District of Benton who inquired whether Gander would be able to provide fire services to Benton and if so, what would be the cost associated for this service.

Due to the Town's shortage of Fire Fighters at this time, the Town is not able to guarantee Fire Services. If the Town did send a fire unit out to Benton, it could leave Gander with a shortage of Fire Fighters if an emergency did arise in Gander. However, if the Town of Benton does need help during a fire, the Town would review the situation at that time to determine if they would be able to respond.

Bonfire Site

A letter was received from the Gander Elementary School Council asking the Town to reconsider their decision to continue to hold the bonfire at the current location. They would like the Town to find a new site for this event and if one is not found by this fall, to defer it until they can find a suitable location. They are concerned with the air quality for the children at the new school and especially playing outside during the week following the event, during which the burning continues.

The Committee understands their concerns and is considering a new location; however, it may not be relocated by this fall. They are recommending that the Bonfire be held at the same location but on a Friday night. Once the bonfire is over, they are asking the Gander Fire Department to completely extinguish the fire and to move the remaining debris to the old dump site before school resumes the following Monday morning.

The Acting Fire Chief was asked to relay this message to the School Council but would welcome any other solutions that they may have in order to continue with this event for the public.

Variance Reports – 1st Quarter

The Acting Fire Chief reviewed the Fire and Police Department's portion of the 2018 Quarterly Variance Report with the Committee.

The Fire Department was under budget by \$4,794 due to the Fire Chief position not being filled.

The Officer in Charge noted that there was a variance of \$8,453 in fines due to the delay in the hiring of the Municipal Enforcement Officer position.

The variance reports are being referred to the Finance Committee for their consideration.

First Quarter Statistics 2018

Gander Fire Rescue - The Acting Fire Chief presented the Committee with the statistics for the first quarter of 2018. There were 57 fire calls, including chimney fires, structural fires, investigation only, system malfunctions, motor vehicles accidents, etc.

A total of 47 fire inspections were completed which is down due to the Fire Inspector having to fill both roles of Acting Fire Chief and Inspector.

Municipal Enforcement - The Officer in Charge presented the Committee with the statistics for January to March 2018. A total of 203 incidents were actioned including property issues, animal pickup, assisting other departments, motor vehicles accidents and court appearances as well as 32 traffic complaints.

There were 232 citations issued. These included no insurance, no registration, seat belts, snow clearing obstruction, speeding, cell phone, fire lanes, and various parking citations.

Safe Driving Program

The Co-operators Insurance has approached the Department to work together to offer a "Safe Driving Reward Program". This program would entail the police stopping drivers who are obeying the rules of the road and offer them a reward. The reward would be provided by The Co-operators Insurance.

The Committee likes the idea of this program but is asking the Officer in Charge to contact The Cooperators Insurance to find out more information and report back to Committee.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on May 16, 2018. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; R. Anstey, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Delegation – Lion’s Club

Perry Kieley and Don Stuckless of the local Lion’s Club met with the Committee to discuss their project to erect a monument at the Commonwealth War Graves Cemetery. The monument would include the names of the civilian individuals who were buried in unmarked graves, many who were children. Burials at the location were as recent as within the last ten years.

The cost associated will vary based on the type of monument selected; including size and type of the stone, lettering and the number of names to be engraved. The proposed cost is \$50,000.00, and the Club will be applying to Lion’s Club International for funding. The tentative deadline to complete this project is September 22, 2018. Mr. Kieley informed the Committee a recent meeting with the All Saints Cemetery Board provided the guidelines to upgrading a cemetery including erecting a monument on the grounds. The Board was very supportive of the project and proposed to include it in their seasonal maintenance schedule.

It was requested the Town support the project through use of resources or monetary donation, either of which would be greatly appreciated. The Committee informed the representatives the Town has an Equipment Loan Agreement in place for non for profit groups to apply for in kind use of its equipment for special projects. It was suggested the Lion’s Club submit a request for in kind resources and forward a summary of the total cost for the project when items are selected.

