

MINUTES

Regular Meeting of Council Wednesday, October 14, 2015 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. MINUTES FOR APPROVAL

Motion #15-226

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on September 23, 2015 be adopted as presented.

In Favour: 5 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 Dove.

The Recreation & Community Living meeting was held on October 5, 2015. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; N. Newell, Director of Recreation & Community Services; K. Sceviour, Special Events Coordinator.

Delegation: Garry White and Tom Whalen – Gander Flyers

The following items were discussed:

Kelly Ford Gander Flyers

A delegation from the Kelly Ford Gander Flyer's attended the meeting to discuss some concerns relating to the upcoming hockey season. They had questions regarding Council's platinum sponsorship and given the fact that Council is charging the Flyer's \$1400.00 per game Council actually does not qualify to be a platinum sponsor which is for sponsorship of \$5000.00 or more. The representatives asked what kind of financial support Council could provide to the team.

They also advised that they had several other concerns and requests and were asked to provide them in writing so that Council could address them.

The delegation left the Committee meeting at 4:10 pm at which time Kelly Sceviour, Special Event Coordinator joined the Committee meeting.

Kelly Ford Flyers Requests

After our last Recreation meeting the Flyers submitted a list of items for Council's consideration. They are as follows:

- 1) That the Town become platinum sponsor which requires a minimum contribution of \$5,000 in cash or in-kind services.
- 2) That the Town have 4 staff members plus the supervisor at all games.
- 3) Status Quo on the rental rate.
- 4) Assistance in promoting the Flyers on our social media and advertising venues.

- 5) That changes be made to the sponsors booth.

Council met to consider these requests and the following measures are being recommended:

- 1) The Town reduce the current per game cost from \$1,400 per game to \$1,280 per game, which is the equivalent to giving them a free hour of ice rental per game. This along with the current subsidy of approximately \$250/game will bring the Town's estimated contribution to \$5,400/year.
- 2) That it will be the Recreation Director's call as to how many staff work the games.
- 3) Rental rates will be status quo.
- 4) The Town will assist in promoting the Flyers as requested.
- 5) The Town cannot accommodate the changes requested for the sponsors booth.

Motion #15-227

Kelly Ford Flyers Request

Moved by Councillor Dove and seconded by Councillor Anstey that the Town respond to the Kelly Ford Flyers list of requests as outlined above.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Syrian Refugee Concert

The Event Coordinator met with two citizens who would like to fundraise for Syrian Refugees by hosting a benefit concert. The benefit concert would be held at a location without a fee and any of the performers, audio equipment, etc would be donated, they do not want to have any expenses so, all funds raised can go directly to refugees.

They requested the following assistance from the Town of Gander:

- Financial contribution for initial setup of event(s) – i.e.; cost of facility rental or audio rentals;
- Council to challenge other communities/organizations to support the cause (i.e.; Letter from Mayor/Council asking others to get their communities to participate and raise funds);
- Assist with advertising – design & print posters/advertise on Facebook, website, radio, etc;
- Print tickets for event (looking at \$10.00 a person for the concert);

- Preparation of Slideshow from 9/11 to be shown in the background during event.

The Committee agreed that they would like to work with this group to help the Syrian refugees.

Motion #15-228**Syrian Refugee Concert**

Moved by Councillor Dove and seconded by Councillor Anstey that the Town assist with the Syrian Refugee Concert.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Upcoming events

October 14th - Seniors Wellness event at the Gander Community Center. This event is free and lunch will be provided. Tickets are available at the Gander Community Center.

October 29 & 30th - Halloween Haunted House 5-9 pm. Ages 12+ and the cost is \$5. Tickets are available at the Gander Community Center.

Sunday Nov 1 - there is an all ages Halloween skate 4-5. This is open to the public and is free. There will also be a costume contest.

For more information on any of these events please contact the Recreation & Community Services department at 651-5927.

Airials Gymnastics

The Airials Gymnastics Club is requesting Council to attend their fundraiser on Oct 17 to officially present the MOU between the Club and the Town of Gander. The Committee is recommending that the Mayor or Deputy Mayor do this and if both are unavailable than the Chair of the Recreation and Community Living Committee should attend.

B. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee was held on October 6, 2015. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; D. Chafe, CAO.

The following items were discussed:

Invoice

The Committee reviewed an invoice from Destination Gander for Council's 4th quarter contribution.

The Committee recommends that the invoice be paid and forwards it to the Finance Committee for its consideration and recommendation to Council.

HBB Application-24 Read Street

The Committee reviewed an application from the resident of 24 Read Street.

WHEREAS an application has been received from "Tips and Toes" to operate a Home-Based 1 chair/1 client Personal Service business.

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of September 16th, 2015 and it meets all of the Town of Gander's Development Regulations.

Motion #15-229**HBB Application – 24 Read Street**

Moved by Councillor McBreairty and seconded by Councillor Anstey that "Tips and Toes" be permitted to operate a Home-Based 1 chair/1 client Personal Service business from 24 Read Street.

In Favour: 5 Opposing: 0

Decision: Motion carried.

HBB Application - 20 MacDonald Drive

The Committee reviewed an application from the resident of 20 MacDonald Drive.

WHEREAS an application has been received from “Cleaning Duel” to operate a mobile commercial cleaning service.

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of September 30th, 2015 and it meets all of the Town of Gander’s Development Regulations

Motion #15-230

HBB Application – 20 MacDonald Drive

Moved by Councillor McBrearty and seconded by Councillor Parrott that “Cleaning Duel” be permitted to operate a mobile commercial cleaning service from 20 MacDonald Drive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

C. Governance & Community Engagement:

The Governance & Community Engagement Committee report was presented by Councillor McBrearty.

The Governance & Community Engagement Committee meeting was held on October 6th, 2015. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: S. McBrearty, Councillor; D. Chafe, CAO; J. Blackwood, Director of Engineering.

The following items were discussed:

Review of Previous Minutes

The Committee reviewed the Minutes of its September 15th meeting. No changes were required.

Vacant Residential Land

In recent years a number of individuals have purchase residential building lots but for one reason or another have opted to leave the property vacant.

The Director of Engineering advised that Section 5.14 of the Building Regulations states that from the date of purchase of the lot, the applicant has one year to commence construction of the project. From the date of issuance of a building permit, the applicant has one year to establish substantial completion of the project. This regulation is in place to protect those individuals who have purchased land and developed next to these vacant lots as well as to deter speculation.

In 2013, Council revised its design standards to include the placement of curb and asphalt prior to the issuance of building permits. The next logical evolution to this would be to have the lots rough graded thus producing a more attractive block of land if left undeveloped. The Engineering Department will be reviewing the building regulations and making recommendations to Council.

In the meantime, staff will be taking measures to enforce the current regulations through the municipal ticketing program.

Contractor Performance

The Committee discussed ongoing challenges holding contractors to the terms of their respective contracts. While the performance bond system is meant to provide a guarantee against quality and completeness of the work, in practice it is less effective than proposed. The Committee believes that municipalities should have the right to ban underperforming contractors from future municipal work. Staff has been directed to write the Department of Municipal Affairs seeking the authority to not award future work to contractors who have previously failed to meet the terms and conditions of their previous contracts with the municipality.

Town and Airport Shared Services Agreement

Council and the Board of Directors of the Gander International Airport Authority are progressing towards the formalization of a shared services agreement between the Town and Authority. The Committee reviewed and discussed a draft of the memorandum of understanding between both parties and agrees in principle with its content. Management has been directed to continue to work on this initiative that they would like to see in place by the beginning of next year.

Building Business Together

Earlier this year Council and members of the local business community participated in a facilitated discussion session with the Gander and Area Chamber of Commerce. The intent of the session was to identify opportunities for building better relations between the municipality and the local businesses.

The Summary and Recommendation reports were recently released by the consultant and discussed at a special meeting with the Chamber Executive, the Deputy Mayor and the Chief Administrative Officer.

The reports make a number of recommendations which the business community feels would improve their relations and dealings with the Town. Management has been asked to advise on which recommendations make sense and can be implemented. The CAO advised that a few of the items would require budget approval while more complex recommendations would need to be addressed in 2016.

