

MINUTES

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

Present:	P. Farwell	Mayor
	T. Pollett	Deputy Mayor
	R. Anstey	Councillor
	B. Dove	Councillor
	G. Brown	Councillor
	O. Fudge	Councillor
	P. Woodford	Councillor

Advisory and Resource:	D. Chafe	CAO
	G. Brown	Town Clerk
	G. Regular	Director of Engineering (A)
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	H. Lowe	Fire Chief
	R. Locke	Development Director
	K. White	Media Coordinator

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Pride Week Proclamation

Sandra McKellar of the Gander Women's Centre joined Mayor Farwell for the reading of the Proclamation.

The Mayor proclaimed July 15-21, 2018 as Pride Week in the Town of Gander.

3. APPROVAL OF AGENDA

Council reviewed the agenda and approved as attached.

Motion #18-162

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on July 4, 2018 be adopted as amended.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #18-163

Regular Minutes for Approval

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on June 13, 2018 be adopted as presented.

In Favour: 7 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 Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on June 26, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; B. Dove, Councillor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administration Coordinator.

The following items were discussed:

The Special Events Coordinator joined the Committee meeting by phone.

Festival Theme

The Special Events Coordinator advised the Committee that a theme needs to be chosen for the 2018 Festival of Flight as the button and graphics for advertising are centered on this theme. The Department is suggesting using Superheroes as the theme. To go along with this theme, they would like to hold a contest whereby citizens can nominate who they think their superhero is in the community. One winner will be chosen; however, all nominees will be recognized at Festival events or on the Department's Facebook page.

The Committee thought this was a great idea and would like the contest to be advertised in the next couple of weeks and put in the Beacon Festival Supplement.

The Events Coordinator left the Committee meeting.

The Deputy Municipal Clerk joined the Committee meeting.

Adventure Trail

The Committee met with the Adventure Trail Committee at the last meeting where they had asked the Town of Gander to assume liability for the Gander Lake Trail Project. This trail will run from the Thomas Howe Demonstration Forest to the Gander & Area Chamber of Commerce. A parcel of this land belongs to the Gander International Airport Authority and they have agreed to let the Adventure Trail Committee use their land as long as someone else assumes liability.

The Deputy Municipal Clerk said that the Town would be in agreement to put a Memorandum of Understanding (MOU) in place whereby the roles are listed for each of the groups involved - the Town of Gander, the Adventure Trail Committee and the Gander International Airport Authority. The agreement should include who is responsible for the maintenance, periodical checks to ensure there are no safety hazards, and that the Town of Gander has an insurance policy in place and not the Gander International Airport Authority.

The Director said that there are currently some agreements like this already in place with the Thomas Howe Demonstration Forest and the Airport Nordic Ski Club. She will review these MOU's before recommending and drafting one for the Adventure Trail Committee.

The Deputy Municipal Clerk left the Committee meeting.

The Mayor suggested that the Town look at consolidating the various trail groups under an umbrella group.

Playground Equipment Sponsorship

At the last meeting, the Director advised that the funding was not approved for the accessible playground equipment that she had applied for through the Canadian Tire Jumpstart Charities. Therefore, the Department only has funds to purchase the equipment and not the rubberized matting that is needed in order to make it totally accessible.

The Committee asked the Director to check with some local organizations to see if they were interested in helping to fund this project. She advised that she had discussions with the Gander Coop 50/50 Committee and the Gander Lions Club. Both asked that a letter requesting funding be sent to their organizations, however, they will not be meeting to discuss applications again until this Fall.

The Director suggested that we still do the Request for Proposal for the accessible playground equipment and install it this year. If additional funding is received for the rubberized matting, it can be still be installed under this equipment at the beginning of next season. The Committee was in agreement with this and asked that she complete the Request for Proposal for the accessible playground equipment.

The Committee also suggested that if there are other community groups or businesses who would be interested in helping to fund accessible playground equipment to contact the Department at 709-651-5927.