The Committee agrees to support the plan to erect a monument at the said location and recommends this item be reviewed at the next Committee meeting for further discussion and recommendation.

Tender Summary - #18-07 Road Salt and Sand Fabric Storage Structure

The Committee reviewed the results of the tender for the construction of a road salt and sand fabric storage structure. Nine (9) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by LSG Construction Ltd. in the amount of \$350,750.00, HST included.

The Committee recommends that the tender for the construction of a road salt and sand fabric storage structure be awarded to LSG Construction Ltd and refers the tender to the Finance and Administration Committee for its consideration.

Tender Summary - #18-08 Supply and Delivery of Mobile Column Lifting Station

The Committee reviewed the results of the tender for the supply and delivery of a mobile column lifting station. Three (3) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by Snap-on Equipment Solutions in the amount of \$59,786.66, HST included.

The Committee recommends that the tender for the supply and delivery of a mobile column lifting station be awarded to Snap-on Equipment Solutions, and refers the tender to the Finance and Administration Committee for its consideration.

Variance Report – First Quarter

The Director reviewed the Municipal Works and Services Variance Report for the first quarter with the Committee.

The Municipal Works and Services Department is operating under budget by \$32,847.00 at this time. There are a number of factors that contributed with the majority of savings directly associated with the timeline required for the hiring of replacement staff and employee unpaid leave. Unexpected breakdowns with equipment used in the water distribution system caused unbudgeted costs for repairs in the amount of \$25,742.00.

D. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee meeting was held on May 16, 2018. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; B. Dove, Councillor; P. Woodford, Councillor; R. Locke, Development Director, B. Williams, Tourism Development Officer; N. Newell, Director of Recreation and Community Services.

Delegation: J. Harding and L. Hewlett, Beyond the Overpass

The following items were discussed:

Delegation: Beyond the Overpass Theatre Company

A delegation from Beyond the Overpass Theatre Company presented to the Committee their long-term vision of creating a strong working relationship with the Town. Their goal is to establish Gander as a leader in the fields of arts and culture along with making Gander a destination as tourists visit Newfoundland and Labrador.

They wanted to take this opportunity to establish an open dialogue and discuss mutually beneficial partnership ideas as they are proposing to introduce a new initiative.

The Gander Youth Arts Festival would be a 7-week program and would offer professional training and performance opportunities for youth between the ages of 14-24 tentatively beginning on July 8th and concluding on August 25th.

The delegation advised that the new festival will directly impact the cultural, social and economic life of our community by:

- Preserving our local history while bolstering our unique cultural identity
- Strengthening our community character and further develop our sense of place
- Increasing community engagement and participation

As part of the proposed festival activities, developing stories, music and theatrical productions reflecting the distinct history and heritage of Gander is a key component of their long-term plan. This includes adding one new production each season as well as bringing the arts into the community, staging events at different locations looking to enhance, engage, and excite the entire region.

The Committee feels that this is a great initiative for the community and recommended that they keep in touch with staff as they proceed with the implementation of the Gander Youth Arts Festival.

The Committee did emphasize that if the delegation is seeking future financial support or usage of Town resources, they would need to present this during Council's annual budgeting process.

Tourism Activities Update

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

- **Tourist Map:**
 - The final version has been approved and sent for print. They should be received by week's end.

After much discussion and deliberation, the Committee suggested that staff investigate funding opportunities through the various levels of government in an effort to secure funds to perform a "Sense of Arrival Needs Assessment" based on the anticipated increase in tourist visitations due to the over-whelming success of the "Come From Away" Broadway musical.

The Committee feels that our Town has been presented with this unique economic opportunity and must embrace the benefits in a respectful and professional manner.

The "Sense of Arrival Needs Assessment" will be specifically focused on enhancement of the sense of arrival as visitors arrive in Gander either by plane or vehicle. It is also essential to convey a consistent sense of arrival theme throughout our community as this often creates a sense of belonging and an overall positive experience for visitors.

