

MINUTES

Regular Meeting of Council
Wednesday, December 17, 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:	D. Chafe	CAO
	G. Brown	Town Clerk
	S. Fisher	HR Supervisor
	P. Fudge	Fire Chief
	J. Blackwood	Director Municipal Works and Services
	B. Freeborn	Director of Recreation & Community Services (A)

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Hazel Newhook – 100th Birthday Celebration

The Mayor presented Hazel Newhook with a 100th Birthday Certificate.

3. MINUTES FOR APPROVAL

Motion #14-243

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on November 26, 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 Committee meeting was held on December 8, 2014. The meeting was chaired by G. Parrott, Councillor. Other members present included: B. Dove, Councillor; P. Fudge, Fire Chief, A. Quilty, Fire Inspector; A. Roberts, Municipal Enforcement Officer; L. Small, Administrative Assistant.

The following items were discussed:

PUBLIC SAFETY

The previous minutes were reviewed and accepted as presented.

Maintenance Orders

The Committee was given a brief update on some outstanding orders which are currently being investigated.

The owner of 4-6 McCurdy Drive has not complied with the Town’s maintenance regulations for commercial properties.

Motion #14-244

Maintenance Orders - 4-6 McCurdy Drive

Moved by Councillor Lorenzen and seconded by Councillor Parrott that a maintenance order be issued to 4-6 McCurdy Drive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Emergency Plan

The Fire Inspector gave the Committee an update on the Emergency Plan. It was completely reviewed two years ago and since then it is updated annually as positions in the various organizations change as well as phone numbers etc. He also reported that there will be Emergency Operation Courses available this coming March and several of our staff will be required to do this program if they are to be part of the EOC in an emergency situation.

A Table Top Exercise will be scheduled for April or May of 2015.

Weight Restriction By-law

The Municipal Police asked the Committee for their thoughts on introducing a weight restriction by-law for heavy equipment trucks on our streets. There have been some very large trucks recently working on Cooper and last year on Magee as well. The concern was whether this would cause damage to the asphalt.

The Committee felt that there is no need for a by-law and the matter was closed.

Security Request for Hockey Games

The Fire Chief had received a request from the Recreation Department to have the Municipal Police attend hockey games in light of the disturbance that took place there recently. While this might be a deterrent, this would mean overtime hours, the officers do not have the authority to arrest citizens and it would mean less policing on our streets where there is a greater need.

The Committee did not see the merit in this request and is not recommending that the Municipal Police attend senior hockey games.

P. Fudge, Fire Chief, A. Quilty, Fire Inspector, A. Roberts, MEO and L. Small, Admin. Assistant left the Committee meeting.

S. Fisher, HR Supervisor arrived at the Committee meeting.

HUMAN RESOURCES

Non-Union Seasonal RSP Contribution

The Committee agreed that non-unionized seasonal employees should be entitled to enroll in the pension plan after three months of continuous service. This will help establish consistency with other work groups within the organization.

Motion #14-245
Non-Union Seasonal RSP Contribution

Moved by Councillor Lorenzen and seconded by Councillor Dove that non-unionized seasonal employees be eligible to participate in the Town's Group RRSP program after 3 months of continuous service.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2015 Meeting Schedule

The Committee reviewed the proposed 2015 Meeting Schedule.

Motion #14-246
2015 Meeting Schedule

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the 2015 Meeting Schedule be approved, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on December 8, 2014. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; B. Freeborn, Director of Recreation and Community Services (A).

Delegation: T. Healey & M. Dwyer, Gander Track Committee

The following items were discussed:

Delegation – Gander Track Committee

The delegation explained that they are still actively pursuing the addition of a running track in Gander. They understand that the Town of Gander, at this time, is not able to provide any

funding towards this initiative. However, the Track Committee would still like to pursue the option of putting the track around the new soccer field that will be built as part of the new 4-6 school. They believe this location is still the best option but the layout of the field would have to be reversed in order to accommodate an eight-lane running track. They would like the Town of Gander to ask the Department of Education to switch the direction of the field and prepare the land for installation of a track.