Gander Toyota Installation of Volleyball Net

Last year, Gander Toyota bought and installed a volleyball net at an open space on Rowsell Boulevard for the general public to use. There were no written complaints last year and Gander Toyota had asked the Department that the net be installed again this year. This was approved at the last Council Meeting; however, since that time, there has been a complaint and Gander Toyota has asked that we identify an alternate site.

The Committee asked the Director to write Gander Toyota and thank them for their support last year with this project and that the Department will look at other areas that maybe available to use the net.

Since this area on Rowsell Boulevard is zoned as Open Space Recreation, the Committee is open to suggestions on what could be put in this space that would be satisfactory for area residents.

Local Service District of Benton

The new Recreation Committee for the LSD of Benton wrote saying that they were interested in purchasing some playground equipment that the Town of Gander has stored at the Depot and will no longer be using. They would like to know the price and if it is available to purchase.

The Committee discussed this and decided that they will be selling this equipment in the near future but it has to be sold through the public tender process. The Director was asked to advise their Recreation Committee when the tender is put out if they would like to put in a bid.

Steele Community Centre Parking Lot Charge

The Director advised that the Department is starting to receive numerous requests to use the Community Centre parking lot for events and currently there is no charge for this type of rental. When events are held in the parking lot, the building is not able to be rented for another event since the parking lot is not available. Also, staff is still required because the facility is being used for the washrooms, registration areas and meeting rooms. It is also a problem for the Arts & Culture Centre and the Swimming Pool because their patrons are not able to use the area for parking for their businesses.

The Committee agrees that a fee needs to be charged and suggested that the Memorandum of Understanding with the J. R. Smallwood Arts & Culture Centre be reviewed to ensure that the rentals do not violate any clauses within the MOU. Also, they asked the Director check with other municipalities to see if they have a rate for using their parking lots.

Steele Community Centre LED Sign

The Committee discussed the LED Sign that the Department and the Arts & Culture Centre use to advertise upcoming events. This sign was put in place when the Steele Community Centre opened; and at the time, the Joseph R. Smallwood Arts & Culture Centre paid for a portion of the sign as well as a yearly usage fee.

The Committee is asking that the Director look into the price of a new sign that is more up to date and able to advertise using pictures and colors. The Director will provide a quote for the 2019 budget discussions.

Upcoming events

- a) July 4: Rollerblading at the Steele Community Centre from 5:30 – 6:30 pm
- b) July 6, 13, 20: Lunchtime Concert in the Parks from 12:15 pm – 1:45 pm
- c) July 13-15: Gander Geek Fest
- d) July 20-22: Men’s SPN Softball Regional Qualifier
- e) July 24: New Evolution Wrestling

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 26, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; W. Jenkins, Municipal Enforcement Officer in Charge; H. Lowe, Fire Chief, L. Small, Administrative Assistant.

The following items were discussed:

Delegation

The Committee met with a delegation of two residents regarding the issue of residential break and enters in Gander and the need for 24 hour police presence. One of the residents was a recent victim of a break and enter and no longer feels safe. He has incurred considerable expense due to damages and now has to install a security system as well.

There was a lengthy discussion on Municipal Enforcement responsibilities, RCMP overnight shifts and response, statistics, lobbying government, Gander's Neighbourhood Watch, and reporting incidents.

Motion #18-164

Town Write Letter to Provincial Minister of Justice and Minister Haggie

Moved by Councillor Woodford and seconded by Councillor Brown that the Town write the Provincial Minister of Justice and Minister Haggie requesting an increase in RCMP presence in the community.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Municipal Enforcement Vehicle Replacement

The Public Works and Services Department has suggested that the 2014 Dodge Charger, currently being replaced and put out of service, be kept for parts and not tendered off until next year when the other 2014 Charger will need to be replaced as well. These parts will help keep the other vehicle in good working order and hopefully keep costs down should the need arise for replacement parts.

The Committee agreed and forwards this item to the Finance Committee its review and consideration.

Neighbourhood Watch - Program Update

The Municipal Officer in Charge updated the Committee on the progress of the Neighbourhood Watch Program. Although things got off to a slow start interest seems to be picking up and the following streets have now signed on: Rowsell Boulevard, Yeager Street, Earhart Street, Jones Place and Quimby Avenue. The Municipal Enforcement staff are also available to do information sessions for any organization or community group that would like to provide information for their members.