The selected company will recommend a strategy and graphic concepts for enhancing our sense of arrival as visitors arrive, depart and integrate into our wonderful community.

The Committee has asked staff to investigate the different funding options and prepare the applicable proposals. As well, staff will continue to work with local tourism stakeholders and operators to develop attractive product offerings that capture our culture and way of life.

Tourism Administrative Working Group

The Tourism Development Officer informed the Committee that the establishment of a Tourism Administrative Working Group has been discussed. This proposed group will consist of members from the Town of Gander, Adventure Central and provincial tourism department.

This group will meet on a regular basis to discuss tourism development opportunities and tasks associated with moving tourism initiatives forward.

The group has requested that Councillor Brown become a member of the above-mentioned group as she is the Chair of Council's Development, Tourism and Culture Committee.

Councillor Brown is seeking Council's permission to become a member of this group.

Motion #18-118

Tourism Administration Working Group

Moved by Councillor Brown and seconded by Councillor Fudge that the Chair of Development, Tourism & Culture Committee be appointed to the Tourism Administrative Working Group.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application - 53 Elizabeth Drive

The Committee reviewed an application from the resident of 53 Elizabeth Drive.

WHEREAS an application has been received from "Booberry Nails" to operate a one client home-based personal service business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of May 3rd, 2018 and it meets all of the Town of Gander's Development Regulations.

Motion #18-119

HBB Application – 53 Elizabeth Drive

Moved by Councillor Brown and seconded by Councillor Anstey that “Booberry Nails” be permitted to operate a one client home-based personal service business from 53 Elizabeth Drive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application - 10 Brock Crescent

The Committee reviewed an application from the resident of 10 Brock Crescent.

WHEREAS an application has been received from “Rock Adjusting” to operate a home-based office for processing insurance claims.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of May 3rd, 2018 and it meets all of the Town of Gander’s Development Regulations

Motion #18-120

HBB Application – 10 Brock Crescent

Moved by Councillor Brown and seconded by Councillor Fudge that “Rock Adjusting” be permitted to operate a home-based office for processing insurance claims from 10 Brock Crescent.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Variance Report: March 31st, 2018

The Committee reviewed the department’s variance report ending March 31st, 2018. The Department is showing a savings of \$7,251.00; a result in a delay in hiring of the Tourism Officer Position. The Committee is pleased with the Department’s financial standing.

Gander Heritage Advisory Committee Minutes

The Committee reviewed the Gander Heritage Advisory Committee minutes. They are pleased with the Committee's progress and encourage an open line of communication as they move forward.

Country Inn and RV Park Land Request

The Committee reviewed a request from Country Inn and RV Park located at 315 Magee Road to purchase additional land to expand their business. This land is located at the south-western property boundary.

This land is owned by the Town of Gander and can be sold at appraised value through a public tendering process.

The Committee acknowledges the importance of this parcel of land as it may be used to accommodate a few residential lots in the future; however, they are recommending the sale of this land as it can satisfy the current need of a local business looking to expand operations.

The Committee feels that the overall economic benefits of allowing this business room for expansion outweighs the potential development of a few residential lots.

It should also be noted that by selling this land for a commercial purpose will not hinder future residential development as there is land available for residential development in the near vicinity.

The Committee is referring this item to the Engineering, Planning and Controls Committee for their review and consideration.

Request for Advertisement - National Youth Choir

The Committee reviewed a referral from the Recreation & Community Services Committee. The National Youth Choir, who will be touring the province (including Gander) in 2018 has requested sponsorship to host the event.

This request did not fit within the Grants, Subsidies, and In-kind Services Policy and was therefore forwarded to the Economic Development, Tourism & Culture Committee for review and consideration.

The Committee reviewed and discussed this request and feels that this would a great event to support and it falls within the departments advertising budget. Therefore, the Committee is recommending advertising support in the amount of \$200.00.