The Committee agreed to write a letter asking if the Department of Education would consider changing their plans for the soccer field and switch the direction in order to accommodate a running track.

The delegation left the Committee meeting.

Gander Community Centre Energy Efficient Lighting

Staff met with Honeywell to discuss the low lighting levels that have been experienced since the new energy efficient lights were installed. Their findings were that the levels are not up to the reading of the previous lights and have agreed to install 8 more 8-lamp fixtures at no extra cost to the Town. These fixtures must be specially ordered which will delay their installation until late April or early May. In the meantime, the 6 light fixtures for over the bleachers are on hand and will be installed over the ice surface to temporarily correct the low light levels until the new ones are installed after the ice season has finished.

Recreation Guide

At the last Committee meeting, the Director advised that the Department is currently working on a Recreation Guide which will provide a listing of all recreation and leisure activities for youth, adults and seniors. The deadline for groups/organizations to provide their information to the Department has been extended until the end of January. The Committee would like to advise groups to make sure they send in their information, as this will be a valuable tool for all groups to get their information out to the general public at no cost to them. For more information, please contact the Department at 651-5927.

Summer Hockey School Bid

The Director advised that the Department has reached a three-year deal with Hockey Newfoundland and Labrador to host their High Performance Program during 2015-2017. As in previous years, the Department will be putting out an expression of interest to host a hockey school/camp during the last week of August and the contract will be for three years to coincide with the Hockey Newfoundland & Labrador camps. The expression of interest will be completed within the next couple of weeks. For more information, please contact the Department.

Cobb's Pond Rotary Park re Recreation Vehicles

Due to a recent incident of snowmobiles in the Cobb's Pond Rotary Park, the Committee would like to remind the public that no recreation vehicles, including snowmobiles are permitted within the boundaries of the park. To access the pond, snowmobilers must use the new trail that was cut last season. The Department has installed snow fencing and extra signage has been posted. The municipal police and town staff will be monitoring the park.

Cobb's Pond Rotary Park re Boardwalk

The Director advised that the Construction Engineering Flight had to cancel the meeting that was setup to discuss the construction of the boardwalk. The Department is currently trying to rearrange another time and hoping that it will take place before the New Year.

Councillor Anstey joined the Committee meeting.

Journey to the Moon Health & Wellness Initiative

The Department is currently working on a new initiative called Journey to the Moon. The details are still being compiled but the goal is to get the community active and involved by recording the amount of time you spend walking, skating, etc. For every 10 minutes of activity you do, this will equal one kilometer. The Department will keep track of all kilometers submitted until we reach the moon, which is approximately 384,000 kms. More details will be available at a later date.

Gander Special Olympics Grant

A letter was received from Gander Special Olympics asking that they be considered for an annual grant in 2015. This request is being reviewed through the 2015 budget process.

Gander Community Tennis Association

The local tennis association advised that they would like to move along the process to find a suitable piece of land for a covered tennis court. The preferred location requested earlier is not feasible so they are asking that the Town provide a list of what land is available. This request has been forwarded to the Municipal Works Department for review.

Dog Park

The Department of Education advised that they will be reimbursing the town for the relocation of the Dog Park. The Committee is currently reviewing the estimate that was provided.

Airials Gymnastics Club Business Plan

The Committee received a business plan from the Airials Gymnastics Club for the proposed new building. The plan is being forwarded to the Finance Committee for review.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on December 9, 2014. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBreairty, Councillor; R. Locke, Development Manager.

The following items were discussed:

Affordable Housing: Moving Forward

Over the past few months, an in-depth assessment of the local housing market has been undertaken. Data gathering and analysis are now complete as the study moves into its final stages. A draft report was presented to the Affordable Housing Committee and an interim briefing was also provided to Council on Monday, December 8th.

The study identifies key housing demands and supply trends in the Town, as well as projecting trends over the next 10 years.

Key findings indicate that there are two areas in the local housing market that are particularly challenging;

- The lack of available housing options to those with lower incomes in the community.
- The inability of prospective homeowners to break into the increasingly expensive ownership market, despite the above-average income profile of the community.