The Committee was pleased to see these results and is encouraging more residents to be proactive and consider signing up in their area. Should anyone wish to do so, please call 256-4065 or email wjenkins@gandercanada.com.

C. Public Works & Services Committee:

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

The Public Works & Services Committee was held on June 27, 2018. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Delegation – SPCA

The Committee met with SPCA representatives, Bonnie Harris and Betty Suley, to discuss the issue with the population of pigeons throughout Town. The vicinity of the Public Works Depot has been identified as an immediate concern, and Council felt the need to engage the SPCA to get their perspective on effective measures of removal while being respectful to the process.

The Director gave the Committee an overview of the current conditions of the salt shed and the concerns for employee exposure to excessive amounts of bird droppings. Through researching control options with other municipalities, Governmental Departments and Pest Control Specialists, it was determined the pigeons do not fall under specific guidelines for control, including removal. Because pigeons are considered domestic birds, trapping and releasing birds at a new location will prove to be non effective. The only effective method for removal will be trapping and euthanizing the birds.

The SPCA representatives agreed with the Town's concerns and the suggested method for immediate removal at the Public Works Depot salt shed. Immediate action is a form of temporary control, allowing the problem to return. It was recommended the Town speak with the SPCA advisor on alternate methods of long term bird control measures to keep the population under control. Providing a pigeon roosting area has been a proven an effective method of control in European countries.

The Committee suggested the Town, in a joint effort with the SPCA, educate the residents on the effects of pigeon overpopulation. Negative impacts include the health risk to residents exposed to concentrated areas of droppings, extensive property damage, costs associated with clean-up of their waste, health of domestic animals and smaller wild birds no longer creating habitat in local backyards.

The Committee recommends the Town consult with a pest control specialist for immediate action to remove the pigeons from the salt shed at the Public Works Depot. This item is now referred to the Public Safety and Protective Services Committee for discussion and recommendation to Council for the long term planning of pigeon control.

18 Vatcher – Lawn Damage

The Committee reviewed correspondence from the homeowner of 18 Vatcher Place who has concerns about the continuous deterioration of the grass on the easement portion of his property. It was suggested the probable cause was depositing salt saturated snow from the center cul-de-sac to the area during snow clearing operations.

The Director advised the Committee the damages as shown in the picture submitted with the correspondence are not consistent with damages caused from snow deposited on a lawn. Through consultations with a local sod farm distributor, the picture suggests a lawn insect may be the cause of the damages.

The Committee agrees the damages are not consistent with damages caused from snow deposited on a lawn and recommends the resident consult with a lawn care professional to determine the cause of the continued deterioration of grass.

Lion's Club – Request for In-Kind Service

The Committee reviewed correspondence from the Gander Lion's Club requesting the Town supply heavy equipment and manpower to assist their efforts to erect a monument at the War Graves Commission site. This request for in-kind service is in lieu of a monetary donation to the project. The monument will list all the names of civilians that are buried in the cemetery, many of whom have no markers on their graves.

The Director advised the Committee the scope of work required will be approximately eight (8) hours to complete. This will include grubbing and excavation for the placement of the monument foundation.

The Committee agreed this project is important and is recommending that the Town provide the assistance required.

Motion #18-165

Lion's Club – Request for In-Kind Service

Moved by Councillor Fudge and seconded by Councillor Brown that the Town provide equipment and staff to carry out the grubbing and excavation work required by the Gander Lions Club to install a commemorative monument at the Commonwealth War Graves site.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Spring Clean-up Report

The Director presented the Committee with a report on this year's spring clean-up event that was held in May. A total of 258 tonnes of material was collected at curbside with an estimated 24 tonnes of metal products delivered for recycling. Tipping fees remained the same while Garbage Truck Rental cost was up \$1,222.00 per week in comparison to 2017; however, the overall amount of tonnage collected was down.

