

MINUTES

**Regular Meeting of Council
Wednesday, December 21, 2016 @ 4:30 pm
Council Chambers**

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	B. Dove	Councillor
	W. Lorenzen	Councillor
	S. McBreairty	Councillor
	R. Anstey	Councillor
Advisory and Resource:	D. Chafe	Chief Administrative Officer
	G. Brown	Town Clerk
	J. Blackwood	Director of Engineering
	P. Fudge	Fire Chief
	R. Locke	Director of Development
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	S. Fisher	Deputy Municipal Clerk

1. CALL TO ORDER

The Meeting was called to order at 4:28pm.

2. VISITORS/PRESENTATIONS

Presentation to Organizations – Come from Away Benefit Concert Ticket Revenues

The producers of the Come from Away Benefit Concert requested that the 2 shows in Gander would be free of charge. In working with the Mayor it was agreed that admission would be and the proceeds given to charity. As there were a total of six communities in the surrounding area that hosted passengers during 9/11 it was only fair to extend this donation to these communities as well. Each of these communities selected a charity of their choice. A total of \$75,000 was split between the six and the \$12,500 was presented by the Mayor to each of the following organizations:

1. Lewisporte Heritage Society
2. Glenwood Recreation Committee
3. Smallwood Academy Breakfast and Positive Behaviour Committee
4. Norris Arm Lions Club
5. Appleton Recreation Committee
6. Salvation Army Food Bank – Gander

3. APPROVAL OF AGENDA

Motion #16-247

Approval of Agenda

Moved by Councillor Lorenzen and seconded by Deputy Mayor Abbott that the Agenda for the Regular Meeting of Council on December 21, 2016 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #16-248

Minutes for Approval

Moved by Councillor Lorenzen and seconded by Deputy Mayor Abbott that the Minutes from the Regular Meeting of Council on November 30, 2016 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 Councillor Lorenzen.

The Recreation & Community Living meeting was held on December 12, 2016. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; R. Anstey, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

Approval of Invoices

The Committee reviewed the attached invoices for Weston's and Eastern Audio and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the attached invoices be paid and forwards them to the Finance Committee for its consideration.

Portable Stage Policy

The Committee put forth the Portable Stage Policy as attached for its final reading.

Motion #16-249

Portable Stage Policy

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the Portable Stage Policy be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Anstey joined the Committee meeting.

Community Partnership Fund

The Director advised that there were some concerns over the selected committee to review the Community Partnership Fund applications. Currently the policy states a member of the general public, the youth representative on Council, Supervisor of Accounting and a member of senior management for the committee. The Director is recommending that this be referred to management for their consideration for members and be recommended back to the Recreation and Community Living Committee. The deadline for applications to the community partnership fund is Feb 1 so there will be time to consider these changes.

NL Blizzard Hockey School

A letter was received from the NL Blizzard Hockey School regarding the invoice from their hockey camp held in August 2016. They are requesting that the Town waive \$3,094.72 due to extenuating circumstances which were outlined in his letter. The Director advised that all hockey camps at the Steele Community Centre are treated equally and billed for the number of hours bid in the RFP process. The Committee agrees that the NL Blizzard Hockey School remaining balance not be waived. This is being referred to finance for their consideration.

Snowmobile Racing 2017

Sideways Motor Sports sent a request regarding the Snowmobile Drag Racing event to be held in 2017, on either February 25th or March 4th depending on weather. They are requesting barricades, 25 pylons, Cobb's Pond parking lot to be cleared of snow and the possibility of a one lane closure between Battlefield Equipment and Airport Boulevard for the purpose of parking. They are also asking for the Town of Gander to advertise the event on their website.

The Committee agrees this is a great event for the Town and spectators but is referring this to the Municipal Works Committee for their consideration for snow clearing and the possibility of the one lane closure for parking.

Budget 2017 – Items from Recreation Master Plan

The Committee discussed the Recreation Master Plan and considerations for budget 2017. The Town of Gander has recently begun the work for the engineering services for the conceptual design, site selection and cost estimates for the proposed expansion of the Steele Community Centre. This work was a budgeted item for 2016. Once this work is completed it will help establish Council's direction on moving forward with the expansion of the Community Centre.

