

MINUTES

Regular Meeting of Council
Wednesday, July 6, 2016 @ 4:30 pm
Council Chambers

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	B. Dove	Councillor
	G. Parrott	Councillor
	S. McBreairty	Councillor
	W. Lorenzen	Councillor
Advisory and Resource:	D. Chafe	Chief Administrative Officer
	G. Brown	Town Clerk
	S. Fisher	Deputy Municipal Clerk
	G. Regular	Director of Engineering (A)
	S. Burbridge	Director of Public Works
	A. Quilty	Fire Chief (A)
	R. Locke	Director of Development
Regrets:	R. Anstey	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Pete Wood

Pete Wood from Cincinnati, Ohio wrote and sang a song in tribute to the people of Gander based on the mobilization of humane efforts Gander showed during the 9/11 attacks.

Pride Week Proclamation

The Mayor proclaimed July 11 – 17, 2016 as Pride Week in the Town of Gander.

3. MINUTES FOR APPROVAL

Motion #16-128

Minutes for Approval

Moved by Councillor Lorenzen and seconded by Deputy Mayor Abbott that the Minutes from the Regular Meeting of Council on June 15, 2016 be adopted as presented.

In Favour: 6 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

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

The Recreation & Community Living meeting was held on June 29, 2016. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: R. Anstey, Councillor; B. Dove, Councillor; N. Newell, Director of Recreation & Community Services.

Delegation: G. Blandford, N. Soper and J. Waye; Trail Committee

The following items were discussed:

Delegation - Adventure Trail Committee

Representatives from the Adventure Trail Committee met to discuss and follow up about the proposed 13-15 km hiking trail along Gander Lake. Members met with the Recreation & Community Living Committee in 2015 and still feel that this would be a very successful investment for the Town of Gander. Phase 1 would consist of the trail starting at Silent Witness and ending at Little Harbour.

The Adventure Trail Committee is a small group of volunteers and would need support from the Town of Gander with securing any form of grants as well as a commitment to help with the clearing of the trail. The Director indicated she would check into any grants available for this kind of project. The Recreation & Community Living Committee agree that the concept of the

Trail would benefit the community and residents and is recommending this be considered. This item is forwarded Management for their consideration.

Slabfest

The Committee would like to thank the Slabfest organizers for putting this event together as well as the Gander Airport Authority for their help with Slabfest.

Kitchen Party Update

The Director advised that the tickets for the Kitchen Party are now on sale. They are \$21 in advance and \$25 at the door after 11 pm on July 30th. \$1 from all ticket sales will go to the Fort McMurray relief fund. The entertainment lineup consists of Signal Hill, Bic & the Ball Points, and Gander's own West of Town. Tickets can be purchased online from gandercanada.tix.com or at the administrative office at the Community Centre, Monday-Friday, 8:30 am – 4:00 pm or by phone at 651-5927.

User Group Meetings – Ball Field & Ice Users

The Director advised the Committee that she, the Administrative Coordinator and the Facilities Supervisor met with Ballfield users on June 8th to discuss a number of concerns for the 2016 summer such as scheduling, field maintenance as well other issues. This allowed all users to bring up any concerns they had.

A similar meeting for Ice User groups was held on June 22nd to discuss the upcoming 2016-2017 ice season. The length of the ice season, as well as dates ice will not be available, was discussed. The Director also outlined expectations for the hospitality room as well as the new helmet policy which will pertain to all patrons of the Community Centre for all ice user activities.

Tennis Association – Covered Court

The Committee reviewed the request from the Tennis Association for the proposed covered tennis court at the existing court on Memorial/Elizabeth Drive. This was previously discussed in Committee and Management earlier this year. For this to proceed, adjustments will need to be made to the splash park (12-18 inches removed by the fence). The fence of the softball field would also need to be adjusted to accommodate the covered court.

The Director advised that Management had several concerns including the height of the building affecting sun at the Splash Park as well as the actual height of the building for the location. There is also the concern of the impact of the change to the softball field. At this point, there are many concerns and Management's recommendation is to not proceed with this project. The Committee agrees with Management and feels that the Tennis Association should explore a different location for their covered court.