Standing Offer Agreement Summary - #18-02 Ready Mix Concrete

The Committee reviewed the results of the standing offer agreements for the supply and delivery of ready mix concrete. Two (2) standing offers were received.

The Committee recommends that the standing offers be accepted, and refers this item 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 27, 2018. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; P. Woodford, Councillor; R. Locke, Development Director; B. Williams, Tourism Development Officer.

The following items were discussed:

Tourism Activities Update

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

Tourist Map:

- The Tourist map has been finalized and 10,000 copies printed.
- Maps have been distributed to local tourism related businesses and attractions, all provincial Visitor Information Centres and Marine Atlantic Terminals.
- At their request, print ready map files have been provided to Junkyard Dog Productions (producers of the Broadway Musical "Come From "Away") to print and distribute on performance nights.

"Come From Away"-2nd public meeting:

- As a follow-up to the public meeting held on May 8th a 2nd public meeting was held on Wednesday June 27th at the Quality Inn & Suites. The purpose of this meeting was to re-engage with those who attended the 1st meeting and provide an update regarding tourism related activities that have been implemented.
- Overall, between 25-30 groups attended the 2nd meeting and some groups indicated that they are working to develop experiences that will be available to tourists.

Funding Proposal-"Come from Away" Sense of Arrival Strategy

- The funding proposal is now in the final stages of completion and will be submitted to the applicable funding agencies for approval.
- If approved, the Town of Gander has the opportunity to leverage 90% of eligible funding. The funds will be used to hire a consultant to develop a "Sense of Arrival" Strategy specifically focused on enhancing the sense of arrival as visitors arrive in Gander either by plane or vehicle.
- The selected consultant will recommend a strategy and graphic concepts for enhancing our sense of arrival as visitors arrive, depart and integrate into our wonderful community. 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 consultant will also be asked to produce and deliver the physical assets such as signage, banners, etc.

Responding to tourism related inquiries

- The Tourism Development Officer has been receiving numerous calls and emails from people who are seeking to come to Gander – how to get here, what to see and do, where is the nearest iceberg, etc.
- A response for frequently asked questions is being developed so that inquiries can be responded to in an efficient and effective manner.

The Mayor advised that the Town is concerned with Air Canada's downgrading type of aircraft and are talking to Air Canada about it.

Roadside Sign Request: 110 Roe Avenue

The Committee reviewed a referral from the Engineering, Planning and Controls Committee regarding a roadside sign request from the business located at 110 Roe Ave.

The business asked Council to amend its current Sign Regulations to accommodate his request to place portable signage on the Town's easement and right of way. Placing signage on Town easements and right of ways are not permitted under the current Signage Regulations.

Although the Committee recommended against amending the Signage Regulations to accommodate this request, they asked staff to follow-up with the business owner to discuss options that would both satisfy the needs of the business and remain in compliance with the Town of Gander's Signage Regulations.

Gander Heritage Advisory Committee Minutes

The Committee reviewed the Gander Heritage Advisory Committee (GHAC) minutes of May 3rd, 2018. The Committee would like to highlight a couple of significant events that were discussed at the GHAC meeting:

- **Pan Am Reunion:** it was brought to the Committee's attention that there may be an opportunity to host the annual Pan Am Reunion in partnership with the Town of Botwood. The Town of Botwood's Heritage Advisor presented this co-hosting opportunity because Botwood does not have the required accommodations to host approximately 500 participants.

The Committee feels that hosting an event of this magnitude (in 2020 or 2021) would have a significant economic impact on the community and surrounding area.

The Committee is referring this item to the Recreation and Community Services Committee for their review, consideration and recommendation to Council.

- **100th Anniversary of Alcock and Brown non-stop Trans-Atlantic flight:** July 14/15, 2019 marks the 100th anniversary of Alcock & Brown's non-stop Trans-Atlantic flight.

The GHAC is suggesting that the Town of Gander organize an event to commemorate this historic flight. Possible suggestions brought forward by the GHAC were the Canadian Forces Snowbirds Air Show or the CF-18 Atlantic Canadian International Air Show.