This item has been referred to Management for review and future recommendation to Council. Items with budgetary considerations will be reviewed as a part of the 2016 budgeting process.

Federal Political Forum

On Thursday October 8th, the Gander and Area Chamber of Commerce will be holding a political forum for the three candidates for the federal riding of Coast of Bays-Notre Dame. The Chamber is asking its members for questions and input on issues and topics. The Committee has asked staff to survey Council and submit any questions on Council's behalf.

MNL Report

Municipalities Newfoundland and Labrador will be holding its annual convention here in Gander from November 5th to the 7th. The Event is expected to attract 650 delegates, partners and special guests. Council has assisted with planning and sponsorship of this event and will be participating at sessions throughout the conference.

Appointment of Elected Officials to External Committees Policy

The Committee reviewed a draft policy for the appointment of elected officials to external committees and boards of directors. The policy will now be reviewed by Management and distributed to all of Council for review and comment. This policy will be presented for adoption at the November 4th public meeting of Council.

D. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on October 7, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBairty, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Engineering Consultants

The Director presented to the Committee a list of proposed major projects for the upcoming 2016 construction season. The Director feels that the Town has sufficient resources to complete most of the work in house without having to involve consultants.

The Committee discussed the monies that will be carried over from this year as well as the 2016 budget for the construction of capital works projects and are in agreement with using our resources as much as possible to complete the work without contacting consultants.

Eastgate Phase II – Development Approval

The Director advised the Committee that Cecon Development Corporation have submitted construction drawings for the development of Phase II in the Eastgate Subdivision and are requesting approval to move forward with this phase. The Director also advised that his department have reviewed the construction drawings and are recommending approval.

Motion #15-231

Eastgate Phase II – Development Approval

Moved by Councillor Parrott and seconded by Councillor McBreairty approval for Cecon Development Corporation to proceed, upon the signing of a development agreement with the Town for Phase II in the Eastgate Subdivision.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Eastgate Subdivision – Mitchell Street Extension

The Committee reviewed plans from Cecon Development Corporation to develop a section of their property on the end of Mitchell Street. The extension as depicted in the concept plan, Mitchell Street CUL-DE-SAC Gander, NL, project no. 14103 would see an additional five residential building lots added to the end of this street.

The Committee was in agreement with the concept plan and encourages staff to work with the developer to bring this new development to fruition.

Discretionary Use – 100 Laurell Road

The Committee reviewed a development application from Strum Consulting to construct two drive-thru restaurants, complete with required parking spaces, in the vacant area between the existing Dominion parking lot and Laurell Road.

It is noted that this area is zoned **Commercial Shopping Centre. Catering** (restaurant use) is permitted as a Discretionary Use under the Town of Gander Development Regulations.

Council is in agreement with the Development Application as attached, pending no objections are received by the advertised deadline and forwards this to the Economic Development Committee for its review.

E. Public Works & Services:

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

The Public Works & Services Committee was held on October 7, 2015. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; G. Parrott, Councillor; P. Fudge, Fire Chief; G. Whitt, Administrative Support Clerk; L. Small, Administrative Assistant; W. Jenkins, MEO Supervisor; D. Mouton, Municipal Works Supervisor.

The following items were discussed:

Delegation- Newfoundland & Labrador English School Board-Transportation

The Committee met with the Director of Transportation and Bus Foreman with the Newfoundland and Labrador English School District to discuss bus stop locations, more specifically the one across from Mr. T's Convenience on Edinburgh Avenue.

This bus stop has been investigated by the Town's Municipal Police several times and it has been determined that this location allows kids to safely cross the road. Moving the stop to Peterson Drive would prove more dangerous as most of the kids come from the Elizabeth Drive and Edinburgh area; this would also just put it on a residential property creating more issues. The parents in the area were surveyed by the School Board and they unanimously agreed that this was the best location. Snow clearing is not a problem at this location in winter and the only recent issue back in January, citing the bus stopping too close to the intersection, was rectified immediately.