In return for supporting this event, the Town will receive advertising space in the event booklets, as well as 2 free tickets. In addition, the National Youth Choir will also host a workshop in partnership with a local theatre company.

The Committee asked staff to notify the organizers and prepare the advertisement for submission.

Gander and Area Chamber of Commerce Sponsorship Request

The Committee reviewed a sponsorship request from the Gander and Area Chamber of Commerce. They are requesting financial support in the amount of \$500.00 to help offset some of the costs associated with hosting a Tourism Awareness Week Luncheon on May 30th, 2018.

The Town of Gander will become a sponsoring partner together with Hospitality NL, Adventure Central and Steele Hotels. In return, the Town of Gander will receive logo placement on all marketing materials associated with the event as well as the opportunity to distribute tourism related marketing material.

The Committee feels that this is a great partnership opportunity to raise the Town of Gander's profile in relation to tourism awareness. As the Town has supported this event in the past, the Committee is recommending support for this sponsorship request.

Advanced Education, Skills and Labour Press Release

The Committee reviewed a press release from the provincial department of Advanced Education, Skills and Labour (AESL) announcing more than \$567,000 in funding to the Welcoming Communities-WelcomeNL initiative. This initiative is in partnership with Municipalities Newfoundland and Labrador (MNL).

This funding will support municipal initiatives helping to promote diversity and multiculturalism, and establish programs and services to welcome and support newcomers in their new communities.

This initiative will be implemented throughout the province, beginning with Labrador City, Happy Valley-Goose Bay and Corner Brook in 2018-19 and Grand Falls-Windsor and Gander in 2019-20.

The toolkit and newly established WelcomeNL website can be viewed at www.welcomenl.ca

The Committee would like to acknowledge the efforts of AESL and MNL as this project will become a great asset to the community.

The Committee asked staff to follow-up with MNL to find out what, if anything is required from the Town of Gander to get the project started.

Central Health Press Release

The Committee reviewed a Press Release from Central Health announcing the diversion of obstetrical labour and delivery services from James Paton Memorial Regional Health Centre to Central Newfoundland Regional Health Centre has been extended until October 31st, 2018.

The service diversion is due to the availability of obstetrical service providers.

The Committee is not in support of the extended diversion and is committed to work with Central Health to recruit the physicians required to reinstate obstetrical labour and delivery services at James Paton Memorial Regional Health Centre.

The Committee has asked staff to follow-up with Central Health to find out what actions are being taken to recruit the complement of physicians required to reinstate obstetrical labour and delivery services on or before October 31st, 2018.

The Committee would like to notify expectant moms that if you feel in labour, and your intended place of delivery is James Paton Memorial Regional Health Centre, please proceed to Central Newfoundland Regional Health Centre in Grand Falls-Windsor. If you feel that delivery may happen quickly, please proceed to your nearest emergency department for assessment.

Cystic Fibrosis Fundraisers

Councillor Brown announced that Airials Gymnastics and Snow's Cones will be holding a fundraiser this weekend and all money raised will be donated to Cystic Fibrosis.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on May 17, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; P. Woodford, Councillor; G. Brown, Councillor; G. Regular, Director of Engineering (A); J. Hillier, Administrative Assistant.

The following items were discussed:

Shipping Container Regulations

The acting Director presented to the Committee, the proposed Shipping Container Regulation for its first reading.

The proposed regulation has been prompted from several complaints surrounding the increasing usage of shipping containers as storage units, as well as, operating small businesses out of these units. The Engineering Department has done some research to investigate how other municipalities within the province regulate their use. Many do not permit this type of usage and others do not have a regulation in place.

Due to these units becoming more readily available the Committee feels that the increased usage will create poor esthetics, which in turn affects neighbouring properties. The Committee also has safety concerns which have also been raised by the Fire Department. To involve the business community, the Committee would like the Economic Development Department to engage local businesses about this regulation to get their feedback prior to a final reading.

The Committee refers this item to the Economic Development Committee for their review and input.