The Committee agrees that it would be great to host one of the above-mentioned events however, it would be costly. Before making any formal commitments and recommendation to Council, the Committee has asked staff to investigate the cost and availability of these events.

Dealing with Unlicensed Accommodations

The Committee discussed the increasing problem of unlicensed accommodations in Town. These accommodations are promoted and booked through sites such as "Airbnb". As these are currently unlicensed, untaxed and unregulated, this significantly impacts other regulated and licensed businesses such as B&B's, hotels, motels and efficiency units.

The Committee has asked staff to contact the province and other municipalities to see how they plan to deal with this issue. Staff will report findings at a future Committee meeting.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on June 28, 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:

Delegation – 1 Edinburgh Avenue

The Committee met with the homeowner of 1 Edinburgh Avenue to discuss the ongoing issues with his property following the reconfiguration of Peterson Drive into a cul-de-sac.

The homeowner informed the Committee that because of the reconfiguration of Peterson Drive into a cul-de-sac, he has lost his secondary driveway onto that roadway. He also advised that the Town had widened his Edinburgh Avenue driveway to help compensate for the loss of his driveway on Peterson Drive.

The homeowner indicated that the section of driveway that was widened was not level and is requesting that it be completely replaced at no cost to him. He indicated that this busy intersection in front of his property makes it very difficult to get in and out of his driveway and is requesting that the Town install a bulb at the end of his driveway such that they can access their home without backing off of Edinburgh.

Another area of concern is that snowmobiles, ATV's, as well as, pedestrians use his driveway as a thoroughfare to get to the trailway located adjacent to his property. This has resulted in damage to his vehicle. He advised that he was willing to construct a fence, which will be located on Town land, to prevent individuals from crossing his property. He indicated that the Town had wrote him a letter offering to sell a strip of land that would be needed for this, however, he feels that he shouldn't have to pay for the strip of land since this was apparently not a problem prior to the reconstruction of Peterson.

The Committee advised the homeowner that they appreciate his frustration and are willing to work with him to provide the best possible solution. They also advised that they will need to further investigate the situation and contact him in the near future to discuss potential options. The delegation was pleased with this and thanked the Committee for their time.

Policy ENG002 – Residential Land Sales

The Director of Engineering presented revisions to the Residential Land Sale Policy, as attached, for its first reading. Council has had many complaints over the years from residents who have purchased land with open space behind their property and this open space was subsequently sold to expand a nearby property. Developers have also protested that they are required, under their development agreements, to designate open space which increases their development cost and upon transfer of the development to the Town this open space has been sold. They feel this is an unfair practice and would like to have the opportunity to sell the land themselves to generate additional revenue. This coupled with changes to the Municipalities Act that requires land to be tendered publically could result in somebody taking possession of land directly behind a residential property which they do not own has led Council to the decision to discontinue any further sale of residential backland.

The changes to the Residential Land Sales Policy, as attached, reflect Council's decision to discontinue any further sale of backland and are presented for its first reading. Anyone wishing to make representation on this matter should contact the Engineering Department.

Crosswalk Relocation

The Committee reviewed correspondence that was referred from the Public Safety Committee regarding a request from the College of the North Atlantic (CONA) to relocate crosswalks in the school area.

Currently there are two crosswalks positioned near the campus, however, representatives from CONA feel that this is a very high traffic area and they would like to have them relocated, as well as, install an overhead illuminated sign to better suit the needs of pedestrians.

After discussion, the Committee felt it was difficult to make a decision on relocation of the crosswalks at this time because of the ongoing and proposed future construction. The future location of the access road for the new long term care facility has yet to be determined and the reconstruction of Memorial Drive is ongoing which will see the relocation of one of the crossings.

The Committee had no objections to the request for installing an illuminated crossing sign at the existing crossings and forwards this item back to the Public Safety Committee for follow up.

Bonfire Site

The Committee reviewed a request that was referred from the Public Safety Committee to look at a newly proposed site for the Town of Gander's annual bonfire. It was suggested by the Public Safety Committee that the bonfire site be moved to the Industrial Park, on Garrett Drive, where the Town dumps snow during the winter months.

