

MINUTES

Regular Meeting of Council
Wednesday, June 13, 2018 @ 4:30 pm
Council Chambers

Present:	P. Farwell	Mayor
	B. Dove	Councillor
	G. Brown	Councillor
	O. Fudge	Councillor
	P. Woodford	Councillor

Advisory and Resource:	D. Chafe	CAO
	M. McWhirter	Town Clerk (A)
	K. Hiscock	Director of Finance (A)
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	H. Lowe	Fire Chief
	D. Quinton	Development Director (A)
K. White	Media Coordinator	

Regrets:	T. Pollett	Deputy Mayor
	R. Anstey	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Recreation Month Proclamation

The Mayor proclaimed June as Recreation Month in the Town of Gander.

25 Years of Municipal Stewardship Presentation

Councillor Woodford presented the Mayor with a picture from SAM congratulating the Town of Gander for 25 Years of Municipal Stewardship.

3. APPROVAL OF AGENDA

Council reviewed the agenda and approved as attached.

Motion #18-141

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on June 13, 2018 be adopted as amended.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #18-142

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on May 23, 2018 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Motion #18-143

Special Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on June 6, 2018 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

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

The Recreation & Community Living meeting was held on June 5, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; B. Dove, Councillor; P. Woodford, Councillor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administration Coordinator.

The following items were discussed:

Delegation – Adventure Trail Committee

Delegation: N. Pearce, R. Ellsworth, J. Langdon and G. Parrott

Representatives from the Adventure Trail Committee circulated a copy of the Gander Lake Trail Plan and noted that they will be working on the section from the Thomas Howe Demonstration Forest to the Gander & Area Chamber of Commerce. The next step in the project is to receive approval from the Gander International Airport Authority, Crown Lands and the Watershed Committee. Gander International Airport Authority has approved the use of their land as long as the liability is assumed by someone else. The Trail Committee has received a price of just over \$2,000 for insurance but their organization does not have any funding. Therefore, they are requesting that the Town of Gander cover the liability under their insurance and provide a letter of support for the project. The Committee is in agreement with this request as they feel the trail will be a great addition for residents and tourists.

The Director asked if the Town would be required to do any regular maintenance or clean up in the area as the plan states that there will be picnic tables, garbage cans, dog dispensers and bridges at certain sections of the trail. The Trail Committee explained that there will not be any picnic tables or garbage cans in this section of the trail except for the ones at the beginning of Thomas Howe and at the end by the Chamber of Commerce and these are already being maintained. There will be a few areas that will require small bridges but the plan is to use pressure treated lumber so there will be minimal maintenance. The Committee was ok with this but noted that a memorandum of understanding will be put in place with the Trail Committee to outline responsibilities.

The Trail Committee will be applying to be incorporated in the next few days. Once completed, the Committee will contact the Department to discuss funding opportunities to help with the development of the project.

The Committee thanked the representatives for their work to date and will provide a response with regard to the liability and letter of support in the next few weeks.

The Delegation left the meeting.

Steele Community Centre Ice Cancellation & Subletting Policy

After the first reading of this policy, Council asked the Department to call an Ice User Group Meeting to review the draft policy and get their comments on how they felt this would work. The feedback was positive in that all groups believed that this would provide a tighter schedule and if everyone had their times submitted by the end of September, the ice would be freed up to rent for other events. Previously, with the 48 hours cancellation policy, there was a lot of ice not rented because the cancellation policy of 48 hours was not enough time to rebook the ice.

The Committee is putting forth the attached Steele Community Centre Ice Cancellation & Subletting Policy for its second and final reading.

Motion #18-144

Steele Community Centre Ice Cancellation & Subletting Policy

Moved by Councillor Dove and seconded by Councillor Fudge that the Steele Community Centre Ice Cancellation & Subletting Policy be adopted as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Benjamin's Circus

The management of Benjamin's Circus wrote requesting that the Department tentatively book the date of July 10, 2019 for their show. They would require the parking lot and not the building. They also requested to have an exclusive booking with us for the summer.

The Committee agreed with tentatively booking the Circus for this date however, they did not agree to the exclusive booking.

Festival of Flight Era Video Tapes

The Department was contacted by an individual who was in possession of 30 video reels that contained what they thought to be video footage from the early days of the Festival of Flight. In order to know exactly what is on this film, it would have to be digitally transferred to files. The person quoted a cost of \$1,200.00 plus tax to convert the reels.

At this time, the Committee did not want to have the tapes transferred but did agree to pay the postage to have the videos sent to the Town Hall and a decision will be made about digitally transferring them in the future.

Council would like to explore means of transferring and whether it can be done in Newfoundland prior to making a decision on having the videos sent to the Town Hall.

D L Hounsell Limited re Vending Machines

D L Hounsell Ltd wrote asking that the Department consider waiving his rent for the vending machines at the Steele Community Centre for the period of April to July 2018. He felt that due to the shutdown of the ice at the end of March, the provincial hockey tournaments and figure skating shows were canceled which affected his business. The revenue from these two events provided enough income to cover the months of May to July when business is slow at the Centre.

The Committee is recommending waiving his rent for the month of April only. D L Hounsell signed a 12 month contract and there are some new events being held in June and July such as Street Jam, the Crossroads Music Festival and Geek Fest. These events will bring a lot of visitors into the building and using the vending machines.

This recommendation is forwarded to the Finance Committee for their review.

Softball Field Netting Request

The Committee reviewed a letter from a citizen asking that the Town consider reversing their decision to not put up netting around softball field B to keep the balls from entering his yard.

The Committee asked the Director to monitor the situation over the summer and report back to the Committee in the Fall on whether this should be considered again in the 2019 budget review.

Jumpstart Application

The Director advised that the application for funding through The Canadian Tire Jumpstart Charities for accessible playground equipment was not approved. A request was sent to Jumpstart to ask for an explanation on why we did not qualify.

The Director explained that there is \$65,000.00 budgeted this year which is only enough to purchase some play equipment and not the rubberized matting that makes it accessible. Therefore, whatever play structures are purchased, it won't be accessible to wheelchairs. The Director will continue reviewing options on equipment available within budget and report back to the Committee with more information.

Stewardship Association of Municipalities Annual General Meeting (AGM)

A letter was received from the Stewardship Association of Municipalities asking if towns would be interested in attending the next meeting if it was held in Labrador City and a travel subsidy was provided. There were two weekends suggested, Sept 21st – 22nd and Sept 28th – 29th. The Association would cover one night hotel accommodations, reimburse each attending town \$500 for airfare and provide meals at the Meet & Greet on Friday and lunch and dinner on Saturday for one representative.

The Committee agreed that with the reimbursements, the cost of travel to Labrador City would be no more than travelling to another part of the Province; therefore, they are recommending sending one representative to whichever weekend is chosen.

Gander Toyota Request to Install Volleyball Net

Gander Toyota has asked permission to erect a volleyball net at the green space located between 51 and 61 Rowsell Blvd again this summer. The Director explained that the net was erected last year for the months of July – September and the Department had not received one written complaint.

The Committee is in agreement with putting the volleyball net at this location again this year and that the Director monitor for any complaints or hazards.

Upcoming events

- a) June 16: Geocaching at Thomas Howe Demonstration Forest from 10 am – 12 noon
- b) June 18: Laser Tag at the Steele Community Centre from 6 – 7 pm
- c) June 19: Rollerblading at the Steele Community Centre from 5:30 – 6:30 pm
- d) June 22-24: Ride for Sight
- e) June 30: Crossroads Music Festival
- f) July 1: Canada Day

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 June 5, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: P. Farwell, Mayor; T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; A. Roberts, Municipal Enforcement Officer; A. Quilty, Acting Fire Chief, D. Chafe, CAO; L. Small, Administrative Assistant.

The following items were discussed:

Delegation – RCMP

Staff Sgt. Roger Flynn presented the Committee with the detachment's first quarter report for 2018. There were 620 calls for service at Gander detachment during this quarter compared to 567 for the same period last year; a 9% increase.

Shoplifting and other theft appears to be on the rise which is most likely attributed to an increase in substance abuse in the region. Property related crimes are at levels comparable to last year. There were seven injury collisions reported and additional 49 other collisions reported; two were charged with impaired driving and had vehicles impounded.

A full report is attached for further information on road safety, community policing and priorities etc.

Fire and Emergency Cost Recovery

The Committee discussed the repercussions of Gander Fire Rescue responding to out of town calls for fire services and motor vehicle accidents. Recently there have been cabin fires and the town fire trucks have to travel over gravel roads which could potentially damage the vehicles and incur extra maintenance costs. The Town does have a policy in place however, there are no specific costs listed.

The Acting Fire Chief provided a sample policy for Fire/Emergency Cost Recovery for the Committee to view a possible template for fees associated with these types of calls.

The Town is looking to put a cost recovery system in place for cabin call outs and a fee would be charged when Gander Fire Rescue responds to a cabin fire.

Fire Service Requests Outside Municipal Boundaries-FD004

The Committee also discussed policy FD-004, ***Fire Service Requests Outside Municipal Boundaries*** and it was pointed out that most insurance companies cover the cost of residential fire response, however, the town would need a reference to this in their bylaws and further investigation and information would be required to incorporate these changes to the policy.

The Committee agreed that an itemized list should be included and this policy should also include Municipal Enforcement as they are usually required to respond as well.

The Acting Fire Chief will review the policy and bring forward the proposed changes at the next management meeting and then return to Committee for final review.

Bonfire Site

The Acting Fire Chief has suggested that the bonfire site be relocated to the area in the industrial park where the Town of Gander dumps snow during the winter. This area could be cleared back a bit further and there should be sufficient parking in the area to accommodate the number of participants.

The Committee agreed that this would be a good location and this item is now forwarded to the Engineering and Public Works Department for their input.

Request for Crosswalk Relocation

The Committee reviewed correspondence, from the Student Representative Council of the College of the North Atlantic (CNA) who are also requesting to meet with the Committee to discuss the relocation of crosswalks in the school area.

There are currently two crosswalks in the area, however, they feel this is a very high traffic area and the crosswalks need to be moved and an overhead illuminated sign installed as well.

The Committee will investigate further and forwards this item to the Engineering Department for their input and recommendations.

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 June 6, 2018. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Penney Avenue – Line Painting

The Committee reviewed correspondence from the Chairperson of the Gander Elementary School Council in which they expressed concerns over the delay in line painting on Penney Avenue. It was suggested the absence of lines in the area serves to increase confusion with the volume vehicles exiting on the Magee Road intersection, and is requesting line painting in this area be high priority.

The Committee understands the concern as there were no first paint application in 2017 which led to a lack of an established traffic pattern in that area, and recommends the main lane separation, yellow paint, be applied as soon as possible. After this year, the priority will return to the scheduled street painting maintenance program and be consistent with all schools.

Artistic Paint – Traffic Control Boxes

The Committee discussed the idea of applying art to infrastructure throughout Town such as traffic control boxes. This would allow the arts community to showcase their work and add to the aesthetics of the area. The Director advised the Committee other municipalities have participated in such projects and he do not foresee any regulatory concerns at this time.

The Committee agrees this is a project that requires further discussion and forwards this item to Economic Development, Tourism and Culture Committee.

Pride Crosswalk

The Director informed the Committee Keyin College, together with the NL Dog Company and Roads to End Violence group, are requesting the Town's cooperation in the reinstatement of the rainbow crosswalk located at the front of the Town Hall.

The Committee agrees with the request and recommends the Town supervise the reinstatement of the rainbow crosswalk located at the front of the Town Hall.

There will be a minimum cost to the Town. The Town of Gander will block the road and paint white lines and the students will paint the remainder of the crosswalk.

Tender Summary - #18-10 Supply and Delivery of an Articulated Wheel Loader

The Committee reviewed the results of the tender for the supply and delivery of an articulated wheel loader with wing and plow. Seven (7) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by Reefer Repair Services in the amount of \$309,617.42, HST included.

The Committee recommends that the tender for the supply and delivery of an articulated wheel loader be awarded to Reefer Repair Services, and refers the tender to the Finance and Administration Committee for its consideration.

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 June 6, 2018. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; R. Locke, Development Director, D. Quinton, Development Officer; J. Blackwood, Director of Engineering.

The following items were discussed:

Referral from Engineering, Planning & Controls Committee-Sign Regulations

The Committee reviewed a referral from the Engineering, Planning and Controls Committee regarding proposed changes to the current sign regulations.

The Engineering Department advised that they have received concerns about placing temporary signs on Town owned land, more specifically, areas such as the Town Square. There have been several instances where these signs have become unsightly, taking away from the landscaped aesthetics that the Town has worked very hard to maintain.

The Committee discussed advertising options for the business owners in the Town Square. It was suggested that a permanent sign similar to the one that Subway has installed could perhaps be very effective for all businesses in that area.

The Director of Development informed the Committee that through surveys conducted with the business community in the last few years, business owners indicated that the current signage regulations are too restrictive and an impediment to business operations.

The Director also informed the Committee that the construction of a permanent sign would likely not satisfy the needs of the businesses as this would just provide another place for advertising the name of businesses located in a specific area whereas, temporary signage options provides flexibility to businesses to advertise temporary events such as sales, hiring, etc.

At this time, the Committee is not in agreement with the placement of a permanent sign as this would hinder the businesses ability to advertise for temporary events. The Committee feels that the current regulations are adequate and the above-mentioned would be alleviated with further emphasis on enforcement.

Referral from Engineering, Planning & Controls Committee-Draft Shipping Container Regulations

The Committee reviewed a referral from the Engineering, Planning and Controls Committee regarding the proposed Shipping Container Regulations.

The proposed regulations 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 any regulations in place.

Due to these units becoming more readily available, it is felt that the increased usage will create poor esthetics, which in turn affects neighboring properties. There are also safety concerns which have 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 Director of Development advised the Committee that the draft shipping container regulations has been sent to the membership of the Gander & Area Chamber of Commerce requesting their feedback. All feedback is required to be submitted by June 22nd, 2018 for review and consideration before final reading and formal adoption.

The Committee also asked the Director to engage the public through our Facebook page in an effort to reach as much of the business community as possible.

HBB Application- 6 McLeod Place

The Committee reviewed an application from the resident of 6 McLeod Place.

WHEREAS an application has been received from “The Beauty Chamber” to operate a one client home-based personal service esthetician business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of May 31st, 2018 and it meets all of the Town of Gander’s Development Regulations.

Motion #18-145

HBB Application- 6 McLeod Place

Moved by Councillor Brown and seconded by Councillor Dove that “The Beauty Chamber” be permitted to operate a one client home-based personal service esthetician business from 6 McLeod Place.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Sponsorship Request: Canada Hunts

The Committee reviewed a sponsorship request from the Wild TV Network/Canada Hunts program. They are requesting financial support to offset the costs of show production.

After significant discussion, the Committee is not recommending this sponsorship request as it is an unbudgeted item. The Committee also believes that the amount of promotional exposure that the Town of Gander would receive during show production does not warrant the additional expenditure.

The Committee asked staff to notify the organization.

Sponsorship Request: NL Ball Hockey Association

The Committee reviewed a sponsorship request from the Newfoundland & Labrador Ball Hockey Association. They are requesting financial support from the Town of Gander to help offset the cost of hosting the 2018 World Junior (U18 & U20) Ball Hockey Championships in Mount Pearl from July 3rd-8th, 2018.

After consideration, the Committee is not recommending sponsoring this event as it is an unbudgeted request and Council prefers to provide support to local organizations rather than assisting other communities host events that would have no direct economic benefit for our community.

The Committee asked staff to notify the organization.

Budget Reallocation Request

The Director asked the Committee to reallocate \$10,000.00 from the departments promotional materials account to the consulting & lobbying fees account.

This budget reallocation request is to support the "Sense of Arrival Needs Assessment" project based on the anticipated increase in tourist visitations due to the over-whelming success of the "Come From Away" Broadway musical. The Town is hoping to secure funding in the following percentages:

- 65% Atlantic Canada Opportunities Agency
- 25% Provincial department of Tourism, Culture Industry and Innovation
- 10% Town of Gander

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

The Committee is in agreement with the above-mentioned budget reallocation request.

VOCM News Article-Gander International Airport (GIAA)

The Committee reviewed a local news article regarding the success of Gander International Airport in 2017.

Gander International Airport is recognized as a primary economic driver for Central Newfoundland and the Committee is extremely pleased that 2017 has been one of the most profitable years on record, despite challenges in the overall provincial economy.

The Committee has asked staff to prepare a congratulatory letter to recognize GIAA for this great achievement and to offer support and encouragement for continued success.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on June 7, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Shipping Container Regulations

The Director advised that the proposed regulation for shipping containers has been forwarded to the Economic Development Committee for their review. The Economic Development Department has recently been in contact with the Chamber of Commerce and has forwarded a draft copy of the regulation for their review and feedback and has been asked to submit any comments or concerns by June 22, 2018.

Councillor Brown informed the Committee that it will also be advertised through social media to give business owners the opportunity to provide feedback.

Once all feedback and comments have been received, the regulation will be presented to Council for its final reading.

Accessory Buildings – 150 Memorial Drive

The Director advised the Committee that The Town of Gander's Development and Control Inspector recently visited the above noted property and discovered that two accessory buildings on this property were outside the Town of Gander's regulations. The homeowner was issued a removal order to have the accessory buildings relocated so they comply with the Town's regulations.

Following the issuance of the removal orders, the Engineering Department received correspondence from the homeowner of 150 Memorial Drive requesting that Council revise its accessory building regulations to allow the buildings to remain as is.

The Engineering Department does not support amending the Town of Gander's Accessory Building Regulation to accommodate this request and recommends the homeowners relocated the buildings to comply with the existing regulations. The Committee is agreement with this and would like to the Director to notify to the homeowner that Council is not prepared to amend their regulations at this time.

Roadside Sign Request – 110 Roe Avenue

The Committee reviewed correspondence from the business owner of 110 Roe Avenue who is requesting Council to amend its existing Sign Regulation to accommodate his request to place a portable based signage on the Town's easement and right of way.

After discussion, the Committee is not recommending revising its current sign regulation to accommodate this request however, does suggest that this be forwarded to the Economic Development Committee for their input.

Federal Land – Wastewater Treatment Plant

The Director advised the Committee of recent correspondence between the Gander International Airport Authority and Transport Canada regarding federal land for the new Wastewater Treatment Facility.

The Director informed the Committee that because of the topography it was desirable to have a portion of the Wastewater Treatment Facility placed on federal land therefore, the Town submitted a letter to the Gander International Airport Authority requesting their approval which in turn informed the Town that they would have to contact Transport Canada since GIAA's land is leased from the Federal Government. The Town then submitted correspondence to Transport Canada for their approval however, recently received a response letter from Transport Canada indicating that GIAA are responsible for the operation, management, and development of the airport and Transport Canada, as landlord, are not involved in the airport authority's management or decision-making process. Transport Canada advised to direct any further questions regarding the Wastewater Treatment Plant to GIAA.

Given the timelines involved Council has abandoned the pursuit of Federal lands and will continue to have the plant solely located on Provincial Crown Land.

Tender – Infrastructure Upgrading 2018, Contract 3 - Street Resurfacing

The Committee reviewed the results of the tender for Infrastructure Upgrading 2018, Contract Street Resurfacing. Three (3) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by J1 Contracting Ltd. in the amount of 340,228.65.

The Committee recommends that the tender for infrastructure upgrading 2018 Street Resurfacing be awarded to J1 Contracting Ltd. and refers the tender to the Finance Committee for its consideration.

Trailway Abuse – Kingsford Smith and Quimby Avenue

The Director of Engineering informed the Committee that he has been in contact with the Owner of Kingsford-Smith Place who indicated that residents are expressing their concerns of motorized vehicles abusing the trailway between Kingsford-Smith and Quimby Place. Some residents indicated that they may have to move out of their homes due to the excessive noise and disruption at all hours in the day.

The Director indicated that the developer is requesting Council's permission to install a fence between the property boundaries near the trailway and for the Town to install barricades to prevent motorized vehicles from accessing this trailway.

After discussion, the Committee agreed with this request.

Motion #18-146

Trailway Abuse – Kingsford Smith and Quimby Avenue

Moved by Councillor Woodford and seconded by Councillor Fudge approval for the developer to install a fence between the property boundaries near the trailway and for the Municipal Works Department to install barricades on this trailway.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This item is referred to the Municipal Works Department for placement of barricades, as well as, to the Public Safety for enforcement.

Gander Habitat Conservation Plan 2013

The Director informed the Committee that there has been an amendment to the current Gander Habitat Conservation plan between the Town of Gander and the Wetland Stewardship Association. The Director and the Planning and Control Technician have reviewed the agreement and are recommending approval.

Motion #18-147

Gander Habitat Conservation Plan 2013

Moved by Councillor Woodford and seconded by Councillor Fudge approval for signing the amended agreement for the Gander Habitat Conservation Plan between the Town of Gander and the Wetland Stewardship Association.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Spruce Court Phase 11

The Director advised the Committee that he has recently meet with the Supervisor of Technical Services and Municipal Works staff to discuss Spruce Court Phase 11. It was determined that many outstanding deficiencies have created safety hazards and would like to start immediately with completing these deficiencies during this construction season. Once these deficiencies are completed, they will focus on completion of the subdivision as per the development agreement in the next construction season.

The Director is requesting approval from Council to move forward with completing the deficiencies in this manner.

**Motion #18-148
Spruce Court Phase 11**

Moved by Councillor Woodford and seconded by Councillor Brown approval for the Town to carry out the deficiency work at Spruce Court Phase 11 during the 2018 construction season on either a contractual basis or using Town staff, or both.

In Favour: 5 Opposing: 0

Decision: Motion carried.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on June 7th, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; T. Pollett, Deputy Mayor; P. Woodford, Councillor; K. Hiscock, Director of Finance (A); D. Chafe, CAO; M. McWhirter, Deputy Municipal Clerk; R. Locke, Development Director.

The following items were discussed:

Invoice for Approval

OPERATING

1.	Kimberly G. Humphries Professional Corp. Acct: 00-120-1000-7205 – Year End Audit Dec. 31/17	\$21,275.00
	Spent: \$6,778 Budget: \$35,000	
	Total operating invoices for approval	\$21,275.00

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

**Motion #18-149
Invoice for Approval**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

New Permit/Fee Exemption for Charitable & Non-Profit Organizations Policy – 2nd Reading

The Committee reviewed the new Permit/Fee Exemption for Charitable & Non-Profit Organizations Policy. This Policy is being presented for its second reading. It was noted that the term “registered” would be added to charitable and non-profit organizations.

This Policy will exempt non-profit organizations from paying for municipal permits and fees.

Motion #18-150

New Permit/Fee Exemption for Charitable & Non-Profit Organizations Policy – 2nd Reading

Moved by Councillor Dove and seconded by Councillor Brown that New Permit/Fee Exemption for Charitable & Non-Profit Organizations Policy be approved as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

New Breach of Privacy Policy – 1st Reading

The Committee reviewed the new Breach of Privacy Policy. This Policy is being presented for its first reading. This Policy provides a systematic approach for managing a breach including notification, containment, documentation, investigation, additional notification and follow up remedial action. Anyone wishing to have any input on the Policy should contact the Town Clerk’s Office at 651-5901 or gbrown@gandercanada.com.

New Affordable Housing Tax Exemption Policy – 1st Reading

The Committee reviewed the new Affordable Housing Tax Exemption Policy. This Policy is being presented for its first reading. This Policy will exempt non-profit, charitable and church organizations from paying municipal taxes on multi-unit affordable housing developments. Anyone wishing to have any input on the Policy should contact the Town Clerk’s Office at 651-5901 or gbrown@gandercanada.com.

Revised Damage Caused by Town Forces or Equipment Policy – 1st Reading

The Committee reviewed the proposed revisions to the Damage Caused by Town Forces or Equipment Policy. This Policy will ensure that there is a timely and thorough investigation into incidents involving town forces or equipment. Anyone wishing to have any input on the Policy should contact the Town Clerk's Office at 651-5901 or gbrown@gandercanada.com.

Revised Hiring Policy – 1st Reading

The Committee reviewed the proposed revisions to the Hiring Policy. This Policy establishes a protocol to ensure a bias free, efficient and consistent recruitment and selection process. Anyone wishing to have any input on the Policy should contact the Town Clerk's Office at 651-5901 or gbrown@gandercanada.com.

D.L. Hounsell Ltd.

The Committee reviewed a request from the Recreation Committee to waive the rent for the vending machines at the Steele Community Centre for the month of April. The Committee felt that due to the shutdown of ice at the end of March it was a reasonable request.

Motion #18-151

D.L. Hounsell Ltd.

Moved by Councillor Dove and seconded by Councillor Woodford that the rent for the month of April for D.L. Hounsell Ltd. be waived.

In Favour: 5 Opposing: 0

Decision: Motion carried.

FCM Special Advisory Fund

FCM is establishing a 2-year Special Advocacy Fund to keep municipal priorities front-and-centre heading into election 2019. The fund is supported by FCM members on a voluntary basis and is requesting an annual contribution of \$575 for the next two years.

The Committee supports the work that FCM provides municipalities and is encouraged that the Special Advocacy Fund will help bring municipal priorities into the next election.

Motion #18-152

FCM Special Advisory Fund

Moved by Councillor Dove and seconded by Councillor Fudge that the request from FCM for an annual contribution of \$575 for the next two years be paid.

In Favour: 1 Opposing: 4

In Favour: Councillor Dove

Opposing: Mayor Farwell, Councillors Fudge, Woodford and Brown

Decision: Motion defeated.

Property Tax Reductions

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

Motion #18-153

Property Tax Reductions

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender - Infrastructure Upgrading 2018 Contract #3 Street Resurfacing

The Committee reviewed the tender results for the Infrastructure Upgrading 2018 Contract #3 Street Resurfacing in which three bids were received. The lowest bid that met the specifications was from J1 Contracting Ltd.

Motion #18-154

Tender - Infrastructure Upgrading 2018 Contract #3 Street Resurfacing

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for the Infrastructure Upgrading 2018 Contract #3 Street Resurfacing be awarded to J1 Contracting Ltd. at a price of \$340,228.65 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This item is \$139,898.01 under budget.

Tender - Articulated Wheel Loader with Wing and Plow

The Committee reviewed the tender results for the Articulated Wheel Loader with Wing and Plow in which seven bids were received. The lowest bid that met the specifications was from Reefer Repair Services.

Motion #18-155

Tender - Articulated Wheel Loader with Wing and Plow

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for the Articulated Wheel Loader with Wing and Plow be awarded to Reefer Repair Services at a price of \$309,617.42 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This item is \$69,228.15 under budget.

Tax Write-Off

The Committee was presented with a list of outstanding accounts that were deemed uncollectible.

Motion #18-156

Tax Write-Off

Moved by Councillor Dove and seconded by Councillor Woodford that the accounts be written off in the amount of \$57,970.88, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None.

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS

Quote – Storm Sewer Upgrading – Hobbs Street

The Town of Gander put out an invitation for quotes for Storm Sewer Upgrading and associated infrastructure. This work was necessary to repair a deficient infrastructure that was to be completed under a Development Agreement for Spruce Court Phase 11. After repeated attempts to have the Developer complete the work, Council has been left with no choice but to complete the work by engaging an outside firm. This work is necessary to protect the property of residents in that area. Two quotes were received with the lowest quote which met the required specifications being received from H. Wareham & Son's Ltd. with a price of \$24,584.70.

Motion #18-157

Quote – Storm Sewer Upgrading – Hobbs Street

Moved by Councillor Dove and seconded by Councillor Brown that the quote for the supply of Storm Sewer Upgrading – Hobbs Street be awarded to H. Wareham & Son's Ltd. at a cost of \$24,584.70.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This is an unbudgeted item however the cost will be recovered from the sale, by the Town of residential lots remaining in Spruce Court Phase 11.

Volunteer Firefighters – Paid On-Call

In recent years Gander Fire Rescue has faced challenges ensuring firefighter weekend availability during the summer months, specifically the ten week period beginning at end of June though to Labour Day. The Chief Officers are recommending the implementation of paid on-call as a solution. Each on-call crew will consist of twelve (12) Firefighters and two (2) Municipal Enforcement Officers.

After extensive conversation and review of other compensation models, Council agreed to paid on-call at a rate of \$36 as per day per person for a total cost of \$15,200. This is a one-time pilot project and will be reviewed again within the context of the current staffing needs study.

Motion #18-158**Volunteer Firefighters – Paid On-Call**

Moved by Councillor Woodford and seconded by Councillor Brown to approve a one-time pilot project with Gander Fire Rescue which will implement paid on-call at a daily rate of \$36 for weekends beginning June 29th and ending September 3rd, 2018

In Favour: 5 Opposing: 0

Decision: Motion carried.

99 Memorial Drive

The Director of Recreation advised Council that Gander Special Olympics is interested in temporarily using the vacant parcel of Town land located at 99 Memorial Drive for the summer as a practice site for long jumping and bocce ball. The department has no immediate plans to develop the property and supports the group's request. Council concurs.

Motion #18-159**99 Memorial Drive**

Moved by Councillor Dove and seconded by Councillor Fudge to approve the temporary use of the vacant parcel of Town land located at 99 Memorial Drive by Gander Special Olympics.

In Favour: 5 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT**Motion #18-160****Adjournment**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:16 p.m.

P. Farwell, Mayor

M. McWhirter, Town Clerk (A)