Development Application – Cobb’s Pond Residential Land Development, Variance

Notice is hereby given that the Town Council of Gander has received an application from Freedom Villages Inc. to vary the Town of Gander’s Development Regulations.

It is noted that 18 of the building lots in the proposed subdivision will not meet the required minimum lot depth for this zone. The proposed development is zoned Residential Medium Density and requires a minimum lot depth of 40.0 metres.

The acting Director advised that two (2) objections were received regarding this variance. He also indicated that the intent for this development was smaller lots to accommodate affordable housing within the Town of Gander.

After a lengthy discussion, the Committee is recommending that the developer be offered the opportunity to relocate the limits of the subdivision development for lots 1-9 in order to adjust the rear boundary line. This new rear boundary would ensure a 40m lot depth on these 9 lots eliminating the need for a variance. The land behind lots 54-62 is not owned by the Town and therefore we cannot offer the same solution. Since this is in keeping with the intent of the development the Committee is in agreement with allowing the variance for these 9 lots.

Motion #18-120

Development Application – Cobb’s Pond Residential Land Development - Variance

Moved by Councillor Anstey and seconded by Councillor Woodford approval for the variance for lots 54-62 in the Cobb’s Pond Residential Subdivision.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Development Application –Cobb’s Pond Residential Subdivision

The Committee reviewed a development application from Freedom Village Inc., to develop Phase 1 of the Cobb’s Pond Residential Subdivision which will consist of a mix of single, duplex, and row housing intended to meet the growing need for affordable housing in the Gander area.

After discussion, the Committee is in agreement.

Motion #18-121

Development Application – Cobb’s Pond Residential Subdivision

Moved by Councillor Anstey and seconded by Councillor Fudge approval for the development application, and approval of the “Approved as Noted” plans for Cobb’s Pond Residential Subdivision, as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Honeywell Report

The acting Director informed the Committee of the results of the savings report completed by Honeywell on the energy savings retrofit they completed a couple of years ago. He advised that the two (2) year savings of \$231,849 has exceeded the guarantee of \$224,745 by 4%. The Committee is pleased with the results.

The Committee also discussed what the Town can do going forward to implement more cost effective methods given the projected increase in electricity rates. Councillor Anstey advised that the Director of Engineering indicated that he will be in contact with Newfoundland Power to get more information on the matter.

Development Application – Rest/Retirement Home – 2 Briggs Street

Notice is hereby given that the Town Council of Gander has received an application to construct a Rest/Retirement Home at 2 Briggs Street.

It is noted that this area has recently been rezoned to **Residential Medium Density** and **Rest/Retirement Home** is permitted as a Discretionary Use under the Town of Gander Development Regulations.

The acting Director advised the Committee that no objections were received by the advertised deadline.

Motion #18-122

Development Application - Rest/Retirement Home – 2 Briggs Street

Moved by Councillor Anstey and seconded by Councillor Woodford approval of the discretionary use for a Rest/Retirement Home at 2 Briggs Street as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Eastgate – Briggs Street Request

The Committee reviewed correspondence from Cecon Development Corporation (CDC) expressing their concerns with the level of construction activity that will take place on Briggs Street as a result of the new wastewater treatment plant. CDC is requesting Council’s approval to delay the placement of curb/gutter and base layer of asphalt on Briggs Street for one (1) year to allow for any settlement and permit the ground to stabilize before placement of asphalt. CDC has indicated that they have a single developer for all of these lots wishing to develop a retirement complex consisting of duplex and row housing units. CDC is also requesting Council’s permission to sell these lots on Briggs Street prior to the placement of curb/gutter and asphalt.

The Committee discussed that Council, in the past, have permitted similar types of developments to start building construction prior to the placement of base asphalt and curb. Also, since the new sewage force main installation is not under the control of CDC the Committee feels it would be unreasonable to ask CDC to place asphalt over that excavation as CDC would be responsible for any warranty work on the asphalt.