The Director of Engineering advised that from a planning and zoning perspective, there are no issues or concerns with the proposed location however, the Committee has identified several areas of concern such as, concerns for indiscriminate dumping, lack of parking, the close proximity of the forested area, the location of several overhead wires, and also it is close to the Gander International Airport Authority land.

The Committee recommends forwarding these items back to the Public Safety Committee for further discussion.

Change Order – WWTP Collection System

The Director of Engineering presented a Change Order for the new Wastewater Treatment Plant contract. The Change Order is required as a result of extra work completed by our consultants CBCL Limited, to redesign the drawings for pipe work and manholes on Briggs Street to avoid affecting infrastructure currently in place by Cecon Development Corporation, as well as, cover the cost of survey work that was completed by Red Indian Surveys. The cost of the Change Order is \$11,348.20.

The Committee is in agreement therefore, forwards this change order to the Finance Committee for their review and consideration.

NL Power – LED Street and Area Lighting Proposal

The Director of Engineering informed the Committee that Newfoundland Power has recently submitted an application to the Public Utilities Board for the introduction of a new service offering light-emitting diode (LED) for street and area lighting, effective March 1, 2019. If approved, all street light installations and fixture replacements will be completed using LED technology.

The Committee is pleased with this move towards energy efficiency by the utility provider.

If anyone would like more information regarding the proposed changes, it can be found at <https://www.newfoundlandpower.com/en/About-Us/About-Newfoundland-Power/Regulatory>

Councillor Brown asked that the Town write a letter to NL Power asking how this will affect rates.

340 Garrett Drive – Accessory Building

The Committee reviewed correspondence from the owner of 340 Garrett Drive indicating their plans for expansion at that property. They are proposing to add two additional units, however, to complete this expansion, they are requesting Council's permission to erect a 3000 sq foot accessory building at the rear of the property for the purpose of indoor storage.

The Director advised that the Engineering staff have reviewed the request and had no concerns with the proposed structure however, the size of the proposed accessory building is currently outside the Town of Gander's Accessory Building Regulations. It can, however, be permitted at the discretion of Council.

Motion #18-166

340 Garrett Drive – Accessory Building

Moved by Councillor Anstey and seconded by Deputy Mayor Pollett granting permission for the owner of 340 Garrett Drive to erect an accessory building as requested provided all other requirements of the Town's development regulations are adhered to.

In Favour: 7 Opposing: 0

Decision: Motion carried.

43 Wilcockson Crescent – Accessory Buildings

The Director advised the Committee that during the infrastructure upgrading to Bennett Drive, it was noted that two accessory buildings were located on the Town's easement which were owned by the resident of 43 Wilcockson Crescent. At that time, the accessory buildings were moved off the easement in order to complete the upgrades. Once the upgrades were completed, the accessory buildings were then moved back onto the Town's easement by the homeowner without permission from the Town.

The Town's Development and Control Inspector visited the site and provided written correspondence to the homeowner advising that they would need to be relocated to ensure compliance with our accessory building regulations. The Committee reviewed correspondence from the homeowners requesting Council's permission to allow their accessory buildings to remain as is since they have been situated there for many years and have, in their opinion, not caused any problems.

After discussion, the Committee is not recommending revising its Accessory Building Regulation to accommodate this request and recommends written correspondence be provided to the homeowners notifying them of Council's decision.

Eastgate – Bannock Street Extension

The Committee reviewed correspondence from Cecon Development Corporation requesting an extension of the substantial completion date on Bannock Street, located in Phase 6 in the Eastgate subdivision. The Developer is requesting to extend the timeframe for installing the sidewalk and top coat of asphalt due to the late construction season, low number of housing construction starts, and the ongoing construction of the installation of the sewer pipe for the new Wastewater Treatment Plant across Briggs Street. They anticipate that this work can be started in the fall with a completion date of late October.

After discussion, the Committee is in agreement with the request for an extension providing the developer completes the sidewalk for the existing lots on which building permits have been issued so residents can complete their landscaping in accordance with the Town of Gander's Landscaping Regulations.

