

# MINUTES

Regular Meeting of Council  
Wednesday, May 24, 2017 @ 4:30 pm  
Council Chambers

<b>Present:</b>	<b>C. Elliott</b>	<b>Mayor</b>
	<b>C. Abbott</b>	<b>Deputy Mayor</b>
	<b>G. Parrott</b>	<b>Councillor</b>
	<b>S. McBreairty</b>	<b>Councillor</b>
	<b>R. Anstey</b>	<b>Councillor</b>
	<b>B. Dove</b>	<b>Councillor</b>
<b>Advisory and Resource:</b>	<b>D. Chafe</b>	<b>Chief Administrative Officer</b>
	<b>J. Blackwood</b>	<b>Director of Engineering</b>
	<b>G. Brown</b>	<b>Town Clerk</b>
	<b>R. Locke</b>	<b>Director of Development</b>
	<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
	<b>T. Barron</b>	<b>Director of Municipal Works</b>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Leave the Phone Alone Campaign

Corporal Jenkins and Constable Howell joined the Mayor to do the Proclamation.

### CAMA Long Service Award Recognition

Mayor Elliott presented Derm Chafe, Chief Administrative Officer, with a 15 year pin.

### Intergenerational Day Proclamation

Mayor Elliott read proclamation stating June 1, 2017 as Intergenerational Day.

## 3. APPROVAL OF AGENDA

### Motion #17-108

### Approval of Agenda

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Agenda for the Regular Meeting of Council on May 24, 2017 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #17-109**

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

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

None

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

##### **A. Recreation & Community Living:**

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

The Recreation & Community Living meeting was held on May 15, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; N. Newell, Director of Recreation & Community Services; G. Edison, Recreation Facilities Supervisor.

##### **Gander Minor Baseball Building**

The Director provided an update on the Gander Minor Baseball Building. The Committee had a number of concerns with the location behind the backstop of Field B. This is a softball field used by all user groups and it also has the lights for night games. The Committee feels that the building for baseball would be best suited at the original location they requested back in 2016, the Art Walker Field, and not Field B.

The other suggestion discussed was moving the building between Field A and the Art Walker Field. The Supervisor explained that the department currently places kiosks at the fields for score keeping and can continue to do this for baseball as well as other leagues hosting tournaments. The Committee feels that the addition of the building would be beneficial for the baseball program but is asking Gander Minor Baseball to re-consider these options. The Director will notify Gander Minor Baseball of the decision.

## **Tender – One (1) New CCTV System – Steele Community Centre**

The Committee reviewed the tender for One (1) New CCTV System (camera system) at the Steele Community Centre. There were 11 bids received and the director advised that the preferred bidder is Audio Systems Northern, however, it is approximately \$5,000.00 over budget.

The Supervisor explained that there have been a number of occasions when staff has noticed that people have been in the building after hours as well as damage caused in the building during regular hours that has not been seen by staff. A camera system would give management the flexibility to review the video surveillance in these cases and it would deter the public from breaking into the building. The Director explained that there has been savings so far this year to off-set the extra cost of the camera system.

The Committee recommends that the tender for the supply of One (1) New CCTV System be awarded to Audio Systems Northern and refers this item to the Finance Committee for its consideration.

The Recreation Facilities Supervisor left the meeting.

## **Canada Day**

The Director and Community Events Coordinator met with members of the Gander Rotary Club to discuss the Cobb's Pond Rotary Park Official opening. It was originally suggested that the opening be held in June 2017, however, the department proposed having the opening on Canada Day. This way we could incorporate both events on the same day when one of the biggest community events is being held at the park. The Rotary Club felt this would be better for their members and will work with the department on this event.

## **Fun Fly**

The Committee reviewed a request from the Screaming Eagles R/C Flying Club to host a fun fly event during the Festival of Flight. The event would be held at Taxiway Charlie from August 4<sup>th</sup> - 7<sup>th</sup>. They would like in-kind help for the set-up of snow fencing, a port-a-potty for four days, bleachers, as well as other items that may be needed. The Committee is asking the department to support the in-kind requests as much as possible with department resources that are available.

There is no budget available for this event but the Director advised that there may be savings available to help sponsor this event. The Special Events Coordinator will work with the Screaming Eagles R/C Flying Club.