Currently Recreation & Community Services is working with Engineering to ensure that the Town engage land developers for dedicated neighbourhood parks, open space and trails in new subdivisions. This is something that begun recently with the new affordable housing development. This was also a priority from the Master Plan.

The Town of Gander is continuing to support families and youth from low income by providing more community program funding for various year round events. The Director advised she will work with Engineering to ensure suitable land be considered for future recreation infrastructure needs.

Upcoming Events

- Jan 6 - 7: Atom Hockey Tournament

B. Public Works & Services:

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

The Public Works & Services Committee was held on December 13, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; T. Barron, Supervisor, Water/Sewer; W. Jenkins, Municipal Officer In Charge; L. Small, Administrative Assistant; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Invoices for Approval

The Committee reviewed two invoices from Central NL Waste Management; one in the amount of \$ 28,880.28 for the tipping fees, one for \$ 26,353.41 for collection fees for November.

The Director 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.

Municipal Enforcement Update

The Municipal Officer in Charge updated the Committee on upcoming activities and events. The most recent being the " Fill the Cruiser " food drive which took place in the Town of Gander parking lot on December 8th in conjunction with the RCMP. This proved to be very successful and they would like to thank all those who participated and donated to the food bank.

The Department will be doing a safety talk with children at the Boys and Girls Club on winter time safety. This will include talking about sliding into the streets and building forts and tunnels at the ends of driveways. The Municipal Police will also be setting up traffic check points at various locations and times throughout the next 2 weeks. There will also be a "Good Driver" event the week before Christmas. Officers will be rewarding motorists who display good driving habits with a small token of their appreciation for following the rules and regulations.

Municipal Enforcement also has a new Facebook page called "Gander Municipal Enforcement" for those who would like to follow them online. Items posted on this site will include safety information as well as pertinent materials regarding bylaw enforcement.

2017 Transfer Station Dates

The Director presented the Committee with the proposed Transfer Station Dates for 2017. There are a total of twenty (20) events scheduled for 2017. The winter months will host one (1) event per month, while the summer/fall months will host two (2) events per month. The month of April will host three (3) events in anticipation that it will alleviate the amount of curbside refuse during the annual spring clean-up.

The Committee is in agreement with the proposed dates and recommends scheduling the 2017 Transfer Station Events as presented.

Snow Plan – Proposed Changes

The Director presented the Committee with the proposed changes for the 2016/17 snow plan. The changes included an updated list of snow clearing personnel and shift crews. Due to additional streets in Spruce Court and East Gate subdivisions, the equipment resources available are currently stretched to accommodate extended routes.

Collector Streets will be cleared every 4 – 6 hours with a standard of 80% bare pavement within twelve (12) hours after snowfall or drifting. Local streets will be cleared every 6 – 8 hours, beginning at seven (7) cm accumulation, and will not exceed fifteen (15) cm. During most severe weather conditions, the time required to clear routes will approach the maximum time indicated with the possibility of exceeding the standards specified. If such conditions should occur, local streets may become impassable to smaller vehicles.

The Committee discussed the options available for efficient snow clearing and recommends the 2017/18 snow plan be reviewed prior to the 2018 budget process. This will provide time to discuss options to accommodate and the ability to provide additional funds to ensure the snow plan will remain at a high level of service.

C. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee was held on December 13, 2016. The meeting was chaired by S. McBreairty, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; R. Locke, Development Director.

The following items were discussed:

Small Towns, Big Business Conference update

Councillor McBreairty provided an update to the Committee about the “Small Towns, Big Business Conference” that she attended on November 17th and 18th of this year.

She advised that this event provided an opportunity to network and engage with other elected officials, organizations and stakeholder groups. She also engaged in constructive conversations with attendees about possible opportunities for the central region.

Although this conference proved to be beneficial, she feels that the sessions were tailored for communities dealing with the presence of large international companies for which is a significant contributor to the local economy.