Upcoming events

- July 29-Aug 1: Festival of Flight

B. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee was held on June 28, 2016. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; R. Locke, Director of Economic Development; D. Quinton, Economic Development Officer; S. Philpott, Business Liaison Coordinator.

Delegation: S. Pinsent, Executive Director, Adventure Central

The following items were discussed:

Delegation – Adventure Central

The Committee met with a delegation from Adventure Central which included the Executive Director, Shannon Pinsent.

The delegation presented the roles and responsibilities of the organization and how they could assist the Town of Gander develop a Tourism Action Plan. This will help Council, staff and local tourism stakeholders better understand their respective roles in enhancing both product and tourism development. The delegation suggested offering an Opportunity Management session facilitated through the Department of Business, Tourism, Culture & Rural Development.

The delegation left the Committee meeting at 2:50pm

The Committee asked staff to work with Adventure Central and local representatives from the Department of Business, Tourism, Culture & Rural Development to coordinate an Opportunity Management workshop. Staff will begin this process and report back at a future Committee meeting.

Business Liaison Coordinator, Town of Gander

The Committee met with the Business Liaison Coordinator, a work-term student hired to help the Economic Development Department update their business directory and obtain information about some of the barriers/obstacles facing the local business community.

The project is also assisting Council understand potential ways the Town can become a more “Business Friendly Community”.

Out of the 350+ businesses surveyed to date, there have been minimal concerns expressed with respect to the relationship between the Town of Gander and the local businesses community. Although some areas for improvement have been identified, the overall impression is that Staff and Council are doing great work.

For respondents who indicated that Gander is not “Business Friendly”, when asked to elaborate, they were unable to provide specific examples.

A detailed summary of findings will be presented to the Committee following project completion.

Review of Previous Minutes

The Committee reviewed and discussed the minutes of the previous meeting. No changes were required.

C. Governance & Community Engagement:

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

The Governance & Community Engagement Committee meeting was held on June 28, 2016. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: S. McBreaity, Councillor; W. Lorenzen, Councillor; B. Dove, Councillor; D. Chafe, CAO; B. Anstey, Communications Officer.

The following items were discussed:

Review of Previous Minutes

The Committee reviewed and discussed the minutes from its meeting of June 7th. No changes were required.

Regional Meeting Update

The Committee discussed its expectations for a proposed meeting of municipal leaders within Gander’s service district. The discussion touched on a number of planning priorities including a list of invitees and speakers, topics for discussion, budget, dates and venues. Staff will work with Committee members to develop the framework for this meeting.

Meeting with Chamber of Commerce

Earlier this year, the Committee committed to regular meetings with the Chamber of Commerce Board of Directors. Meetings have been previously scheduled but were cancelled by the Chamber due to unforeseen circumstances. The Committee remains available to meet but will wait to hear from the Chamber on their availability.

Councilor Dove left the Committee meeting.

Requests for Meetings with Council

Each year, Council receives a number of requests from community groups and individuals to meet with Council or one of its sub-committees.

Requests for such meetings may originate via a written request, a verbal request or by an invitation from Council, a sub-committee or an individual Councillor. The current practice can lead to confusion and administrative headaches. The Committee has asked that a standard protocol be implemented through either operational procedures or policy. This item has been referred to Management.

Correspondence - Canadian Union of Postal Workers

The Committee reviewed correspondence from the Canadian Union of Postal Workers advising that the Federal Government is conducting a review of Canada Post. Union leadership feels that municipalities should have input in the process and is requesting Council introduce a special resolution indicating that the Town of Gander will provide input to the Canada Post Review task force and make a submission when the Parliamentary Committee consults with Canadians this fall.

The Committee supports an opportunity to meet with the review taskforce, but cannot support the resolution as proposed by the CUPW. Further to that this Committee presents the following:

Whereas Canada Post provides an important service to our residents and businesses and employment opportunities for local residents,

Whereas a Parliamentary Committee will consult with Canadians in the fall of 2016 on the future options for Canada Post, and

Whereas it will be crucial for the taskforce and Parliamentary Committee to hear municipal views on key issues.