29 Griffin Place – Backyard Chickens

The Committee reviewed correspondence from the homeowners of 29 Griffin Place requesting Council to amend their by-laws regarding backyard chickens as they are interested in owning up to six (6) chickens as pets. They indicated that they are situated on a large fenced lot and have spoken to adjacent neighbors who have raised no objections to their proposal. The homeowners are not about hobby farming or anything of that nature, it is about self-sufficiency by having their own personal resources and learning how to reduce reuse and recycle.

The Director of Engineering informed the Committee that Griffin Place is zoned Residential Medium Density and owning of farm animals is neither a permitted or discretionary use in this zone. The Director advised a plan amendment to rezone this area to a Residential Low Density would be required in order to permit this use however, does not recommend a rezoning at this time, as the Town is currently undergoing a Municipal Town Plan.

The Director did advise that rezoning for the allowance of farm animals is being looked at through the Municipal Town Plan Steering Committee and will forward this item to the next meeting. The Director also advised that once the new Municipal Town Plan is presented for its first reading, the owners of 29 Griffin will be informed so they can have the opportunity to discuss this further.

After a lengthy discussion, the Committee is not recommending making changes to the development regulations at this time to accommodate the request presented to them however, will discuss the subject further in the development of the new Town Plan and forwards it to the Town Plan Steering Committee for their consideration.

The Mayor asked if it has to be a zoning issue or can be dealt with another way and directed Management to review the issue further.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on June 28th, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

2017 Auditors Report

The Town's Auditor, Kim Humphries, joined the meeting to present the 2017 Auditor's Report to the Finance Committee.

She advised that it was a clean audit and there were no issues found during her audit of the Town's operations. There were no adjustments that had to be made to the Town's Unaudited Statements earlier presented to Council as a result of the audit. Statements will be put up on the Town's website for anyone interested in viewing them.

Motion #18-167
2017 Auditors Report

Moved by Councillor Dove and seconded by Councillor Fudge adoption of the Town's 2017 Audited Financial Statements.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Breach of Privacy Policy – 2nd Reading

The Committee reviewed the Breach of Privacy Policy for its second reading. This is a new Policy that was prepared on the request of the ATIPP office in St. John's. It outlines how the Town will deal with any breach of privacy issues and how they will be acted on.

Motion #18-168
Breach of Privacy Policy – 2nd Reading

Moved by Councillor Dove and seconded by Councillor Brown adoption of the Breach of Privacy Policy, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Revised Damage Caused by Town Forces or Equipment Policy – 2nd Reading

The Committee reviewed the revisions to the Damage Caused by Town Forces or Equipment Policy for its second reading. This Policy outlines the process the Town staff will follow in the event of damage to either Town owned or privately owned property. Changes are required as a result of realigning duties of certain staff members within the organization.

Motion #18-169
Revised Damage Caused by Town Forces or Equipment Policy – 2nd Reading

Moved by Councillor Dove and seconded by Councillor Fudge adoption of the Damage Caused by Town Forces or Equipment Policy, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Revised Hiring Policy – 2nd Reading

The Committee reviewed the revised Hiring Policy for its second reading. The Policy establishes a protocol to ensure a bias free, efficient and consistent recruitment and selection process for staff.

There were some minor changes being proposed to this Policy which include changes to how positions are advertised, a note that all applications received by email will receive a response confirming receipt, and a clause clarifying how qualifications and experiences are reviewed in the application process.

Motion #18-170

Revised Hiring Policy – 2nd Reading

Moved by Councillor Dove and seconded by Councillor Woodford adoption of the revised Hiring Policy, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Rescinding of Policies P033 and P037

The Town has recently adopted a new Anti-Harassment and Respectful Workplace Policy. As a result of this, the previous Policy on Anti-Harassment P033 and Respectful Workplace P037 needs to be rescinded. The new Policy will supersede the existing ones.