16th Annual Joe & Clarice Goodyear Business Achievement Awards Recipients

The Committee would like to extend congratulations to the winners of this year's Joe and Clarice Goodyear Business Achievement Awards. Six businesses received awards as follows:

Inn at Happy Adventure - Joe & Clarice Goodyear Business Achievement Award

Canadian Courier o/a Dooley's Trucking - Business of the Year

The Gander Bread Box- Customer Service Award

Johnny's Convenience & Gas Bar- Helping Hands Award

Petroleum and Environmental Services - Environmental Award

Pet Appeal - Small Business Award

The Committee would also like to extend congratulations to all 20 nominees for their hard work and dedication in growing our regional economy.

We would also like to acknowledge Hannah Wiseman of Gander Collegiate and Contessa Taylor of Smallwood Academy in Gambo for both receiving scholarships from the Gander and Area Chamber of Commerce.

D. Governance & Community Engagement:

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

The Governance & Community Engagement Committee meeting was held on December 13, 2016. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; J. Blackwood, Acting CAO; S. Moulton, Executive Administrative Assistant.

The following items were discussed:

Municipal Affairs Press Release

The Department of Municipal Affairs has announced amendments to the *Municipalities Act*. The amendments provide local service districts with the ability to implement civic addressing and to provide greater flexibility for municipalities to dispose of property. The amendment to provide greater flexibility for towns to dispose of personal property will allow municipalities the flexibility to see or gift personal property such as vehicles and equipment and to further social or economic development.

Federation of Canadian Municipalities (FCM)

FCM has issued a Request for Proposal (RFP) inviting interested municipalities to submit a bid to become a host community for their Sustainability Communities Conference. This conference is a premier event focused on Sustainability and Climate Change Adaptation for municipal government in Canada. The event attracts over 400 delegates, over 25 exhibitors (private sector and government departments), senior federal government elected officials, and opinion makers from across Canada to the Host Community every second year. The event provides the opportunity for municipal leaders to learn from colleagues and experts, share their own knowledge and experiences and participate in local study tours that showcase innovation and success in Sustainability and Sustainable Community Development from across Canada. Hosting this conference would be an honour and a privilege and a milestone for our community.

Council has been supporting the FCM Sustainability Communities Conference for a number of years by allocating funds in its yearly budget to allow the Director of Engineering and the Chair of Engineering, Planning and Controls Committee to attend.

The Committee is very excited about this potential opportunity for Gander and will ask the Special Events Coordinator to complete the RFP.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on December 14, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: S. McBreairey, Councillor; C. Abbott, Deputy Mayor; B. Dove, Councillor; R. Locke, Director of Economic Development; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

Delegation: S. Burbridge, Manager of Infrastructure, Gander International Airport Authority

The following items were discussed:

Little Cobb's Pond Residential Subdivision – Request for Proposals

The Director advised the Committee that the Town had received two (2) responses for the request for Proposals for the Little Cobb's Pond Residential Subdivision.

One response from a local developer indicated that they were unable to bid at this time and the other response from Professional Grading/Priority Investments Ltd. was lacking detail and many areas of the proposal were incomplete.

The Director suggested to the Committee three (3) options moving forward with the RFP:

1. The Town could proceed to award the RFP to Professional Grading/Priority Investments Ltd. and negotiate a development agreement based on the information provided in the proposal as it was the only proposal received.
2. Given the lack of responses for the RFP, it was suggested that the Town contact those individuals who had taken out a RFP package and consult with them on their thoughts on the document. Staff would then try to determine if the document could be modified to make it more attractive for potential bidders while still attaining Council's intention of affordable housing. Following that process, the department will make a recommendation to the Engineering committee.
3. The Town could construct either partially or in its entirety, the required infrastructure using its own resources under its capital work program.

The Committee is in agreement with option two (2) and has instructed staff to begin engaging potential developers to discuss the RFP and recommends once this process is complete, to bring the information back to the Engineering Committee meeting for discussion.

Mr. Burbridge left the Committee meeting.

Development Application – 34 Fraser Road, Community Garden

Notice is hereby given that the Town Council of Gander has received an application to operate a Community Garden and construct a Community Greenhouse at the above noted property.

It is noted that this area is zoned Commercial Downtown and Agriculture uses restricted to Community Gardens are permitted as a Discretionary Use under the Town of Gander Development Regulations.