The draft report also identifies a range of potential options to address local housing issues. While there are a number of tools which the Town can use to assist in addressing these housing needs, it is important to note that buy-in from other public, private and not-for-profit stakeholders is a necessity.

By working collaboratively through partnerships, community housing needs in Gander can be more effectively addressed. To do this, it will be critical to use the study results as a 1st step in moving toward a more coordinated approach on the very real housing issues that exist.

Over the next few weeks, the study will be finalized by the Committee and brought forward for Council consideration early in 2015.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on December 9, 2014. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; B. Freeborn, Director of Recreation & Community Services (A).

Delegation:	C. Abbott	Destination Gander
	H. Bishop	Gander & Area Chamber of Commerce
	K. Higgins	Gander & Area Chamber of Commerce
	C. Tuck	Dept. of Tourism, Culture & Recreation
	B. House	Dept. of Innovation, Business & Rural Development
	D. Wilkins	ACOA

The following items were discussed:

Delegation – Tourism Industries

The delegates from various local Tourism Industries attended the meeting to discuss the town’s trail system. Events such as Snofari and Quadapalooza have grown over the last couple of years and are a great economic boost to the community. Gander is known to be an ATV/Snowmobile friendly town and one which other communities would like to follow.

The group is concerned about the condition of the trails as well as the commercial/residential development that has interrupted the current trail system. Right now the town is outgrowing the trail system and would like to see a review done by a qualified consultant. This consultant should have experience with trail systems in order to identify the work that needs to be done on Gander’s trails and recommend where additional trails may be needed as well as implement policies to make sure the trails are maintained by the town and during future construction.

The ACOA representative advised that funding may be available and the group would like to start a committee to look at compiling an RFP in the New Year. The Committee is in agreement that the trail system needs to be reviewed and is interested in discussing the RFP option in the near future.

Multicultural Festival in 2015

The Tombolo Multicultural Festival Newfoundland & Labrador wrote asking for the Town's support and approval to host their next event in Gander in 2015. This festival will feature an International Food and Craft Fair as well as local and immigrant multicultural performances. The Committee believes this would be a great event and would like the Special Event Coordinator to contact the group to discuss further.

Christmas Events

Santa Claus Parade

The Town of Gander would like to thank the Gander Lions Club for their help again this year in organizing the annual Santa Claus Parade and the Salvation Army for helping to hand out the hot chocolate after the parade. The Committee would also like to thank all the local businesses, community organizations and the general public who participated and helped make this the largest Christmas parade to date. A lot of great comments have been received and we hope the parade will continue to grow.

Town Tree Lighting

The Town of Gander held its Tree Lighting Ceremony in front of the Town Hall on December 3. A special thanks to the following musical performers - the Gander Salvation Army Band, Bobby Baker and the Beyond the Overpass Youth Ensemble. Also thank you to the Evangel Pentecostal Church for providing hot chocolate which helped to keep everyone warm on such a chilly night!

Upcoming Christmas Events

A reminder to the public that the Community Centre is hosting the annual Walkers/Skaters Christmas Coffee Break on Friday, December 19th from 9:00am – 10:30am.

As well, the Town will be having the annual Light up for Christmas Program judging on Monday, December 22nd and Tuesday, December 23rd so make sure you have your Christmas display ready and turned on! For more information, call Recreation and Community Services at 651-5927.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on December 10, 2014. The meeting was chaired by G. Parrott, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; J. Blackwood, Director of Municipal Works & Services; G. Regular, Supervisor of Technical Services; C. Elliott, Mayor.

The following items were discussed:

Trailway – 22 Kent Place

The Committee reviewed the attached drawings provided by the Engineering Department for 22 Kent Place. Recent work had been done in that area to establish the boundary for both 20 and 22 Kent Place in relation to the trail way owned by the Town of Gander between the two properties.

It appears as though there was overlap between the trail way and the property therefore, realignment was required. The Committee is recommending at this time the barricades stay in place and that both residents be notified of the encroachment following a legal survey, which will be provided by the Town. In the spring of 2015 the trail way will be realigned such that it is solely contained on the Town of Gander's property.