## Accessible Playground Equipment

The Director advised that funding for accessible playground equipment has been budgeted in both the 2016 and 2017 budgets. The Director has been working with the Janeway Outreach Physiotherapist at the hospital to look at the most suitable accessible equipment for the Cobb's Pond Rotary Park. She also discussed the option of replacing the pea stone in the playground at the park with soft crete. This is a more accessible surface for playground equipment and would be suitable for individuals with mobility issues, strollers, wheel chairs, etc. The Committee agrees with finding the best option of accessible equipment whether or not this is in 2017.

## Stewardship Association of Municipalities - AGM

The Committee discussed the Stewardship Association of Municipalities spring AGM in Torbay from June 2<sup>nd</sup> – 3<sup>rd</sup>. Councillor Anstey agreed to attend this AGM.

## Variance Report

The Committee reviewed and approved the variance reports for Recreation and Community Services as well as Tourism for the end of March 2017. In the first quarter the Department is \$20,841 under budget.

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

## RFP Community Centre Expansion

The report for the Community Centre Expansion was not received; therefore, this item is deferred to the next meeting.

## MADD Correspondence

The Committee reviewed correspondence from MADD indicating that they will be launching a new campaign entitled "Report Impaired Boating" in the coming weeks that will encourage people to report incidents. The group is asking permission to erect signs at the Little Harbour facility for this cause. The Committee approves this request.

## Upcoming events

- May 26-27: TOPS Conference
- May 20-June 2 : Canadian Playground Safety Institute Course
- June 2 - 4: Street Jam Ball Hockey Tournament
- June 10: Relay for Life
- June 16-17: Sportfest

## B. Public Works & Services Committee:

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

The Public Works & Services Committee was held on May 17, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; W. Jenkins, Municipal Officer in Charge; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

### **Peterson Drive**

The Committee reviewed the ***Peterson Drive – name extension/change*** as recommended by the Management Committee.

The Committee agreed the street name should be consistent with the current design of the street, that being a Cul-De-Sac.

The Committee recommends the name ***Peterson Drive*** be renamed to ***Peterson Place*** to reflect the current design of the street. This item is now referred to the Engineering Committee for review and recommendation to Council.

### **Taxi & Limousine Regulations – Zone & Fare Update – 2<sup>nd</sup> and Final Reading**

At its previous meeting, the Committee presented to Council and Public the first reading for amendments to the Taxi and Limousine regulations; there was no correspondence or objections received and it is now presented for its second and final reading.

#### **Motion #17-110**

#### **Taxi & Limousine Regulations – Zone & Fare Update**

Moved by Councillor Anstey and seconded by Councillor Parrott that the changes to the Taxi and Limousine Regulations be approved as presented in the attached document.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

## **Police Week, May 15 - 21**

The Officer in Charge informed the Committee May 15 – 21 is declared as Police Week. During this week the Municipal Enforcement Officers planned the following activities:

1. “Leave the Phone Alone” campaign
2. Preschool Education Sessions on Bicycle Safety
3. Traffic Blitz in conjunction with the RCMP
4. “Lock it or Lose it” campaign.

## **Household Hazardous Waste Day, 2017**

The Director requested the 2017 Hazardous Waste Day be held on Saturday, September 23<sup>rd</sup>.

The Committee agreed and recommends the date for the 2017 Hazardous Waste Day be set for September 23<sup>rd</sup>. A Notice to the Public will be provided when details are finalized.

## **Magee/Penney Intersection – Dept. of Education**

The Director informed the Committee of a possible delay in street painting of the Magee / Penney Intersection. This is due to a delay in the traffic study of the area that will determine the design. Representatives of the NL Eastern School District were contacted and are aware of this delay. They are responsible for providing the traffic study to the Town.

## **13 Tully Place, Snow Clearing Damage**

The Committee reviewed correspondence from the resident of 13 Tully Place regarding lawn damage caused by snow clearing efforts. The Director, together with the Supervisor of Public Works, visited the area and it was determined the damages are a result of the landscaping being installed contrary to the recommended grading plan for the property. It is required that the first meter of driveway and lawn must be level with the curb/sidewalk and slope a maximum of 5 cm in the first meter. For this reason the Town is not responsible for lawn damages at this location.

The Committee agrees and recommends the property owner be informed of the grading requirements for 13 Tully Place.

## **Royal Bank/Co-op Loading Zone/Garbage Collection**

The Committees reviewed correspondence from the Royal Bank of Canada regarding commercial vehicles that are left idling while providing a service to neighboring businesses, at the rear of their branch located on Elizabeth Drive.

The Municipal Officer in Charge advised the Committee there are no regulations in place to restrict commercial trucks from idling while providing a service to a business. If there is an issue with fumes, noise or access to buildings during that time, it would be considered a civil matter.

The Committee agrees and recommends the Royal Bank of Canada be informed there is no regulation in place to restrict commercial vehicles from idling, and the issue should be considered a civil matter.

## **Variance Reports – 1<sup>st</sup> Quarter 2017**

### **Fire and Police Services**

The Fire Chief reviewed the Fire and Police Department's portion of the 2017 Quarterly Public Works and Services Variance Report with the Committee.

The Fire Department was under budget by \$12,823.00 due to the delay in hiring a firefighter.

Municipal Enforcement is operating within budget at this time with a variance of \$316.00.

### **Municipal Works and Services**

The Director reviewed the Municipal Works portion of the 2017 Quarterly Municipal Works and Services Variance Report with the Committee.

The Municipal Works Department is operating under budget by \$70,467.00 at this time. There are a number of factors that contributed with the majority of savings directly associated with delays in hiring replacement staff, and electrical consumption down at two (2) of the Water Department Facilities. The diesel fuel consumption had a significant increase in comparison to the first quarter of 2016. This was due to the significant snowfalls this year, clearing commercial parking lots and additional residential streets.

## **SO17-11 Firefighter Uniform Clothing**

The Committee reviewed the Standing Offer SO17-11 for Firefighter Uniform Clothing for which one bid was received.

The Fire Chief advised that the Standing Offer submitted by Frontline Outfitters met specifications.

The Committee recommends that the Standing Offer for Firefighter Uniform Clothing be accepted as attached. This item is now referred to the Finance and Administration Committee for their review and recommendation to Council.

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

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

The Development, Tourism & Culture Committee meeting was held on May 15, 2017. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. J. Locke, Development Director.

The following items were discussed:

#### **Access to Crown Lands within municipal planning boundaries**

The Committee reviewed a provincial government policy that enables municipalities' access to Crown Lands within their municipal planning boundary for economic development purposes. The three lease-to-own payment options offer more flexibility for municipalities looking to acquire Crown Lands for economic development purposes. Payment for the land can be made over a ten year period.

The Director then presented a map outlining the availability of Crown Lands within the Town of Gander's municipal boundaries. After considerable review, it was determined that the availability of Crown Lands is limited.

Any desirable Crown Lands available within the municipal planning boundaries shall be identified during the 2017 Municipal Plan Review process.

#### **Gander Heritage Advisory Committee Minutes**

The Committee reviewed the Minutes of the April 13<sup>th</sup>, 2017 meeting of the Gander Heritage Advisory Committee.

The Committee advised that they would like the Gander Heritage Advisory Committee to present an annual work plan including scope of work, anticipated projects, budget implications, etc. in preparation of the 2018 budget.

It is important to note that any requests are not guaranteed and resources are allocated based on budget availability.

#### **Variance Report ending March 31<sup>st</sup>, 2017**

The Committee reviewed the department's variance report ending March 31<sup>st</sup>, 2017 which shows a savings of \$674.00. The Committee is pleased with the department's financial standing at this time.



**D. Governance & Community Engagement Committee:**

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

The Governance & Community Engagement Committee meeting was held on May 16, 2017. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: R. Anstey, Councillor; S. McBreairty, Councillor; R. J. Locke, Development Director.

The following items were discussed:

**Council Code of Conduct Policy**

At the last Regular Meeting of Council, the Committee presented a new Council Code of Conduct Policy for its first reading. This new policy addresses a range of subjects including the standard of conduct as it relates to respect for the decision-making process, conduct at meetings, the release of confidential information, the receiving of gifts and benefits, and the use of public property. This policy is now being presented for its second and final reading.

**Motion #17-111****Council Code of Conduct Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty the adoption of the Council Code of Conduct policy as presented.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

**Completion of Agendas and Preparation of Minutes Policy**

The Committee reviewed a new policy for the Completion of Agendas and Preparation of Minutes. The policy establishes guidelines for both documents and is intended to help streamline the meeting process while ensuring issues discussed and decisions made have been accurately recorded.

**Motion #17-112**

**Completion of Agendas and Preparation of Minutes Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey the adoption of the Completion of Agendas and Preparation of Minutes policy as presented.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

**Code of Ethics Policy**

With the adoption of the Council Code of Conduct along with the recent adoption of the new Employee Code of Conduct it now means that the Code of Ethics policy is no longer required and must be rescinded.

**Motion #17-113**

**Code of Ethics Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that Policy #P008-Code of Ethics policy be rescinded.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

**Meeting with Council**

From time to time a council report may indicate that the Committee met with an individual or delegation to discuss a specific matter. The Committee would like residents to know that they can request to meet directly with Council or a Committee of Council in writing, by email or fax. When attending a meeting, the individual or delegation will be allotted up to 15 minutes to address their issue. More information on delegation can be found on our website under Town Hall/Council/Rules of Procedure.

**Council Chambers Protocol**

The Council Chambers is open to the public during each public meeting of Council, on special occasions and can be accessed upon request. When visiting the Chambers during a public meeting there are certain protocols to be followed and expectations of guests. The Committee is recommending that information signs be placed in the Chamber hallway to advise guests of how they are expected to conduct themselves.

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

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

The Engineering, Planning & Controls Committee meeting was held on May 17, 2017. The meeting was chaired by G. Parrott, Councillor. Other members present included: S. McBreairty, Councillor; J. Blackwood, Director of Engineering; G. Regular, Supervisor of Engineering Services.

The following items were discussed:

### **North East Land Assembly (NELA) Phase 19**

The Supervisor of Engineering Services presented the Committee with a draft Request for Proposals for the development of the North East Land Assembly Phase 19. It consists of just over 10 Hectares and will accommodate approximately 70 medium density residential building lots directly adjacent to Raynham Avenue.

The development will facilitate the connection of Penney Avenue to Cooper Boulevard and Raynham Avenue at the Fire Hall to Penney Avenue. The Committee discussed the Open Space at the rear of Raynham Avenue and recommended that it be included in the development but that the zoning remain as it currently exists. The Committee recommends that the road reservation adjacent to Morgan Drive be retained by Council and constructed as a trailway to current town standards.

Councillor Anstey questioned if a portion of the easement could be sold to the resident who built a shed there. Councillor McBreairty stated that it is not 100% sure that this will be a trail. It will depend on the proposal of the successful bidder.

### **Peterson Drive**

The Committee reviewed a recommendation from the Municipal Works Department that following the reconstruction of Peterson Drive from a Street to a Cul-de-sac the naming should reflect this design change.

### **Motion #17-114**

#### **Peterson Drive**

Moved by Councillor Parrott and seconded by Councillor Dove that Peterson Drive be renamed to Peterson Place.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

## **Royal Bank of Canada**

The Committee reviewed correspondence from the Royal Bank of Canada regarding their Gander branch. The letter stated that the branch is having issues with delivery trucks parking at the rear of their building and exhausting fumes into their offices, as well as, blocking the rear exits.

They are requesting Council give them permission to erect bollards near the door to help prevent such occurrences. The Committee was in agreement with the request, but recommends that because these bollards will be located on Town property that an agreement be signed between the Town and the Royal Bank similar to existing agreements for similar structures.

## **Oasis Lounge**

The Committee reviewed correspondence from the owners of the Oasis Lounge requesting permission from Council to erect a portable sign on Town property. The Director advised the Committee that the request falls outside Council's current Sign Policy and cannot be accommodated as presented due to the duration of time requested. The Director further advised that the existing policy has been developed over a number of years and he feels is fair to all those who may apply.

The Committee is not prepared to amend the policy at this time and advised staff to contact the applicant and advise them that the sign could be erected but they must first obtain a permit and the usage must comply with current regulations. However, the permanently fixed sign in the main parking lot was approved by the Town of Gander subject to all businesses in this strip mall being able to advertise on it equally.

The Supervisor of Engineering left the Committee meeting at 2:25pm.

## **Development Application 55-59 Elizabeth Drive**

The Committee reviewed a development application from the owners of 55-59 Elizabeth Drive to develop apartment type buildings at this address.

It is noted that this area is zoned Commercial General in the Gander Municipal Plan and "Apartment Building" is permitted as a discretionary use under the Town of Gander's Development Regulations.

Subject to no objections being received by the deadline date, the Committee is in agreement with the request.

**Motion #17-115****Development Application 55-59 Elizabeth Drive**

Moved by Councillor Parrott and seconded by Councillor McBreairty that the owners of 55-59 Elizabeth Drive be given permission to construct apartment type buildings at the above noted address, as per their development application subject to no objections received by the deadline date.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

**Subdivision of Property 13 – 15 Nungesser Avenue**

The Committee reviewed a request from the owner to subdivide their property at 13-15 Nungesser Avenue. The Director advised that the request as presented met all of the Town of Gander's Development requirements.

**Motion #17-116****Subdivision of Property 13 – 15 Nungesser Avenue**

Moved by Councillor Parrott and seconded by Councillor Dove that the owner of 13-15 Nungesser Avenue be permitted to subdivide the property.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

**Departmental Quarterly Variance Report**

The Committee reviewed the 2017 quarterly departmental variance report which showed the Department was \$1,279 over budget. The Director advised that there was a budgeting error which accounted for the majority of this overage in contractual services. Overall the Committee was pleased with this quarter and forwards it to the Finance Committee for their information.

**F. Finance & Administration:**

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

The Finance & Administration Committee was held on May 18, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; G. Brown, Director of Finance.

The following items were discussed:

**Policy P011 – Required Medical Examinations Policy**

The Committee reviewed a revision to the Policy regarding Required Medical Examinations. It provides more detail in the process required to carry out the medicals for our Volunteer Firefighters which are done on an annual basis.

**Motion #17-117**

**Required Medical Examinations Policy**

Moved by Councillor Dove and seconded by Councillor Parrott approval of the revisions to Policy P011 for Required Medical Examinations, as attached.

In Favour:                   6                   Opposing:                   0

**Decision:**     Motion carried.

**Policy P028 - Hiring Policy**

At the last Council meeting, Council adopted a new Hiring Policy and the previous one was not rescinded.

**Motion #17-118**

**Hiring Policy**

Moved by Councillor Dove and seconded by Councillor Parrott that Policy P028 – Hiring Process be rescinded.

In Favour:                   6                   Opposing:                   0

**Decision:**     Motion carried.

**Youth Ventures Program**

The Committee reviewed correspondence from the Youth Ventures Program which is a non-profit program that helps students start their own businesses. They are asking the Town to waive any permits and licensing fees for summer businesses. Council has done this in the past and the Committee sees no concern with continuing the program this year.

**Motion #17-119**  
**Youth Ventures Program**

Moved by Councillor Dove and seconded by Councillor McBreairty that businesses under the Youth Ventures Program be exempted from permits and licensing fees for summer businesses they wish to start up in 2017.

In Favour:                   6                   Opposing:                   0

**Decision:**     Motion carried.

**FCM – Spring Flooding Appeal**

The Committee reviewed a letter from the FCM. They are requesting all the municipalities across the country to donate towards communities in Quebec, Eastern Ontario, New Brunswick and British Columbia that had been affected by the Spring flooding.

The Committee is not prepared to recommend a donation on this matter.

The Committee meeting was adjourned at 3:57 pm.

The Committee meeting recommenced at 4:05 pm.

**Property Tax Reductions**

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

**Motion #17-120**  
**Property Tax Reductions**

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

In Favour:     6                   Opposing:     0

**Decision:**     Motion carried.

**Standing Offer – Firefighter’s Uniform Clothing**

The Committee reviewed the Standing Offer results for Firefighter’s Uniform Clothing. The only bidder was Frontline Outfitters.

**Motion #17-121****Standing Offer – Firefighter’s Uniform Clothing**

Moved by Councillor Dove and seconded by Councillor Anstey that the Standing Offer for Firefighter’s Uniform Clothing be awarded to Frontline Outfitters, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Tender – CCTV System**

The Committee reviewed the tender for a CCTV System for which 11 bids were received. The preferred bidder was Audio Systems Northern.

**Motion #17-122****Tender – CCTV System**

Moved by Councillor Dove and seconded by Councillor Parrott that the tender for a CCTV System be awarded to Audio Systems Northern at a price of \$20,769.00 HST inclusive.

The bid is \$5,060 over budget.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Quarterly Variance Report**

The Committee reviewed the Quarterly Variance Report to the end of March 2017. We are currently projecting a surplus in 2017 of \$369,173. This will reduce our deficit carried forward to \$559,000 at the end of 2017.

Expenditures for the first quarter are \$84,412 under budget while revenues are \$115,239 under budget. With regard to expenditures the major variance was that wages are \$47,000 under budget. The revenues are under budget because our 2017 taxes from Newfoundland Power will be less than budgeted. Their taxes are 2.5% of their revenues and their revenues are down because of the province wide refunds that were issued.

The Committee was pleased with the 2017 results to date.



## Capital Variance Report

The Committee also reviewed the 2017 Capital Budget for the first three months of the year which indicates we are \$117,482 over budget. \$58,000 of the overage is related to the rebuild of a pump at the Cobham Lift Station.

We budgeted \$12,000 to rebuild it but when it was actually taken apart, the Contractor advised that it would have to be replaced at a cost of \$70,000.

The other major overage was the replacement of Pumper 3 at the Fire Department which was \$70,692 over budget. Council had anticipated some cost sharing from the Province but this did not happen, we ended up paying for 100% of the vehicle ourselves.

### 7. ADMINISTRATION

None

### 8. CORRESPONDENCE

None

### 9. NEW BUSINESS

#### Home Based Business – 21 Payette Street

The Town received an application from 21 Payette Street.

**Whereas** an application has been received from “E.R.G. Holdings Ltd.” to operate an office for mobile janitorial and snow clearing services;

**And Whereas** the advertising and discretionary use notices were posted with no objections received by the deadline date of April 28<sup>th</sup>, 2017 and it meets all of the Town of Gander’s Development Regulations.

#### Motion #17-123

#### Home Based Business – 21 Payette Street

Moved by Councillor McBreairty and seconded by Councillor Dove that “E.R.G. Holdings Ltd.” be permitted to operate an office for mobile janitorial and snow clearing services from 21 Payette Street.

In Favour: 6                      Opposing: 0

**Decision:** Motion carried.

### Frank Tibbo

After 25 years is retiring his column in the Beacon about Gander's Aviation History. Councillor McBreairey congratulated him for his contribution to the community.

### Gander Heritage Memorial Park

The Gander Heritage Memorial Park wishes to inform the Town of Gander of pending activities to the Park during the coming summer.

1. The entry to the Cenotaph area from Airport Boulevard will be widened by approximately 4 feet in order to improve accessibility during military ceremonies, i.e. wreath laying, colour party, etc. it will require some ground re-construction but should have no impact on the Airport Boulevard sidewalk.
2. This summer a monument to Atlantic Ferry Command will be installed north of the "Tragedies of Flight." This monument will be approximately 14'L X 4'H and will require construction of a base foundation together with some electrical requirements and additional pavers. This tribute to the Ferry Command recounts its relationship with Gander during WWII and, to the best of our knowledge, is the only known memorial to this organization. The monument is part of the original master plan and is expected to be the final major addition to the Park.
3. During the summer, there will be a number of additional plantings of shrubs throughout the Park.

A Maintenance manual accompanied this report outlining the Parks assets and provides guidance for the maintenance of the bronze sculptures, monuments and landscaping.

Underground water and electrical plans throughout the Park is managed by the engineering firm of DMG of Gander. The Landscape Architect is Dr. Colleen Mercer-Clark of Ottawa.

To date more than \$500,000 has been invested in the development of this area.

The Gander Heritage Memorial Park, Inc. will remain in a consultative and support capacity regarding maintenance and any other future developments.

The Committee would like to thank the Town of Gander for the exceptional attention and care to the continued maintenance and appearance of the Park.

The Town would like to thank the Committee for their outstanding work in developing the Park.

**Come From Away**

Mayor Elliott updated Council on his recent trip to New York. To date, they have received over 30,000 entries to win a trip to Gander. They have announced they will be doing a cross country tour of Canada in 2018.

**Matt Sargent**

Mayor Elliott expressed condolences to the Sargent family for the loss of their son. The event has had an impact on the whole community.

**10. ADJOURNMENT**

**Motion #17-124**

**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 5:20 pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**