The Director advised that the application has been advertised and no objections were received. The Committee is in agreement with the application, as attached.

Motion #16-250

Development Application – 34 Fraser Road, Community Garden

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott approval for the Discretionary Use application for a Community Garden at 34 Fraser Road.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2017 Proposed Fee Structure Changes

The Director of Engineering informed the Committee that his department has made a recommendation for revisions to the building permit fees. As it currently exists, any individual who begins construction without a permit does not receive a penalty if they proceed to make the construction compliant. The Engineering Department is proposing to take on the current practice of other municipalities, which states that for individuals who begin work without a permit will be penalized and have to pay additional fees.

The Committee feels this process will encourage individuals to comply with the Town of Gander Regulations and discourage those who may have otherwise started construction without a permit.

The Committee is in agreement with the proposed fee structure changes as presented.

Moved by Councillor Parrott and seconded by Councillor Dove to adopt the proposed fee structure changes as presented.

Councillor McBreairty stated there was no fee structure nor penalties attached and questioned how Council could vote without this information.

The Director of Engineering advised that the intent was to have this presented for the first reading only.

Council decided that the Motion be withdrawn and it was done so with the concurrence of the mover and the seconder.

Building Regulations 2017

The Director requested this item be deferred until the next Committee meeting. The Committee agreed.

Insulation Requirements for New Homes

The Director advised the Committee that the biggest change in adopting the 2017 National Building Code of Canada is the increase requirement for insulation which come into effect January 2017. The materials for installation are known by their "R" value, and those values will be utilized by rounding up to the next even number, for example, R21.9 will be R22.

Motion #16-251**Insulation Requirements for New Homes**

Moved by Councillor Parrott and seconded by Councillor Dove that Council adopt the National Codes of Canada, 2015 editions, however, Section 9.3.2.5 of the National Building Code of Canada, referring to Moisture Content, be omitted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Wastewater Treatment Plant

The Deputy Mayor informed the Committee that he has recently been in contact with our MP Scott Simms to discuss funding for the Wastewater Treatment Plant.

MP Scott Simms indicated that the Provincial Government has to sign a letter of approval before the Federal Government can place their stamp of approval for funding. Currently the Provincial Government is in the process of compiling a package with all the pertinent information to send the Federal Government for their review.

The Director suggested that he and the Deputy Mayor meet with Minister Haggie to have further discussions.

The Committee agreed that this would be a good idea.

F. Finance & Administration:

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

The Finance & Administration Committee was held on December 15, 2016. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; K. Hiscock, Director of Finance (A).

The following items were discussed:

Invoices for ApprovalOPERATING

- | | |
|---|------------|
| 1. Cal Legrow Insurance | 179,394.25 |
| 00-120-1000-7215. 2017 insurance premiums | |

2. Smallwood Academy Breakfast Program 00-000-0050-1161, Donation Come from Away Ticket sales	12,500.00
3. Salvation Army Food Bank, Gander 00-000-0050-1161, Donation Come from Away Ticket sales	12,500.00
4. Norris Arm Lions Club 00-000-0050-1161, Donation Come from Away Ticket sales	12,500.00
5. Lewisporte Heritage Society 00-000-0050-1161, Donation Come from Away Ticket sales	12,500.00
6. Glenwood Recreation Committee 00-000-0050-1161, Donation Come from Away Ticket sales	12,500.00
7. Appleton Recreation Commission 00-000-0050-1161, Donation Come from Away Ticket sales	12,500.00

AS RECOMMENDED BY RECREATION & COMMUNITY LIVING COMMITTEE DECEMBER 12, 2016

8. 58973 N&L Corp O/A (Westons) 00-000-0050-1161, Catering Come from Away dinner	13,064.56
9. Eastern Audio Limited 00-000-0050-1161, Audio visual services Come from Away	62,284.00

AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE DECEMBER 13, 2016

10. Central Newfoundland Waste Management 00-430-1000-7007 total tipping fees November Budget 347,900 Spent to date 305,015	28,880.28
11. Central Newfoundland Waste Management 00-430-1000-7008 curbside collection fees November Budget 301,800 Spent to date 259,343	26,353.41

Total operating invoices for approval	<u>\$384,976.50</u>
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The Acting Director of Finance advised that the invoices met the policies of the Town of Gander.