Motion #16-129**Canadian Union of Postal Workers**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that The Town of Gander provide input into the Canada Post Review taskforce though select or all opportunities made available through the public consultation process.

In Favour: 6 Opposing: 0

Decision: Motion carried.

D. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on June 29, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

The previous minutes were reviewed and approved as presented.

Fence Regulations – 2nd Reading

The Committee reviewed revisions to the Fence Regulations for its second and final reading. The Director of Engineering advised that no objections or concerns have been received by the Engineering Department.

Motion #16-130**Fence Regulations – 2nd Reading**

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the revisions to the Town of Gander's Fence Regulations be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Correspondence – Government of Newfoundland and Labrador

The Director of Engineering informed the Committee of correspondence received from the Government stating that on June 16, 2016, the Government of Newfoundland and Labrador launched consultations to engage residents and stakeholders in the development of a new Provincial strategy on climate change.

Attached is an information poster asking residents of Newfoundland and Labrador to participate in consultations on a new climate change strategy to help define the actions the Provincial Government will take moving towards a sustainable future. For more information about various ways to get involved, please visit www.gov.nl.ca/TalkClimateChange.

National Building Code

The Town of Gander had adopted the National Building Code of Canada and inspections are developed around this national code. The new 2015 National Building Code has recently been released by the National Research Council of Canada and the Engineering Department has just received this latest edition.

Motion #16-131

National Building Code

Moved by Councillor Parrott and seconded by Councillor McBreairty that the National Building Code of Canada 2015 (with the exception of section 9.3.2.5 – Moisture Content in Lumber and section 9.36.2.6 – Thermal Resistance Ratings), the National Plumbing Code 2015 and the National Fire Code of Canada 2015, including all additions, amendments, and supplements be adopted for use by the Town of Gander.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Section 9.36.2.6 shall come into effect on January 1, 2017 allowing for a phasing in period and the opportunity to inform contractors and building suppliers of the change in requirements.

Signage – Silent Witness Memorial

The Committee reviewed correspondence from the E.P. Roche Assembly Knights of Columbus indicating that their Assembly has maintained signage directing the general public to the Silent Witness Memorial on the Trans-Canada Highway for many years.

The Assembly is requesting approval from Council to erect a permanent highway marker on both sides of the highway making the directions to the Memorial much more visible and requiring less annual maintenance.

In addition, the Assembly would like to inform that they have made a written request to the Department of Transportation and Works, as well as, the 101st Airborne Division in Fort Campbell, KY requesting their approvals.

The Committee has no concerns with the proposed signage and is in agreement with the request.

Rebate – 98 Sullivan Avenue

The Committee reviewed correspondence from the owners of 98 Sullivan Avenue. The owners had previously obtained a building permit for renovations for that property, based on commercial rates. The noted property has recently undergone a plan amendment to be rezoned to residential therefore, the owners are requesting a rebate as the permit fees for residential are lower.

The Committee discussed the request and is not in agreement with the requested rebate.

Correspondence – 20 Memorial Drive

The Committee reviewed correspondence from the owner of 20 Memorial Drive who feels that the proposed asphalt driveway reinstatement for that property is not adequate. The Director advised that the entire driveway that was damaged during the reconstruction is being replaced and that the grade on the new section is approximately 6.5% which is well below the acceptable limit of 10%. The committee understands that the driveway elevation has changed as a result of the construction, however notes that the proposed reinstatement is well below the maximum acceptable grade limits and is therefore not recommending additional funds be allocated to accommodate the owners request.

Corner Brook Pulp & Paper Limited – Five Year Plan

The Director of Engineering informed the Committee that Corner Brook Pulp and Paper Limited is currently developing five year plans which propose harvesting within the municipal boundary of the Town of Gander, as well as, within the Wetland Stewardship area. The Forest Service Branch has determined that public consultations will be required to inform municipalities of the proposed harvesting areas for each district.