The Municipal Enforcement Officer video-taped the bus arriving at this location and it was evident that the K-6 Students will line-up and wait for the bus in a safe manner; the older kids are not as diligent. The School Board will do some educational sessions to remind the students the importance of safety when travelling to and from the stops etc. There are no plans to change this location.

Previous Minutes Review

The previous minutes were approved as presented. It was noted that the 3 way stop on Raynham Avenue has been receiving mixed response; however, mostly it is positive. The Committee agreed that the temporary stop signs should remain in place for this winter season and permanent ones will be installed next spring.

Request for Speed Bump - Bondar Street

The Committee reviewed a request for a speed bump to be installed on Bondar Street due to a resident's dog being struck and killed by a vehicle in front of her house. While this is certainly cause for concern and sad for the family, the Committee does not feel that a speed bump is necessary. The Municipal Police will be asked to monitor this area.

Alarmed & Ready/ Fire Prevention Week

The Fire Chief updated the Committee on the *Alarmed and Ready* launch which kicked off at the fire hall with the funding announcement by the Insurance Bureau of Canada for smoke detectors for the hard of hearing.

This type of detector has a strobe light which activates and also a vibration disc which is placed under a mattress to warn the homeowner. Information can be found on the Fire and Emergency Services Website at www.gov.nl.ca/fes/

Fire Prevention week will take place from October 4-10th. An Open House is scheduled for Saturday, October 10th at the Fire Hall as well as other related activities including building fire drills, and radio contests etc.

Other - CNWM Invoice

The Committee reviewed one invoice from Central Newfoundland Waste Management and the Supervisor of Municipal Works advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the invoice be paid and forwards it to the Finance Committee for its consideration.

F. Finance & Administration:

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

The Finance & Administration Committee was held on October 8, 2015. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; G. Brown, Director of Finance.

The following items were discussed:

Invoices for ApprovalOperating

- | | |
|---|-----------|
| 1. Municipal Assessment Agency | 35,301.00 |
| 00-120-1000-7200, Assessment fees 4 th quarter | |
| Budget 143,000 Spent to date 105,903 | |

AS RECOMMENDED BY THE DEVELOPMENT, TOURISM & CULTURE COMMITTEE OCTOBER 5, 2015

- | | |
|--|-----------|
| 2. Destination Gander | 15,000.00 |
| 00-700-1000-7360, Town's Contribution, | |
| Budget 60,000 Spent to Date 45,000 | |

AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE OCTOBER 7, 2015

- | | |
|--|-----------|
| 3. Central Newfoundland Waste Management | 25,602.22 |
| 00-430-1000-7007 total tipping fees September 2015 | |
| Budget 345,000 Spent to Date 204,479 | |

Total operating invoices for approval	<u>\$75,903.22</u>
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The Director of Finance advised that the invoices met the policies of the Town of Gander.

Motion #15-232**Invoices for Approval**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The CAO joined the Committee meeting.

2016 Assessment Roll

The Town has received the Assessment Roll for 2016. This was a reassessment year for properties which is done every third year. The average increase in residential properties is 10% and for commercial properties the average increase was 1.4%. Notices were sent out on October 5, 2015 and property owners have until November 4, 2015 to appeal their assessments.

Tender – 52 Forester Street

Tenders were called for the sale of a building lot at 52 Forester Street and one bid was received. The bid was over the required minimum for the parcel of land.

Motion #15-233

Tender – 52 Forester Street

Moved by Councillor Dove and seconded by Councillor Parrott that the Town of Gander sell the building lot at 52 Forester Street to Craig Osmond at a price of \$44,239.50 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

99 Memorial Drive

The CAO advised that the property at 99 Memorial Drive is up for sale. This house is immediately adjacent to the tennis courts on Memorial Drive. He is recommending that the Town look at purchasing the lot to develop into park or recreation space. He feels the Town can get the property for a reasonable price and feels it would be a wise investment to purchase it at this time. The Committee agreed with the recommendation.

Motion #15-234

99 Memorial Drive

Moved by Councillor Dove and seconded by Councillor McBairty that the Town make an offer of \$90,000 to purchase the property at 99 Memorial Drive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

F. ATV & Trails Sub-Committee:

The ATV & Trails Sub-Committee report was presented by Councillor Parrott.