Once this work is completed, the trail way barriers will be removed with signage remaining.

Discretionary Notice – 15 Roe Avenue

The Town Council received an application to occupy the building at 15 Roe Avenue for the purpose of a restaurant. It was noted that this area is zoned Commercial Shopping Centre and catering is permitted as a discretionary use under the Town of Gander's Development Regulations.

No objections were received by the advertised deadline and the Director advised that the application met all of the Town of Gander's regulations and zoning requirements.

Motion #14-247

Discretionary Notice - 15 Roe Avenue

Moved by Councillor Parrott and seconded by Councillor McBrearty approval of the discretionary use for 15 Roe Avenue as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Discretionary Notice – 45 Baird Place

The Town Council of Gander had received an application from the property owner of 45 Baird Place to construct an addition to the building and expansion of the current warehouse use. It was noted that this area is zoned Commercial General and light industry is permitted as a discretionary use under the Town of Gander's Development Regulations.

No objections were received by the advertised deadline and the Director advised that the application met all of the Town of Gander's regulations and zoning requirements.

Motion #14-248

Discretionary Notice – 45 Baird Place

Moved by Councillor Parrott and seconded by Councillor Dove approval of the discretionary use for 45 Baird Place as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Sewage Problems – 6 Alcock Crescent

The Director briefed the Committee on a recent meeting he and the mayor had with the residents of 6 Alcock Crescent concerning sanitary back up issues they were having at their property over the past few years.

The Town of Gander's staff had been called out on numerous occasions to help with blockages in their sanitary lines, as well as, a private contractor had been commissioned to help with the process.

The residents were still concerned that there is an issue existing on the lateral from their house to the main line, and they felt that some or the entire problem existed on the Town of Gander's section of that line.

The Committee is recommending that Town staff be dispatched to excavate the line up to and beyond the Town of Gander's property boundary onto the owner's property up to, if necessary but not beyond, the foundation wall. In addition, the Committee is recommending that the owner be asked to sign a waiver giving permission to the Town to access their property for this scope of work and to exonerate the Town from any liabilities as a result of issues stemming from this work.

The cost of reinstatement, after the excavation work is carried out, would be the responsibility of the homeowner. At this time the Committee is advising the Director to contact the homeowners to relay their recommendations and to see if they were in agreement with this prior to any commencement of work at or near that property.

Current Capital Projects/Substantial Completion

The Director gave the Committee a quick overview of the Capital Works Projects carried out in the 2014 construction season. It was noted that given the volume of work that was put out, in a short period of time, they were very pleased with the amount of work that had been accomplished prior to the end of construction season. The major outstanding work included the second lift of asphalt which will be scheduled for early 2015 construction season as weather conditions did not permit this portion of work to be completed at the end of the 2014 season.

Street Light Installation – Magee Road

The Committee reviewed a drawing, as attached, which indicated the street light poles will be placed on the sidewalk side of Magee Road on the Cobb's Pond side with the exception of one which will be placed at the end of the trail connecting Yeager Street to Magee Road.

The Director advised the Committee that installation of these lights poles have begun on Magee Road. The Committee feels this will greatly enhance the walking trail, as well as, increase safety of pedestrians in that area.

Gander Lake Watershed Policing

The Director advised the Committee that the policing of the Town of Gander's Watershed, including Gander Lake and all its tributaries, was the responsibility of the Municipality, as well as, the responsibility of the other municipalities such as Glenwood and Appleton who share this watershed for their potable water in their communities.

The Committee would like to encourage residents who are in and around the Gander Lake Watershed area to please use this area in an environmentally friendly and responsible manner. In the event of an oil spill or any indication of disturbance that could affect the Watershed, to please communicate their concerns to the Town of Gander, who in turn, will contact the appropriate Provincial jurisdiction on that issue. The Gander Lake is a part of the Gander River basin which is located in the northeast of the Island and the Gander River basin has a natural drainage area of 5,310 km².

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on December 11, 2014. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; C. Elliott, Mayor; G. Brown, Director of Finance.