A series of maps depicting the proposed harvesting and road activities for each Forest Management District are posted on its website at www.CBPPL.com. CBPPL will also be hosting a series of open house sessions scheduled over the summer months which will be located in key Town's or District offices within the zone.

Correspondence – 17 Blackwood Drive

The Committee reviewed correspondence from the resident of 17 Blackwood Drive requesting Council's discretion to allow for an addition to his existing accessory building on that property.

The requested extension will exceed the maximum allowable size within the Town of Gander's Accessory Building Regulations and therefore requires the discretion of Council. The department is currently reviewing the request to ensure adequate side yards, setbacks and other requirements of the Accessory Building regulations are met.

The Director suggested Council should follow a similar practice as it does for Discretionary Uses in that an advertisement is placed on the Town of Gander's website and that neighboring properties receive notification of any application for Council's discretion under the Accessory Building regulations. The Committee is in agreement that giving neighboring properties the opportunity to bring forward any concerns they might have is fair and recommends notification be placed on the website and sent to all properties within a 50 M radius of the property from which the application is received.

**Motion #16-132
17 Blackwood Drive**

Moved by Councillor Parrott and seconded by Councillor Dove that when a request is made for Council's discretion under the Accessory Building regulations a notification shall appear on the Town of Gander's website and that notification be delivered to all properties within a 50M radius of the property from which the application is received.

In Favour: 6 Opposing: 0

Decision: Motion carried.

E. Public Works & Services:

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

The Public Works & Services Committee was held on June 28, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; A. Quilty, Fire Chief (A); D. Moulton, Director of Public Works & Services (A); W. Jenkins, Municipal Enforcement Officer In Charge; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Review of Previous Minutes

The previous minutes were reviewed and approved as presented.

Invoices for Approval

The Committee reviewed invoices from Central NL Waste Management for curbside collection monthly fees and tipping fees. The Acting Director of Public Works & Services advised the Committee that all goods and services had been received and met the Town's specifications.

The Committee recommends that the invoices be forwarded to the Finance Committee for its consideration.

Policy No. FDO05

The Committee reviewed Policy FD005, Payment of Vehicle Accident to Volunteer Firefighters, and agrees with the changes requested in the attached document.

Motion #16-133

Policy No. FD005

Moved by Councillor Dove and seconded by Councillor Parrott that the modifications to Policy FD005 be accepted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Animal Resuscitation Kit

The Acting Fire Chief informed the Committee that a donation of an Animal Resuscitation Kit was made to Gander Fire Rescue. The Wag’N 02 Fur Life Program is a nationwide campaign to help first responders acquire the necessary equipment to effectively mitigate emergencies and save pet lives.

The Committee would like to acknowledge Carolyn Boyd, Adrienne Kean, Emma Leroux, and Sarah Penney for their efforts and generous donation to Gander Fire Rescue.

New Chaplain

The Acting Fire Chief informed the Committee Salvation Army Captain Sheldon Bungay has agreed to serve as Chaplain for Gander Fire Rescue. He is currently playing an active role in both the Critical Incidence Stress Management Program and Fire Training meetings.

The Committee would like to thank Captain Sheldon Bungay for accepting his role as the Gander Fire Rescue Chaplain.

Clean up Week Report

The Acting Director of Municipal Works and Services presented a report on the 2016 Spring Clean up. The total cost for 2016 was \$92,534.50, which is an increase of \$11,374.50 from 2015. Additional costs incurred were due to an increase in labor costs and tipping fees. There were also issues with proper separation, refuse not contained, electronics disposal, and frequent examples of excessive quantities.

The Committee recommends a review of the current regulations and look at amending it to reflect the current garbage requirements. A newsletter will be sent to residents with information of acceptable items before the next scheduled clean up.

141 Bennett Drive

It was brought to the attention of the Committee the excessive amount of large boulders that were placed on the vacant property located at 141 Bennett Drive. It was agreed the rocks do not look appropriate where they were placed.