The ATV & Trails Sub-Committee was held on September 28, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: N. Newell, Director of Recreation & Community Services; P. Fudge, Fire Chief; D. Moulton, Municipal Works Supervisor; WL Jenkins, MEO Supervisor; L. Small, Administrative Assistant.

The following items were discussed:

Committee Mandate

The Committee agreed that the Committee's mandate would be to:

- Assess the existing trail network for appropriate use/accessibility
- Identify necessary upgrades and associated costs
- Create a trail system maintenance plan
- Develop policy/regulations for use of the trail system
- Ensure development regulations respect integrity of trail system
- Provide a safe network of trails for pedestrians and recreational vehicles
- Increase trail-based activity

The first order of business was to determine which trails, currently in existence, should be designated as **walking trails only**.

It was pointed out that some of the walking trails are not used much during the winter months by walkers and some could be designated as seasonal. This would require signage, at the beginning and end of each one, indicating the months it can be used for snowmobiles. Other, longer trails could clearly be Multi Use trails.

It is also the Committee's wish to see no ATV usage in commercial areas, and school zones. Dave Moulton would like to see the trail extended to go all around Cobb's Pond and the new School area, and also to ensure that the trails last longer.

The issue of Jersey Bars was brought forward and everyone agreed that they are not very esthetically pleasing. It was suggested that maybe P-Gates would be a better option, especially in some of the more difficult areas that have had problems.

It was also pointed out that white lines needed to be painted on trails that run through driveways and maybe install barriers and signage in those areas that have problems on their properties. The Committee agreed and this will be forwarded the Municipal Works and Services Department for follow up this year, if possible. This would have to be checked for snow clearing as well.

A wall map was requested and provided from the Engineering Department and the Committee proceeded with the colour coding and designation of the trails as discussed.

The Colours below will indicate the 3 categories and the map will be updated accordingly:

RED- Walking Trail Only

YELLOW- Walking Trail Only (Seasonal Multi Use)

BLUE- Multi Use

Some trails may have to be reclaimed as they may have grown over or been encroached upon by residents.

A staff member from the Engineering Department will be invited to the next meeting to discuss any items they may need to bring forward and also the allowances required for trailways in new housing and commercial developments.

Budgeting

Dave Moulton will make a list of trails we may need in the future, and once all trails have been given a final designation, provide an updated costing on the signage required.

Next Meeting

As this is a Sub-Committee of Council, the meeting schedule will be every three weeks. The administrative assistant will add this to the meeting cycle once a convenient time slot is determined for all members.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

Order of Newfoundland and Labrador

Correspondence was received indicating that the Honourable Frank Fagan, Lieutenant Governor of NL together with Paul Davis, Premier of NL inducted Mr. Frank Tibbo into the Order of Newfoundland and Labrador. A letter will be written to Mr. Tibbo congratulating him on this honour.

8. NEW BUSINESS

Wastewater Treatment Plant Funding

Council has received correspondence from the Premier indicating that there is still no funding in place for the proposed new wastewater treatment plant. It is very disappointing to see that there is still no movement on this issue as it is probably the most important one that Council is currently dealing with. Council fails to understand the reason for the lack of movement on this issue especially as the Federal Government has announced funding under the Building Canada Fund to deal with these types of projects.

Motion #15-235

Wastewater Treatment Plant Funding – Write Premier Expressing Disappointment

Moved by Councillor McBairty and seconded by Councillor Dove that the Town write the Premier expressing our disappointment in the lack of movement on the provision of funding for the new wastewater treatment plant.

In Favour: 5 Opposing: 0

Decision: Motion carried.

As there is a provincial election coming up in November Council should get the positions of the other two party leaders on this issue.

Motion #15-236

Wastewater Treatment Plant Funding - Write Leaders Expressing Disappointment

Moved by Councillor Dove and seconded by Councillor Parrott that the Town write the leaders of the Liberal and New Democratic parties asking for a commitment to provide funding for our new wastewater treatment plant.

In Favour: 5 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT

Motion #15-237

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:25pm.

C. Abbott, Deputy Mayor

G. Brown, Town Clerk