The Committee is in agreement with the request.

Motion #18-123

Eastgate – Briggs Street Request

Moved by Councillor Anstey and seconded by Councillor Brown approval for the delay of curb/gutter and asphalt with permission to sell building lots for one (1) year for Phase 5 of the Eastgate sub-division.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Committee is not in agreement, however, with the issuance of occupancy permits until the curb/gutter and asphalt is completed.

Eastgate – Design Standards for Street and Subdivisions

The Committee reviewed correspondence from Cecon Development Corporation requesting Council to review the current Town of Gander Design Standards for Streets and Subdivision. They feel that there are certain design elements that should be removed as a requirement, from the preliminary stage, when submitting design drawings, to the Town for approval, as it can be very costly and time consuming for their staff.

The acting Director advised the Committee that prior to the Town's current Design Standards for Streets and Subdivisions, the standards did not accommodate a preliminary design submission for Council's approval. The regulations required that developers submit a full set of construction drawings for approval before a development agreement was signed. It was becoming a constant occurrence of having to send the drawings back and forth for revisions which were very time consuming for both developers and town officials. In order to accommodate the developers, the regulations were changed in April 2015. Currently preliminary plans indicating the lot layouts, contours, centerline road grades and driveway locations are submitted for approval. Once the preliminary plans are reviewed and approved, then a full set of construction drawings are to be submitted for approval.

The acting Director advised that removing the requirement for contours, centerline road grades and driveway locations at the preliminary stage may increase the back and forth plan review process of the construction drawings. The acting Director noted that if Council is willing to change the regulation, he would suggest that they contact other developers and consultants who regularly use the document to get their opinion and feedback. He also noted that this regulation is reviewed annually at the end of the construction season and any recommended changes are compiled at that time and presented for an update early in the year.

The Committee is in agreement and will ask the Director to send correspondence to local developers and engineers requesting feedback on the changes proposed by CDC.

Departmental Variance Report

The acting Director presented the departmental variance report to March 31, 2018 and advised that the department is under budget by 13,015. The savings were due to permit revenue being higher than expected.

The Committee was pleased with the variance report and forwards it to the Finance Committee for their review and consideration.

Country Inn and RV Park Land Request

The Committee reviewed a request that was forwarded from the Economic Development Committee. The owners of the Country Inn and RV Park are requesting to purchase additional land, as indicated in Green on the attached drawing #18-1025R1, at the south west property boundary to expand their business. The land is currently owned by the Town of Gander and a portion is identified as potential future residential development. Also, this portion of land is zoned Residential Medium Density and is not zoned for their intended use. Therefore, the Engineering Department is not recommending selling this land.

After discussion, the Committee is not in agreement with selling the portion of Town owned land as requested.

Councillor Brown questioned if the Town can modify the residential plan in order to accommodate the sale. The Director of Engineering said it could be done but would lose some building lots. Councillor Fudge suggested that the developer be invited into discuss the matter with Council which was agreed to.

Building Regulations

The acting Director advised the Committee that projects outside of part 9 of the National Building Code that are designed and project managed by a professional engineer or architect, currently don't require inspections from Town staff. The Town's Development and Control Inspector has authority to inspect the building based on certain sections of the National Building Code to ensure it meets those specifications. Generally speaking, buildings exceeding 600m² require certification by an engineer or architect. The Town currently does not receive any final signed or stamped approval ensuring that the construction meets all the requirements of the National Building Code.

The acting Director is requesting Council's approval for the Engineering Department to require a Certificate of Approval, signed by the engineer or architect, indicating that the building is built in compliance with the National Building Code. The acting Director provided a draft inspection form, which was prepared by the Engineering Department, for Council's review and if Council was in agreement, a final copy will be prepared and implemented going forward.

The Committee is in agreement with this request.