Motion #16-252
Invoices for Approval

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Protective Clothing and Uniform Policy

Management referred the updated Protective Clothing and Uniform Policy for non-unionized employees to Finance for review and approval. Several changes to the Policy included the addition of the Development & Control Inspector and OH&S Advisor. The Construction Inspectors' annual clothing allowance will no longer be prorated and the maximum for safety boots and safety glasses were removed.

Motion #16-253
Protective Clothing and Uniform Policy

Moved by Councillor Dove and seconded by Councillor Lorenzen that the Town accept the updated Protective Clothing and Uniform Policy as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The CAO joined the Committee meeting.

NL Blizzard Hockey School – Waive Remaining Balance

The Committee reviewed a request from the NL Blizzard Hockey School to waive \$3,094.72. Jack Lee said that the Gander Flyer's Hockey School was able to sublet ice time which provided an unfair advantage and was in direct violation of the RFP. Also, the Newfoundland and Labrador Summer Games resulted in lower enrollment and thus reduced the amount of ice time required.

The Committee discussed the issue and indicated that the NL Blizzard Hockey School was given the ability to sublet ice time and are unable to justify reducing the number of billable hours due to the Newfoundland and Labrador Summer games.

The Committee does not recommend waiving \$3,094.72 for NL Blizzard Hockey School.

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS**RFP – Second Ice Surface**

The Town Council of the Town of Gander on December 17, 2015 released its long-term objectives and strategic priorities through 2019. Entitled A Place to Belong, the 5-year strategic plan was tabled at Council's Dec. 17 regular Public Meeting. In addition to a wide-ranging online survey, an independent consultant facilitated public sessions and sector-specific focus groups representing various businesses, recreational, cultural and social advocacy groups to establish a set of priorities and goals envisioned for the community. Topped only by water and sewer capacity and treatment was infrastructure to support economic expansion in the areas of special events hosting followed by continued support of active lifestyle.

In response to this Strategic Plan Council issued a Request for Proposals (RFP) to identify a Consultant with the appropriate skills, experience and capacity to successfully carry out the scope of services to generate a conceptual design and Class "C" cost estimate to construct and maintain an expansion to the existing Steele Community Centre.

Seven proposals were received and after careful consideration, the evaluation committee is recommending to Council that Fougere Menchenton Architecture Inc. be engaged to carry out the scope of work as detailed in the RFP. Fougere Menchenton has a demonstrated track record on such projects and Council are very excited to have the opportunity to work with them on this proposed expansion.

Motion #16-254**RFP – Second Ice Surface**

Moved by Councillor Dove and seconded by Councillor Parrott that the RFP for Expansion of the Steele Centre be awarded to Fougere Menchenton Architecture Inc.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender for Curbside Collection

The Town called tenders for curbside garbage collection and two bids were received. The lowest tender was from MTL Disposal Ltd. Their bid worked out to \$78.88 per household. As our current provider, Central Newfoundland Waste Management is providing the current service at a price of \$79 per household and the level of service being provided is excellent it is being recommended that the Town stay with the current provider and not award the tender to MTL Disposal Ltd.

Motion #16-255

Tender for Curbside Collection

Moved by Councillor Dove and seconded by Councillor Anstey that the Town of Gander not award the tender for curbside collection and continue under its contract with Central Newfoundland Waste Management.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Art Procurement Program

Councillor McBairty stated that the judging is now completed for the Art Procurement Program and will be presented at the next Regular Council meeting.

Aviation Museum

Councillor McBairty advised that the Aviation Museum had 10,000 visitors in 2016. This is up from 2015 which saw a total of 8,000 visitors. After the successful Come From Away event, it is anticipated that visitors would continue to increase in 2017.

Season's Greetings

Mayor Elliott wished a Merry Christmas and Happy Holidays to staff, fellow Councillors and residents of Gander.

10. ADJOURNMENT

Motion #16-256

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:15pm.

C. Elliott, Mayor

G. Brown, Town Clerk