It was recommended that staff contact the property owner to confirm if the boulders are put in place as a permanent or temporary measure.

Potholes, Bondar – Russell Intersection

It was brought to the attention of the Committee the potholes located at Bondar-Russell Intersection. The Acting Director of Municipal Works and Services informed the Committee the Department is aware of the potholes and is waiting on the opening of the asphalt plant to fix the potholes.

“Lock it or Lose it” Campaign

The Municipal Enforcement Officer in Charge presented pamphlets on the **Lock It or Lose It** campaign and gave an overview of the project along with how it will help educate our residents in crime prevention.

The Committee agreed the information provided will prove to be a great resource for our residents and recommends contacting local Media resources to promote the **Lock It or Lose It** campaign.

Property Violations

The Municipal Enforcement Officer in Charge informed the Committee of Property Owners who are not in compliance with the Landscaping regulations. Warning tickets usually result in corrective measures. Tickets will be issued for those who exceeded the warning time frame.

Burning Household Refuse

It was brought to the attention of the Committee concerns with residents burning refuse in backyard fire pits and wood stoves on their property. It was suggested any complaints should be directed to Gander Fire Rescue at the time of occurrence so that they can adequately investigate the complaint. The Committee recommended a review of the current regulations in place.

F. Finance & Administration:

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

The Finance & Administration Committee was held on June 30, 2016. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; G. Parrott, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval

Operating

AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE JUNE 28TH

- 1. Central Newfoundland Waste Management 50,900.09
 00-430-1000-7007 total tipping fees May
 Budget 347,900 Spent to date 113,641

- 2. Central Newfoundland Waste Management 25,654.87
 00-430-1000-7008, Curbside Collections monthly fee
 Budget 301,800 Spent to date 102,619

Total operating invoices for approval 76,554.96

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

Motion #16-134

Invoices for Approval

Moved by Councillor Dove and seconded by Councillor McBreairty that the invoices be paid as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

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 #16-135

Property Tax Reductions

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Standing Offer - Asphalt

The Committee reviewed the Standing Offer results for Asphalt for which two bids were received.

Motion #16-136

Standing Offer - Asphalt

Moved by Councillor Dove and seconded by Councillor Parrott that the Standing Offer for Asphalt pricing be accepted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Thermal Imaging Camera

The Committee reviewed the tender results for a Thermal Imaging Camera for which five bids were received. The lowest bid that met the specifications was from K&D Pratt Group Inc.

Motion #16-137

Tender – Thermal Imaging Camera

Moved by Councillor Dove and seconded by Councillor Parrott that the tender for a Thermal Imaging Camera be awarded to K&D Pratt Group Inc. at a price of \$8,633.29 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The camera is \$11,901 under budget.

Tender – 19 Tablets and Covers

The Committee reviewed the tender results for 19 Tablets and Covers for which five bids were received. The lowest bid that met the specifications was from Dell Technologies.

Motion #16-138**Tender – 19 Tablets and Covers**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that the tender for 19 Tablets and Covers be awarded to Dell Technologies at a price of \$12,635.74 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The tablets and covers are \$56 over budget.

Vending License Locations

The Town issues vending permits for Mobile Vendors and has received a request to allow them to set up across the street from Hotel Gander on the Trans Canada Highway. The Committee did not feel that this is an appropriate spot for Mobile Vendors to set up and is not recommending changing our Policy to allow it.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS**Gander Refugee Family**

Councillor McBreairty advised that we welcomed our first refugee family of five on June 29, 2016. They were very excited and appreciated everything being done for their family. They also had the opportunity to participate in their first Canada Day.

Michael Saunders

The Mayor stated that Michael Saunders with the Toronto Blue Jays has a Gander connection. He is one of five American League players being voted on to participate in the All Star Game and that we should support him by going to www.bluejays.com/vote.

Obama Speech

The Mayor stated that he was invited to Ottawa to attend the President Obama's address to the House of Commons.

9. ADJOURNMENT

Motion #16-139

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:20pm.

C. Elliott, Mayor

G. Brown, Town Clerk