Motion #18-124

Building Regulations

Moved by Councillor Anstey and seconded by Councillor Woodford that any building or systems required by the National Building Code to be designed by an engineer or architect must be inspected, and a certificate of "Assurance and Field Compliance" must be provided prior to the issuance of an occupancy permit.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Landscaping Regulations (Non-residential)

The acting Director presented a revision to the current Town of Gander Landscaping Regulation (non-residential) which will include Council’s discretion of approval for landscaping requirements in Comprehensive Development Areas.

**Motion #18-125
Landscaping Regulations (Non-residential)**

Moved by Councillor Anstey and seconded by Councillor Fudge approval to add that “Comprehensive Development Schemes may be approved wholly or in part at the discretion of Council” to the Town of Gander’s (non-residential) Landscape Regulations.

In Favour: 6 Opposing: 0

Decision: Motion carried.

55 Roe Avenue Extension

The acting Director advised the Committee that the owner of 55 Roe Avenue has submitted a site plan for their expansion to their building on Roe Avenue. He advised that the Town of Gander’s Landscaping Regulations require a certain amount of greenspace and according to the submitted site plan, this development does not meet these requirements. He indicated that these regulations were not in place when 55 Roe Avenue was originally built and given the location of the building, and size of the building lot it is not possible for the owner to comply with the new regulation and maintain the minimum parking requirements as required by the Town Regulations.

The Committee is in agreement with the site plan for 55 Roe Avenue.

**Motion #18-126
55 Roe Avenue Extension**

Moved by Councillor Anstey and seconded by Councillor Dove approval for the 55 Roe Avenue site plan as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on May 17th, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; T. Pollett, Deputy Mayor; G. Brown, Director of Finance.

The following items were discussed:

Correspondence - Central Regional Appeal Boards

Earlier this year, Council wrote the Province regarding the fact that The Central Regional Appeal Board does not have enough members to sit; therefore, any appeals of municipal orders cannot be heard. The Province has written back advising that the Department of Municipal Affairs and Environment is working to fill vacancies. There was no indication as to when this will be complete.

Property Tax Reductions

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

Motion #18-127**Property Tax Reductions**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Road Salt/Sand Fabric Storage Structure

The Committee reviewed the tender results for Road Salt/Sand Fabric Storage Structure. Seven bids were received. The preferred bidder was LSG Construction Ltd.

Motion #18-128

Tender – Road Salt/Sand Fabric Storage Structure

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for a Road Salt/Sand Fabric Storage Structure be awarded to LSG Construction at a price of \$350,750 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$181,927.70 under budget.

Tender – Overhaul of a Mycom N6WB Compressor

The Committee reviewed the tender results for the Overhaul of a Mycom N6WB Compressor. Three bids were received. The preferred bidder was Keep Cool Refrigeration.

Motion #18-129

Tender – Overhaul of a Mycom N6WB Compressor

Moved by Councillor Dove and seconded by Councillor Brown that the tender for the Overhaul of a Mycom N6WB Compressor be awarded to Keep Cool Refrigeration at a price of \$10,687 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$4,313 under budget.

Tender – Mobile Column Lifting Station

The Committee reviewed the tender results for a Mobile Column Lifting Station. Three bids were received. The preferred bidder was Snap-On Equipment Solutions.

Motion #18-130

Tender – Mobile Column Lifting Station

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for a Mobile Column Lifting Station be awarded to Snap-On Equipment Solutions at a price of \$59,786.66 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$3,816.63 over budget.

Request for Proposal – Festival of Flight Fireworks Display

The Committee reviewed the Request for Proposal results for Festival of Flight Fireworks. Two bids were received. The preferred bidder was North Star Fireworks Entertainment Inc.

Motion #18-131

Request for Proposal – Festival of Flight Fireworks Display

Moved by Councillor Dove and seconded by Councillor Woodford that the contract for provision of fireworks for the Festival of Flight be awarded to North Star Fireworks Entertainment Inc. at a price of \$12,924 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$2,076 under budget.

Request for Proposal – Festival of Flight Audio/Visual Production

The Committee reviewed the Request for Proposal results for the Festival of Flight Audio/Visual. Two bids were received. The preferred bidder was Pro Audio.

Motion #18-132

Request for Proposal – Festival of Flight Audio/Visual Production

Moved by Councillor Dove and seconded by Councillor Fudge that the contract for provision of Audio/Visual for the Festival of Flight be awarded to Pro Audio at a price of \$10,500 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$4,500 under budget.

Waiving of Fees for Non-Profits

During the Budget process, Council discussed implementing a Policy to waive permit fees for non-profit organizations. The Committee reviewed a draft Policy that would put such a system in place. The Policy on Non-Profit Exemption for Permits and Fees is presented for its first reading. Anyone wishing to make any comments should contact the Town Clerk's office at 651-5901 or gbrown@gandercanada.com.

Variance Report – First Quarter for 2018

The Committee reviewed the Variance Report for the first quarter of 2018. There was a small surplus being projected for 2018 operations of \$73,450. The total accumulated surplus at the end of 2018 is now projected to be \$142,593.

Capital Variance Report

The Committee also reviewed the Capital Variance Report for the first quarter. It shows that the Town is projecting it will be \$160,000 under budget on its Capital Program for 2018.

G. Other Reports:

None.

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS

New Acting Fire Chief

Council is pleased to announce that the successful applicant for the temporary Fire Chief position is Mr. Harold Lowe who will join our team on June 6th.

Starting his career in 1991 as a Fire Fighter with the Regional Municipality of Wood Buffalo in Alberta Mr. Lowe held several positions including a Fire Division Supervisor, a Safety Coordinator as well as a Rural Training Officer.

In 2008, Mr. Lowe relocated to New Brunswick as a Training Officer with the Moncton Fire Department until 2013 when he became the Fire Chief in Sussex, New Brunswick. During his career in New Brunswick Mr. Lowe also served 9 years as a Primary Care Paramedic.

In addition to Fire Chief Lowe's 27 years' experience working in career, composite and volunteer environments his extensive education in Fire Fighting as well as business, leadership and other programs will certainly be an asset to the Fire and Emergency Services department and the management team.

I would like to extend a warm welcome to Fire Chief Harold Lowe.

Motion #18-133

New Acting Fire Chief

Moved by Councillor Woodford and seconded by Councillor Dove that the Town hire Mr. Harold Lowe for the temporary Fire Chief position effective June 6th.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gas Tax Reallocation

When the Town completed its roads project on Airport Boulevard from Bennett Drive to Cooper Boulevard it was carried out using Gas Tax funding. The final cost of the project was over budget and the Town needs to reallocate funds to cover the overage. When the list of projects to be funded through the Gas Tax was submitted to the Province there was some funding unallocated in case there was an overage on a project.

Motion #18-134

Gas Tax Reallocation

Moved by Councillor Dove and seconded by Councillor Brown that the Town reallocate \$80,421 in previously unallocated Gas Tax funds to the Airport Boulevard from Bennett to Cooper project.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gander WWTP Collection Systems Contract – Change Order #3

When the Town went to tender for the Waste Water Treatment Plant Collection System last fall it had planned to locate the new plant on lands currently owned by the federal government. The Town was unable to obtain ownership of the land from the federal government and had to move the site location to a parcel of Crown Land adjacent to the site. The Crown Land is currently being surveyed for transfer of ownership to the Town.

As a result of the site change the contractor, Springdale Forest Resources Inc., will have to clear additional land outside the scope of the original contract and have provided a price to do so.

Motion #18-135

Gander WWTP Collection Systems Contract – Change Order #3

Moved by Councillor Dove and seconded by Councillor Woodford that the Town approve Change Order #3 for the Gander WWTP Collection Systems contract with Springdale Forest Resources Inc. at a cost of \$269,290, HST inclusive contingent upon Crown Land’s approval to proceed with the proposed scope of work.

In Favour: 6 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #18-136

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:28 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk