

MINUTES

Regular Meeting of Council
Thursday, July 3, 2014 @ 4:30 pm
Council Chambers

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	S. McBreairty	Councillor
	W. Lorenzen	Councillor
	B. Dove	Councillor
	R. Anstey	Councillor
Advisory and Resource:	G. Brown	Town Clerk/CAO (A)
	J. Blackwood	Director of Municipal Works & Services
	S. Fisher	Deputy Municipal Clerk
	K. Sceviour	Recreation & Community Services Director (A)
	P. Fudge	Fire Chief

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Gay Pride Week Proclamation

The Mayor proclaimed July 14-21 as Gay Pride Week in the Town of Gander.

3. MINUTES FOR APPROVAL

Motion #14-134

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on June 11, 2014 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Public Safety & Human Resources:

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

The Public Safety & Human Resources Committee meeting was held on June 25, 2014. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; D. Chafe, CAO; S. Fisher, HR Supervisor.

The following items were discussed:

HUMAN RESOURCES

Summer Picnic

The HR Supervisor requested that the Committee support a Summer Picnic for all staff to help bridge the gap that exists between Departments. It is recommended that the Town would shut down at 1pm so employees can participate in such event. Although it is not a mandatory function to attend, employees would either join the Summer Picnic from 1 to 4pm or continue working. Those wishing not to attend would not be given time off at a later date as it defeats the purpose of employee engagement. Many employers host such events during the summer months including the Provincial Government. The Committee concurred with an Employee Summer Picnic and requested the HR Supervisor to provide a cost estimate.

Summer Hours

Residents of Gander are advised that effective June 30th to September 5th the Town Hall's hours of operation will be changing to 8:30am – 4:00pm, Monday to Friday until September 5th. Services to the public will remain as is.

Recreation Director Resignation

The Committee was advised that the Director of Recreation and Community Services, Dan Deschamps, has tendered his resignation effective August 29th. After spending 2 years working with the Town we have seen many successful departmental changes and growth in the Recreation Department. Dan is very passionate about recreation which is evident in his department's accomplishments to date. On behalf of Council, we would like to wish Dan much success wherever his future endeavors may take him.

The vacant position will be advertised in the coming weeks and applications for this position will be accepted once posted.

The Human Resources Meeting adjourned at 2:15pm.

The HR Supervisor left the Committee meeting.

P. Fudge, Fire Chief, O. Fudge, MEO, T. Barrett, MEO and L. Small, Admin. Assistant arrived at the Public Safety Meeting.

PUBLIC SAFETY

41 Yeager Street- Walking Trail

A complaint was received from the resident at 41 Yeager Street regarding the use of ATV's on the walking trail behind his house; this is late at night and the noise is very disturbing and continues on a regular basis. They would like to see a boulder placed in the middle of the trail blocking motorized traffic. This could potentially lead to accidents so a more practical solution is required for these areas experiencing noise and speed problems on the trails.

The Committee agreed to the installation of signs at the beginning and the end of the trailway indicating it is a walking trail only and motorized vehicles are not permitted. As well, two posts marked with reflective paint, will be installed about halfway through, near the fenced area, to prevent people from going around them. These would be sized to permit strollers etc but not bigger vehicles.

The Committee would also like to begin a pilot project to include researching other municipalities to see how they are dealing with similar issues, the costing of various types of commercial barriers, types of signage etc. The costing would then be submitted to the Finance Committee for review.

The CAO left the Committee meeting.

Kent Place - No Parking

The Committee reviewed email correspondence from a resident of Kent Place who was ticketed for parking on the street. She would like to know what to do in future to avoid this and advise visitors to her home where to park as well. She has suggested temporary parking passes be provided.

Some time ago, the straight portion of this cul-de-sac was measured to determine if it was wide enough to permit parking on one side and still have enough room for emergency vehicles to pass through it and it was not wide enough. There is no parking permitted on either side of the straight portion, only in the bulb section.

This has to remain in place to comply with emergency standards therefore the Committee is not recommending any change to the signs or the parking regulations for Kent Place. There are other areas in town with similar parking signs installed to maintain the emergency standard and more are to be installed in the future.

The resident will be written and advised of the Committee's decision.

ATV Complaints

The Committee was updated on recent complaints received from residents regarding excessive speeding and in-town use of ATV's. The situation is escalating and the town needs to move forward with a big media blitz campaign regarding the fines, regulations, and safety issues surrounding the use of these vehicles on the trails, highways and in town.

Councillor Lorenzen suggested the implementation of a warning and then a fine for confiscated vehicles, however, these fines are already in place. The general public needs to be informed of the seriousness of regulations for the highway traffic act, for example, which may include heavy fines and loss of driver's license for the vehicle's registered owners. Depending on the nature of the offense, it could end up in Provincial Court.

The Committee would like staff to move forward with a media campaign to begin immediately. Councillor Lorenzen will be speaking with the Beacon and Constable Fudge will produce a list of fines and prosecutions for inclusion in the production of an information brochure. Once a date is selected, a checkpoint information area will be set up in the area of the old rail bed tracks at Memorial and Airport.

A meeting will be arranged at the fire hall to discuss the details and begin the process.

Open Fire Ban

Gander Fire Rescue wishes to advise the general public that the forest fire index is extreme. Effective immediately there is a total ban on all open fires including the backyard fire pits. Until further notice. If you have any questions, you can contact the Office of the Fire Inspector at 256-8866.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on June 25, 2014. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. Anstey, Councillor; C. Abbott, Deputy Mayor; D. Deschamps, Director of Recreation and Community Services; B. Barbour, Recreation Programmer; B. Freeborn, Administrative Assistant.

Delegation: P. Redmond & J. Edison - Gander Community Tennis Association

The following items were discussed:

Delegation – Gander Community Tennis Association

The Committee welcomed the members of the Gander Community Tennis Association to the meeting. The representatives wanted to give the Committee an update on a number of initiatives that they have been working on.

A grant was received from Tennis Canada to put new $\frac{3}{4}$ lines on the tennis courts. This will help train the younger players on a smaller size court.

The Association has put forward a draft MOU to facilitate discussions on a covered tennis court. The long term goal is to develop two covered year round tennis courts. They are asking that the Town provide the land and be responsible for: building permits, business tax, property tax, exterior grounds upkeep including snow clearing and garbage removal. They are also asking for assistance from the Engineering Department to minimize outside engineering costs. The Town of Gander would not be required to invest in the capital cost of this structure but the building would become part of the Department's recreational facilities. Full details on the proposed MOU is attached.

The Gander Community Tennis Association has been nominated for the Kraft Celebration Tour. If they are chosen as one of the top 10 in the country, they will win \$25,000 and a live TSN Sports Broadcast. Once the top 10 are chosen, there will be a voting process held for two days in July and the top community will win \$100,000. Tennis will find out on July 1st if they have been chosen as top 10.

The delegation left the Committee Meeting at 1:45 pm.

The Committee discussed the proposed MOU and feels that this is a great initiative for the Town. With no financial commitment required, the Town would acquire a wonderful addition to the Town's recreation facilities. The initial concern would be the snow clearing and garbage removal during the winter months. The Committee is referring this to the Municipal Works Department for their review.

RFP Cafeteria Concession – Gander Community Centre

The RFP for the Cafeteria had to be revised due to the vending machines. The cafeteria concession is being changed to be rented on an ice in – ice out basis but the vending machines should have stated that the rental will be on a year round basis. The new RFP deadline is Wednesday, July 2nd at 2 pm.

Cobb's Pond Rotary Park

The Director advised that paddle boats will be available for public use at the Park in the near future. A number of local businesses have generously sponsored the purchase of four boats. The Department is currently working on the insurance and usage policy and are hoping that the paddle boats will be on site for use by the end of July.

The Director advised that after reviewing sites for the new Dog Park, it is being suggested that the park be moved to Cobb's Pond Rotary Park. He circulated a proposed location layout. The Committee agrees that this would be a convenient area but would like another public meeting to discuss this with the dog park users. The Meeting is set for July 8th at 7 pm in meeting room #2 at the Gander Community Centre and is open to the general public. For more information, please call 651-5927.

Splash Pad Opening Date

The Splash Pad will be open for the summer on Friday, June 27th. The hours for the splash pad this year will be from 11 am to 8 pm. However, the Department will only be providing staff supervision from 1 – 4 pm daily.

Recreation Director's Resignation

The Director put in his resignation and will be finished as of August 29th. The Committee was sorry to hear that he would be leaving as he has done a wonderful job with a number of recreation initiatives. They would like to wish him the best of luck in his future endeavours.

Special Olympic - Coach of the Year

On behalf of the Town of Gander, the Committee would like to congratulate the Recreation Director on his recent recognition. He was awarded Male Coach of the Year for the Special Olympics. A special thank you to Mr. Deschamps for providing his time to such a worthy cause.

Cobb's Pond Rotary Park Water Testing

The Committee has received some inquiries as to whether the water at Cobb's Pond Rotary Park was safe for the children to use as a wading area. The Director said the water will be tested and will bring the results back to the Committee once they are received.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on June 24, 2014. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBreairty, Councillor; D. Quinton, Economic Development Officer.

The following items were discussed:

Open Air Market

The Committee was advised that the Canada Day Weekend-Open Air Market will not go ahead this year due to insufficient vendor registration. In total, over 163 vendors were contacted with only 7 indicating interest and only 2 submitting an application.

It was noted that many market vendors plan up to six months in advance in order to ensure they have sufficient product for the markets they plan to attend. For future markets this time line will need to be recognized in order to ensure sufficient participation from potential vendors.

CMHC – Mini Housing Conference Update

The Manager of Economic Development attended a CMHC Mini Housing conference and provided the Committee with information that was obtained relating to the economic and demographic outlook for Newfoundland and Labrador.

The report indicated that Newfoundland and Labrador has had the highest wage growth in Canada since 2007 at 60%, but also has the highest median age in Canada at 44.2.

CMHC expects growth to continue in population, income and employment. This continued growth will be a key driver impacting housing demand.

It was noted that the Grand Falls-Windsor housing market seems to be on par with Gander. Being a service centre, they are faced with the same or similar challenges. As local housing statistics presented were for the Grand Falls-Windsor region, staff will follow up with CMHC to obtain detailed information on the Gander housing market.

Newfoundland and Labrador Housing and Homelessness Network

Councillor Anstey referenced a report completed by the Newfoundland and Labrador Housing and Homelessness Network (NLHHC) in regard to the housing situation in Gander. He recommended that we invite a member of the NLHHC-Gander and Area Community Advisory Board (CAB) to sit on the Town of Gander Affordable Housing Committee.

Staff was directed to forward a written invitation to NLHHC-Gander and Area CAB as well as enquire about the availability of the housing report completed by NLHCC.

Town Land Inventory

In advance of pending and future development initiatives, the Committee requested that the development staff conduct a land inventory to identify suitable areas for future development. This could include identification of potential sites for the Open Air Market, Community Garden, Dog Park, Community Fair Grounds and so forth. This inventory should focus primarily on Town Owned land but private land holdings may be considered if deemed appropriate or necessary.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on June 24, 2014. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

RFP – Festival Audio/Visual Services

The Committee received two bids for the Festival of Flight Audio Visual. The Committee recommends the bid be awarded to Pro Audio at a cost of 14,012.00. This is referred to Finance for their consideration.

Festival of Flight

Gander Day Booth Rental

The Committee discussed the rates being proposed for Gander Day booth rentals. As the current proposed plan for Gander Day includes offering local organizations the opportunity to partner with the Town to host a booth at Gander Day for no charge, it was agreed that the Festival should lower the current rate of \$175/\$250 to \$100/\$175 for commercial vendors. The stipulation for commercial vendors would be that they can only charge a maximum of \$2.00 per game or ride.

Fun Fly

The Chairperson and staff met with the R/C Screaming Eagles Club to discuss plans for this year's Fun Fly event taking place during the Festival of Flight. They will be adding more interactive events to the Fun Fly including a buddy box, candy drop and simulator plus their special guest will be Colin Bell who is a national R/C helicopter flying champion. There were some concerns about having static displays near the event due to liability issues so the Town will look into this. All in all, this event is shaping up to be a great one!

Kitchen Party Lineup

The Festival of Flight Committee is pleased to announce that The Navigators will be headlining the 2014 Kitchen Party. Joining the Navigators will be Freshly Squeezed, Abbey Road and Gander's own Hellhounds! Tickets will go on sale on July 3 at 9am and early bird tickets are just \$20.00, taxes and surcharge included! You don't want to wait to pay at the door as the tickets will be \$31.00 after July 31st.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on June 25, 2014. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: R. Anstey, Councillor; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Cost Analysis for Curb Work – Magee Rd. to McCurdy Dr.

The estimated cost for the installation of a curb on the east side of Magee Road from Memorial Drive to McCurdy Drive is approximately \$235,000. The Committee is not recommending proceeding with this work as the cost involved for the benefit to be received, was not a good use of tax payer's money. The Director advised that Municipal Works staff had reinstated the berm around the upper catch basin near the property of 63 McCurdy Drive.

The Committee felt that once the property owner had shaped up their property the water could be adequately directed to the catch basins near or at that property therefore the property owners concerns would be alleviated.

MW021 Frozen Waterline Thawing on Town Property

The MW021 policy as attached had no objections or recommendations for changes and is being brought forward for the 2nd and final reading.

Motion #14-135

MW021 Frozen Waterline Thawing on Town Property

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the revised Policy MW021 Frozen Waterline Thawing on Town Property be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Evangel Pentecostal Church – Storm sewer invoice

The Committee reviewed correspondence from the representative of the Evangel Pentecostal church regarding the new construction on Magee Road. They are requesting a financial contribution towards work that was carried out near the proposed site of their new facility at 130 Magee Road. The Director advised, and the Committee agreed, the storm sewer ditch as installed was for the sole purpose of the new facility and is not recommending financial contribution be made by the Town for that portion of work.

The Committee forwards this to the Finance Committee for their review and consideration.

Household Hazardous Waste Day Collection

The Committee reviewed a memo from the Manager of Central Regional Service Corps, with a short synopsis of the work carried out on Saturday June 14th, 2014 at the Gander Community Centre parking lot from 9 a.m. to 2 p.m. The Consensus of the Committee was that this was a successful event which collected approximately 500 paint cans, 800 liters of oil, 1800 liters of household hazardous waste products, 30 propane tanks, and a 40 cubic yard bin of garbage association with the cleanup.

The Committee was pleased to see this waste was properly disposed of and given the cost associated with this event, the Committee is recommending that another event be planned for late fall in conjunction with the Central Regional Service Corp.

Council would like to thank the public for participating in this event and encourages all residents to dispose of their household hazardous waste in an environmentally responsible manner.

Correspondence – 16 McLeod Street

The owner of 16 McLeod Street is requesting from Council a change under the accessory building regulations for a detached garage or shed to reduce the requirement from a three meter side yard to a 1 meter side yard.

The Committee discussed the impact of this requested change to the regulations and is not recommending a change be made at this time. However, staff are requested to meet with the homeowner as other alternatives were available within the regulations to permit the facility as requested by the resident.

Infrastructure Upgrades

The Director gave the Committee a general update on the status of the proposed infrastructure upgrades to the storm and sanitary system within the Town of Gander. He indicated that documents for the issues have been received from both Engineering firms for different sections throughout Town.

The Committee is recommending a public *information session* with the residents to get feedback on the proposed upgrades prior to commencing with the issue for tender documents.

Magee Road Sewer Treatment Plant

Municipal Works is actively seeking ways to control the odor at the Magee Road sewer treatment plant. These efforts include:

- Consultation with MHPM and their engineers to increase efficiency.
- Extra effort to keep scum and debris off digester surface, skimmer, and components.
- Removed sludge this past weekend (June 29, 2014), approximately 13,000 gallons.
- A manhole survey (20 manholes) was done to determine the amount of infiltration of surface water. Approximately 15% had leaks within 10 meters (8-10 liters/min). Recommend the Town of Gander proceed to tender for all manhole sealing within Magee Road sewer treatment plant catchment. Note: this is a long term 1-2 year project, and quite costly.

- Investigating the suitability of installing more bacterial dispensing units to increase biological decoy within the collection system. Recommend four more units at an approximate cost of \$2400.00/each year.
- Investigating the application of odor neutralizing agents.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on June 26, 2014. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; G. Brown, Director of Finance; S. Fisher, Deputy Municipal Clerk.

Delegation: G&D Lomond – 150 Memorial Drive

The following items were discussed:

150 Memorial Drive Backland

The residents of 150 Memorial Drive joined the meeting to discuss the issues surrounding the backland behind their property.

In the early 1970s, the Town had leased the land to the residents who had since developed the property. In the 1990s, the Town had stopped leasing land and offered to sell the land to the residents who are leasing. This did not happen in the case of the property at 150 Memorial Drive and the residents have continued to use it ever since. They are asking that the land be added to the land bank and be made available for sale.

This item was referred back to the Municipal Works Committee.

The Delegation left the Committee meeting.

The CAO joined the Committee meeting.

Tract Consulting – Strategic Plan Services

The Committee reviewed an offer from Tract Consulting to assist with the Strategic Plan process that Council is planning to carry out this year. We had earlier gone for a Request for Proposals and did not receive anything acceptable to Council. Tract subsequently submitted a proposal for a revised scope of work at an approximate cost of \$16,500 plus tax.

Motion #14-136**Tract Consulting – Strategic Plan Services**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the Town of Gander engage Tract Consulting's assistance in completion of its Strategic Plan.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Deputy Municipal Clerk left the meeting.

71 Dickins Street Offer to Purchase

The Committee reviewed a letter from the business which had completed an Offer to Purchase on 71 Dickins Street. They have decided they are not going to go ahead with their Business Plan and are requesting that the land deposit be refunded to them. The Offer to Purchase is quite clear that the deposits are non-refundable and the Finance Committee is not recommending a refund of the deposit.

St. Martin's Building Permit

The Committee reviewed a request from the Cathedral of St. Martin regarding a building permit for installation of two wheelchair lifts. They are requesting that the building permit fee be waived for the equipment. The Committee is not prepared to recommend a waiver of the fee.

Pentecostal Church – 130 Magee Road

The Committee reviewed a letter from the Pentecostal Church regarding the cost of installing their storm sewer services at 130 Magee Road. They are asking the Town to cost share the cost of these services. The Finance Committee agrees with Municipal Works and is not recommending that the Town make a contribution towards these costs.

Property Tax Reductions

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

Motion #14-137

Property Tax Reductions

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Audio Visual 2014 Festival of Flight - RFP

The Finance Committee reviewed a RFP for the Festival of Flight Audio Visual for which two bids were received.

Motion #14-138

Audio Visual 2014 Festival of Flight - RFP

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the RFP for the Festival of Flight Audio Visual be awarded to Pro Audio at a price of \$14,012.00 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Wastewater Treatment Project Management

Council and staff have met with MHPM Services to discuss the possibility of their company providing project management services to deal with the existing concerns with the Magee Road Sewage Treatment Plant, as well as proceeding with our proposed wastewater treatment and collection upgrades.

Motion #14-139**Wastewater Treatment Project Management**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that MHPM Services be hired as project management consultants as per their offer of June 26, 2014.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The anticipated cost of the service is \$25,000.

Use of Town Crest

The Queen's Own Rifles will be holding a reunion in Gander in 2015 and plan on issuing a commemorative coin. The proposed design for the coin would have the crests of the Town of Gander and the Town of Botwood on one side and they are requesting the Town's permission to use our crest.

Motion #14-140**Use of Town Crest**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Queen's Own Rifles be given permission to use the Town of Gander crest on their commemorative coin.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Roads to End Violence

Councillor McBairty gave an update on the Roads to End Violence Committee which has worked really hard over the last six months to increase visibility in the community and to engage in partnerships with community groups and schools in the area.

Kraft Celebration Tour

Councillor McBairty noted that the Gander Community Tennis Association was one of 519 communities who were nominated for the Kraft Celebration Tour. On July 1st, Gander placed in the Top 10 for the Kraft Celebration Tour. Gander will now become a stop on the Tour receiving a celebration and a live TSN Sport Centre broadcast from our Town. As well, they have won a prize of \$25,000 towards their community project. This celebration and live broadcast will take place in Gander on Saturday, August 23rd.

Heritage Committee

Arising out of the discussions about the potential demolition of the Airport Terminal building there has been interest expressed in the community about setting up a Heritage Committee to provide direction on the maintenance of Gander's history. Council would like to see a Heritage Committee formed by residents to give it advice on heritage matters. If anyone is interested in participating they should contact Greg Seaward @ 651-5909. Councillor Lorenzen will be Council's representative on the Committee.

Existing Policies

Deputy Mayor Abbott indicated that Council has to define policies which have life spans and revisit all policies periodically.

As a new Council, Deputy Mayor Abbott noted that we started with governance and have done nothing from a Council level. Staff take hits based on Council's direction and we need to have a stronger commitment.

9. ADJOURNMENT

Motion #14-141

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:35pm.

C. Elliott, Mayor

G. Brown, Town Clerk