The following items were discussed:

Organizational Restructuring

The Town has been discussing restructuring the organization, specifically with regards to the Municipal Works & Services Department. It is felt that it is too much workload for one Department and Department Head and that it should be divided into two Departments, mainly the Department of Municipal Works which will be responsible for all outdoor operations and the Department of Engineering which would be responsible for planning of all capital projects and the administration of the engineering office at the Town Hall.

Motion #14-249**Organizational Restructuring**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the Department of Municipal Works & Services be divided into the Department of Municipal Works and the Department of Engineering.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Community Centre Advertising Contract

The Town of Gander currently has an Advertising Contract with the Rotary Club whereby the Rotary Club sells the advertising at the Community Centre and the proceeds from the sale of the advertising are divided between the Town and the Club. This contract expires December 31, 2014. The Rotary has asked that the contract be extended and the Committee agreed.

Motion #14-250**Community Centre Advertising Contract**

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the Advertising Contract at the Gander Community Centre with the Rotary Club be extended two years until the end of December 2016.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Property Invoicing Procedure

As part of the Budget process Council discussed property tax invoicing, specifically with regard to properties that are not developed. They felt that purchasers of property should pay taxes from the time they take over ownership and not wait until the construction of their new home is complete. The property tax invoicing procedure is modified to reflect this proposed change.

Motion #14-251

Property Invoicing Procedure

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Property Invoicing Procedure be adopted, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Tender – Sale of Mobile Command Unit

The Town recently purchased a new Mobile Command Unit for the Fire Department and the old one is surplus. A tender was called for the sale of the old unit and three bids were received.

Motion #14-252

Tender – Sale of Mobile Command Unit

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the 1994 Mobile Command Unit be sold to the Town of Lewisporte at a price of \$11,601.71, HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Sale of Hudson Trailer

The Town advertised for the sale of its used Hudson Trailer and no bids were received. Following the closing of the tender B & H Trading made an offer on the trailer.

Motion #14-253

Tender – Sale of Hudson Trailer

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the used Hudson Trailer be sold to B & H Trading at a price of \$1,129.99, HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Invoices for Approval

OPERATING

1. Avalon coal Salt & Oil Ltd. 00-000-0070-1405, road salt	142,776.07
2. Cal LeGrow Insurance 00-120-1000-7215, MNL Municipal General Ins	144,379.00

Total operating expenditures for approval \$287,155.07

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

Motion #14-254

Invoices for Approval

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the invoices be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Strategic Plan

The Deputy Mayor presented the Town’s 5 Year Strategic Plan entitled “A Place to Belong”. This document is a reflection of the needs and priorities of our Citizens as determined through a comprehensive public consultation process.

**Motion #14-255
Strategic Plan**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey the adoption of our 5-Year Strategic Plan – A Place to Belong.

In Favour: 7 Opposing: 0

Decision: Motion carried.

**Motion #14-256
2015 Tax Rates & Fees**

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey approval of the various 2015 Tax Rates and Fees which have been established within this Budget, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

**Motion #14-257
Due Date for Payment of Taxes**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that March 31, 2015 be established as the due date for payment on all taxes.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #14-258**Interest Rate on Arrears**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that all taxes that are in arrears after March 31, 2015, will be charged a simple interest rate of 12% per annum and will be charged at the end of the month. For those property owners who elect to pay their property tax monthly by post-dated cheque or pre-authorized bank payment, the due date is the last banking day of the month in which the tax is payable and will be considered overdue if unpaid after the end of the month and the simple interest rate will be set at 12% per annum. All other invoices, including those issued because of supplementary assessments, are due 30 days from the date of issue and all invoices in arrears at the end of the month following the issuance will be subject to simple interest charges of 12% per annum.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #14-259**5-Year Capital Plan**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove adoption of the 5-Year Capital Plan as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #14-260**2015 Operating & Capital Budget**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty adoption of the 2015 Operating & Capital Budgets as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Art Procurement Program

Councillor Anstey also noted that the judging is completed for the Art Procurement Program and will be announced at the first Council meeting in the new year.

9. ADJOURNMENT

Motion #14-261

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 5:28pm.

C. Elliott, Mayor

G. Brown, Town Clerk