Motion #18-171

Rescinding of Policies P033 and P037

Moved by Councillor Dove and seconded by Councillor Brown that Policy P033 Anti-Harassment and P037 Respectful Workplace be rescinded.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

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

Motion #18-172

Property Tax Reductions

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Standing Offer – Ready Mix Concrete

The Committee reviewed the Standing Offer results for the supply of Ready Mix Concrete. Proposals were received from two companies.

Motion #18-173

Standing Offer – Ready Mix Concrete

Moved by Councillor Dove and seconded by Councillor Fudge that the Standing Offer for Ready Mix Concrete be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Change Order #2 Wastewater Treatment Plant Collection Systems Contract

The Engineering Department is recommending the Town approve Change Order #2 for the Wastewater Treatment Plant Collection Systems Contract in the amount of \$11,348.20. The order is needed to pay for additional survey work as well as to redesign the drawings to accommodate changes required on the infrastructure design on Briggs Street. The Finance Committee was in agreement with approving this request.

Motion #18-174

Change Order #2 Wastewater Treatment Plant Collection Systems Contract

Moved by Councillor Dove and seconded by Councillor Woodford Change Order #2 for the Wastewater Treatment Plant Collection Systems Contract be approved in the amount of \$11,348.20 HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None.

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS**Committee of the Whole**

Councillor Anstey would like Council to look at the possibility of changing the way that we operate as a Council. He suggested that Council consider having a Committee of the Whole meeting as opposed to the various committee meetings that we currently have. It was suggested that the issue go to the Planning and Priorities Agenda.

Waste Water Treatment Plant Collection System Change Orders

Three change orders for the Waste Water Treatment Plant Collection System Contract were received after the Committee meetings were held. The first two are related to the relocation of the pumping station behind the Fire Hall and the third is to add a catwalk to the overflow chamber at the Beaverwood plant.

Motion #18-175**Change Order #5 – WWTP Collection System**

Moved by Councillor Dove and seconded by Councillor Woodford that the Town approve Change Order #5 for the Gander WWTP Collection System contract with Springdale Forest Products reducing the contract price by \$39,100.00, HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #18-176

Change Order #6 – WWTP Collection System

Moved by Councillor Dove and seconded by Councillor Woodford that the Town approve Change Order #6 for the Gander WWTP Collection System contract with Springdale Forest Products in the amount of \$48,102.72, HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #18-177

Change Order #7 – WWTP Collection System

Moved by Councillor Dove and seconded by Councillor Woodford that the Town approve Change Order #7 for the Gander WWTP Collection System contract with Springdale Forest Products in the amount of \$32,762.35, HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Waste Water Treatment Plant Project

Earlier this year the Town put out a Request for Proposals for the construction of our new waste water treatment plant and three bids were received. The three bids were evaluated and the preferred bidder was selected, which was Pomerleau Inc.. Since that time the Town, in conjunction with its consultants, has been negotiating with Pomerleau on various aspects of the proposal. We have now reached the stage that the Town is ready to issue a Letter of Intent to Pomerleau Inc. indicating that it is the Town's intention to award the contract to them as per the terms of their bid submission dated January 31, 2018 and subsequent correspondence.

The value of the contract is \$18,748,500.

Mr. Mayor it has been a long and often frustrating process to finally reach this point. On behalf of Council I would like to thank our funding partners the Provincial and Federal governments, the previous Town Council's as well as staff that have spent untold hours working to make this happen. I would especially like to thank the residents of Gander for their patience in putting up with the odor issues while waiting for this project to be completed.

Motion #18-178

Waste Water Treatment Plant Project

Moved by Councillor Dove and seconded by Councillor Woodford that the Mayor be authorized to sign a Letter of Intent to Pomerleau Inc advising that it is the Town’s intent to award the Waste Water Treatment Plant project to them at a cost of \$18,748,500 plus HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor would like a project synopsis done up to get out to the citizens.

Councillor Anstey

The Mayor congratulated Councillor Anstey and his family on the birth of his first grandchild.

Councillor Brown

The Mayor expressed condolences to Councillor Brown and her family on the recent passing of her mother.

10. ADJOURNMENT

Motion #18-179

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:35 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk