

MINUTES

Regular Meeting of Council Wednesday, February 8, 2017 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Scout-Guide Week Proclamation

The Deputy Mayor proclaimed February 19-25, 2017 as Scout-Guide Week in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #17-009

Approval of Agenda

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Agenda for the Regular Meeting of Council on February 8, 2017 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #17-010

Minutes for Approval

Moved by Councillor Dove and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on January 18, 2017 be adopted as presented.

In Favour: 6 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 January 30, 2017. 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:

Slabfest

The Director advised that the Slabfest Committee has decided not to proceed with the event for 2017. They are interested in working on this event again in 2018 and will contact the Town of Gander at that time.

Community Partnership Fund

There was a discussion on who sits on the committee for the community partnership fund. Due to this being the first year for this funding policy, the committee realizes that there may be some concerns/issues to be worked out. The Director will provide an update once the process begins.

Winter Carnival

The Director updated the committee on plans for Winter Carnival. The schedule can be found online at www.gandercanda.com as well as the Recreation & Community Services Facebook page or by calling 709-651-5927. There are a number of family-friendly events planned for February 24th & 25th. Please check online or with the Department for an updated schedule closer to the dates as weather may cause changes at the last minute.

NLVA Donation Request

A request was received from the Newfoundland and Labrador Volleyball Association asking for financial support to help with the operating costs of the Senior Men's/Ladies' Volleyball Tournament in March. This tournament has grown in the last 15 years and is now one of the largest sporting events in the province which takes place in Gander and surrounding communities.

The Committee is referring this request to the next Privileged Meeting of Council for further consideration.

TOPS Request

TOPS NL Chapter has requested a subsidized rate for their convention scheduled at the Steele Community Centre from May 26-27, 2017. The Director advised that in the past they have been charged a one-day rental as opposed to a two-day rental. The Committee agrees to the one-day rental charge since they have been using the Centre for the past three years and is a not-for-profit group.

ANTIQUE CAR SHOW

As part of Canada's 150th Celebration of Confederation, there is a 70 day classic vehicle tour of Canada travelling from Victoria, BC to St. John's, NL. They are requesting use of the Centre parking lot for the trailers to camp that night, access to a dumping station, as well as for the Town of Gander to host a reception/dinner for the group that evening. The Committee supports this request and asks the Special Event Coordinator to help coordinate the event.

Recreation and Community Living Meeting Time

The Committee has decided to change the time of their future meetings from 4 pm on Monday to 2 pm since this will work better for all committee members.

Upcoming events

- Feb 10 - 12: Mary Browns PeeWee Hockey Tournament
- Feb 24 - 25: Town of Gander Winter Carnival - Snobreak 2017
- Feb 24 - 25: RCMP 50th Anniversary 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 January 31, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; P. Fudge, Fire Chief; T. Barron, Director of Municipal Works; C. Newhook, Supervisor, Infrastructure & Planning; 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 for December 2016 from Central NL Waste Management; one in the amount of \$ 29,626.08 for the tipping fees, one for \$ 26,353.41 for collection fees.

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.

Smoke Detector Regulations

The Fire Chief brought forward proposed updates to the Fire Detector Regulations as indicated in the attached document. The regulation change, which requires that all sleeping quarters have smoke detectors installed, is simply to update the digital regulations on file and for website updating etc. This update reflects changes which took place in 2010 under The National Building Code and adopted by Fire and Emergency Services in 2012. The Town has been in compliance with the changes since that time and all homes constructed since then should be up to code.

This regulation change is presented to Council for the first reading. If Council or any member of the public has any objections it should be forwarded in writing to the Fire Department on or before February 15th, 2017.

Spring Clean-up Dates

The Director recommended the Annual Spring Curbside Clean-up be held May 8th-May 19th. Refuse for the Special Clean-up will be collected on the same day as the scheduled garbage day in the area. The Garbage and Refuse Regulations were updated in November 2016 to reflect the present requirements and acceptable curbside collection items. Details of the changes made to curbside collection will be made available to residents in the form of a newsletter.

Motion #17-011

Spring Clean-up Dates

Moved by Councillor Anstey and seconded by Councillor Parrott that the Annual Spring Curbside Clean-up be held May 8th - May 19th.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Electrical Maintenance

The Committee reviewed the results of the Standing Offer SO17-01 for the supply of Electrical Maintenance Services. Two (2) Standing Offers were received and the Director advised the lowest of the Standing Offers that met specifications was submitted by Goodyear's Electrical. The rates are \$59.80 per hour with 20% markup on parts; bucket truck including operator at a rate of \$89.70 per hour.

The Committee recommends that Standing Offer SO17-01 be awarded to Goodyear's Electrical and refers this item to the Finance and Administration Committee for consideration.

16 Baldwin - Driveway

The Director reviewed with the Committee correspondence from the resident of 16 Baldwin the ongoing issue with street water pooling at the end of his driveway. Also presented were photos of the area showing the amount of water pooled. The Committee had a lengthy discussion on the probable cause and possible measures that would alleviate this issue.

The Committee recommends the Director have further discussions with the Public Works Department to determine the probable cause and recommend a solution. In addition, contact the Engineering Department to determine if any planned maintenance is scheduled in the area. If so, it is recommended to incorporate this repair at that time.

Sled Smart Program for Snow machines

The Municipal Enforcement Department, in conjunction with the RCMP and the Department of Fisheries and Wildlife, will be holding a Sled Smart Program on Sunday February 12th, 2017 for youth aged 13-17 years of age.

This event will consist of a morning session which will provide information on General and Water Safety practices; and an afternoon session will consist of an obstacle course and machine information and will take place at the Old Derby Site area.

There will be hot chocolate for participants and parents with children aged 13-17 are encouraged to register them for this free event. This is an excellent opportunity to educate kids while enjoying the winter weather on their recreational vehicles. Register by calling 256-4065 or by emailing small@gandercanada.com by **Thursday February 9th**.

Annual Statistics

Municipal Enforcement - issued a total of 1441 citations in 2016 compared to 1275 issued the previous year. It is notable that 184 of these were for fire lane parking infractions, 852 were for speeding and 382 other traffic complaints were filed. Other categories included 134 animal complaints, 208 property related complaints and 94 recreational vehicle complaints were some of the total 1609 incidents reported.

Last year the Department conducted or participated in several events including the Lock it or Lose it Campaign, the Co-op Fill the Cruiser, Good Driver Week, Seat Belt check points and they also conducted presentations at Gander Academy on ATV Use and Snow Safety at The Boys & Girls Club. They are currently working on several other public relations events for 2017.

Gander Fire Rescue - responded to a total of 193 calls in 2016 compared to 175 last year and 47 Motor Vehicle Accidents which is up from 36 last year. There were 37 working fires and these included structure fires, chimney fires, vehicle fires etc. The remainder were a mix of false calls, calls for assistance including carbon monoxide alarms, propane leaks, and Hazardous Materials to name a few.

The Department's recruitment drive in January of 2016 saw 12 new volunteers join the department however only 5 of those now remain. A long time firefighter, Mr. Cyril Oldford retired after 30 plus years of service and has certainly been missed. A new padre, Captain Sheldon Bungay was appointed this year and has joined as a volunteer firefighter as well. At this time, the force has 57% at Level 1 Certification and 48% at Level 2. Some members have gone above the regular training requirements to complete Certificates in Fire Services on their own including Fire Officer 1, Fire Service Instructor 1, Fire Inspector 1 and more.

C. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee was held on January 31, 2017. The meeting was chaired by S. McBreairty, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; R. Locke, Development Director; A. Janes, IT Support Specialist.

The following items were discussed:

Request to pay annual renewal fee for “My Tours” mobile application

The Gander Heritage Advisory Committee is requesting that the Town pay annual renewal fees (\$1500.00) and on-going maintenance for the “My Tours” mobile device application.

This mobile application is part of the Historical Aviation Trail project with the objective of identifying and promoting specific sites which directly relate to Gander’s aviation history. The mobile app will assist with the creation of a self-guided virtual tour.

The Town of Gander’s IT Support Specialist expressed the following concerns;

1. Support staff for the app is located in New Zealand therefore there will be significant lag time in receiving customer service due to the time difference.
2. The annual renewal fee of \$1500.00 is excessive compared to similar mobile applications.

Although, the Committee feels that the integration of a mobile app for this project would be beneficial, they are recommending that further research should be conducted to see if there is a more suitable, but comparable, product.

The Committee asked that the Town’s IT support staff meet with the project Sub-Committee to gain a better understanding of the functions required in the mobile application to help find a solution that would be beneficial for all parties.

The Committee also asked the Director to invite the Chair of the Gander Heritage Advisory Committee to attend the next Committee meeting as a delegation. The Committee would like an update on the current actions and future plans of the Gander Heritage Advisory Committee.

A. Janes left the Committee meeting at 2:35 p.m.

Town Implementation of a Town Crier

The Gander Heritage Advisory Committee is requesting that the Town allocate funds to create a “Town Crier/Flyer” position.

Historically, Town Criers were used to spread the day’s news in the streets and to make proclamations. However, in recent years, their roles have changed to be more ceremonial. They welcome politicians and visitors, make proclamations at local events and positively represent the community.

The Director advised the Committee that in speaking with another municipality, their estimated start up budget was \$20,000. Adjustment for the Town of Gander would be estimated at \$10,000-\$12,000, including;

- Advertising & Marketing: \$1000
- Give-a-ways: \$2000
- Town of Gander Branded Town Crier Costume: \$2000-\$4000
- Annual Stipend: \$5000 (\$200/appearance for 20 municipal events and \$1000 for mileage allowance)

Moving forward, the annual budget allocation for this position would be approximately \$7000.00.

Although the Committee believes in the concept and benefits of the establishment of a “Town Crier/Flyer”, they are not recommending this item for the following reasons;

1. This is an unbudgeted item and requires a significant financial commitment.
2. The Town of Gander is currently engaged in a process to define their role in the local tourism sector and committing these resources at this time would be premature.

Nomination for Trail Naming (Cobb’s Pond Dog Park Trail)

The Committee reviewed and considered a trail nomination. The nomination refers to naming the lane running from Cobb’s Pond parking lot to the new dog park to “Laika’s Lane”

Laika was the Soviet space program’s dog which became the first living creature to orbit the earth in November of 1957.

This nomination was approved by Gander Fire Rescue as causing no potential conflicts for emergency services, the Gander Heritage Advisory Committee and the Gander Rotary Club.

Motion #17-012**Nomination for Trail Naming (Cobb's Pond Dog Park Trail)**

Moved by Councillor McBreairty and seconded by Councillor Lorenzen naming the trail leading to the dog park "Laika's Lane".

In Favour: 6 Opposing: 0

Decision: Motion carried.

D. Governance & Community Engagement:

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

The Governance & Community Engagement Committee meeting was held on January 31, 2017. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; S. McBreairty, Councillor; R. Anstey, Councillor; D. Chafe, CAO.

The following items were discussed:

Central Newfoundland Waste Management meeting

At the January 10th meeting the Committee recommended a joint meeting with representatives of the Towns of Lewisporte and Grand Falls Windsor to discuss our shared waste management issues, specifically the prohibitive and excessive waste management costs. A meeting has been scheduled for Monday, February 6th.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on February 1, 2017. The meeting was chaired by G. Parrott, Councillor. Other members present included: S. McBreairty, Councillor; C. Abbott, Deputy Mayor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

2017 Proposed Fee Structure Changes – 2nd Reading

The Committee presents the 2017 proposed fee structure for building permits for its second reading. The Director advised that no objections to the revisions were received.

Motion #17-013**2017 Proposed Fee Structure Changes – 2nd Reading**

Moved by Councillor Parrott and seconded by Councillor Dove approval for the proposed fee structure as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Committee indicated that they would like to see the new fee structure posted on the Town's Website, as well as, the Gander Beacon to inform the residents of the changes. The Committee also suggested the possibility of contacting CBC Radio to provide residents with weekly updates, from each department, to inform the community of upcoming events or recent happenings within the organization.

This item will be forwarded to the Governance and Community Engagement Committee for its consideration.

2017 Proposed Fee Structure – Grace Period

Councillor Parrott indicated there should be a two week grace period before implementing the new fee structure.

Motion #17-014**2017 Proposed Fee Structure – Grace Period**

Moved by Councillor Parrott and seconded by Councillor McBreairty that a two week grace period be established before implementing the new fee structure. The effective date will therefore be Wednesday, February 22, 2017.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Correspondence – 9 Memorial Drive

The Committee reviewed correspondence from the homeowners of 9 Memorial Drive requesting payment for paving costs for a section of driveway that had to be removed during the reconstruction of Memorial Drive.

The Director advised the Committee that the work in question was covered under a cost shared capital works project which the Town had entered into a contract with a local construction company. The homeowners, for their own personal reasons, decided to engage another contractor to repave their driveway including the portion which was covered under the Town's contract. Under this circumstance, the Town could not avail of the cost sharing arrangement with the Province because the work was not carried out under the contract and the contractor could claim loss of profit if the Town were to pay for work outside that contract.

The Committee is not in agreement with the repayment and recommends the Director of Engineering provide written correspondence to the homeowners to inform them of their decision.

S. McBrearty left the Committee meeting.

Development Application – Department of Fisheries, Forestry and Agrifoods

The Director of Engineering presented to the Committee with an application from the Department of Fisheries, Forestry, and Agrifoods requesting approval of a 5 year plan for commercial domestic harvesting. The map outlining the areas for harvesting is attached. The Director advised that the proposed areas are located within a Rural Zone and that Forestry is a permitted use within that zone. The Committee is in agreement.

Motion #17-015

Development Application – Department of Fisheries, Forestry and Agrifoods

Moved by Councillor Parrott and seconded by Councillor Dove approval for the proposed commercial domestic harvesting as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

S. McBrearty returned to the Committee meeting.

Canadian Home Builders' Association

The Committee reviewed correspondence from the Canadian Home Builders' Association requesting municipalities to either temporarily delay adoption of the National Building Code 2015 or if it has already been adopted, to allow lead time to allow the industry to prepare for the coming changes.

The Director informed the Committee that the Engineering staff has been working very diligently to ensure this transition is a smooth one for all involved. He also advised that he will provide written correspondence to Canadian Home Builders' Association indicating that the Town of Gander have adopted the Canadian National Building Code 2015, in its entirety, and are willing to work closely with all parties involved going forward during this transition.

F. Finance & Administration:

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

The Finance & Administration Committee was held on February 2, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; K. Hiscock, Director of Finance (A).

The following items were discussed:

The Auditors arrived to the Committee meeting.

2015 Audited Financial Statements

The Committee was presented with the 2015 Audited Financial Statements by our auditors, Susan Hall and Tom Boone from Grant Thornton.

They reviewed the financial statements which indicated a surplus of \$3,410,053 and an accumulated surplus of \$43,587,335. It was identified that the main reason for the surplus was due to \$3,000,000 of developed property being deeded to the Town in 2015.

The 2015 unaudited financial statements presented to Council in May 2016 did not include the recognition of land transferred from NLHC to the Town in 2000. This adjustment resulted in an additional \$533,324 added to the accumulated surplus for 2014.

The Committee asked the auditors why the financial statements were delayed and they attributed it to an internal review and errors with the year-end actuarial report for benefits.

Motion #17-016**2015 Audited Financial Statements**

Moved by Councillor Dove and seconded by Councillor Anstey that the 2015 Financial Statements be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Auditors left the Committee meeting.

Invoices for ApprovalOPERATINGAS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE JANUARY 31, 2107

- | | |
|---|-----------|
| 1. Central Newfoundland Waste Management | 29,626.08 |
| 00-430-1000-7007 total tipping fees for December | |
| Budget 347,900 Spent to date 333,895 | |
| 2. Central Newfoundland Waste Management | 26,353.41 |
| 00-430-1000-7008 curbside collection for December | |
| Budget 301,800 Spent to date 286,696 | |

Total operating invoices for approval \$55,979.49

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

Motion #17-017**Invoices for Approval**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Prioritizing Strong Fiscal Management

The Provincial Government's pre-budget consultation planned for Gander has been changed to February 13 at the Albatross from 7-9 p.m. Participants are requested to register 48 hours in advance and submissions have to be forwarded to the Department of Finance. Information regarding the pre-budget consultation can be found on the website gov.nl.ca. or by calling 709-729-3166.

Standing Offer - Electrical Maintenance

The Committee reviewed the results for the standing offer for the supply of electrical maintenance services for which two bids were received.

Motion #17-018

Standing Offer – Electrical Maintenance

Moved by Councillor Dove and seconded by Councillor McBairty that the standing offer results be accepted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Trailway Update

Councillor Parrott stated that west bound traffic on the trailway has significantly decreased due to the trailway being impassable after flooding last fall. This not only prevents users from using the trailway to travel to their desired location but, as importantly, small businesses in the area are suffering due to decreased traffic. Council should become more active by putting pressure on the Government indicating the impact on the town. The CAO will email the Minister of Environment and Climate Change, Minister Trimper for an update.

Councillor McBairty left the Council meeting at 5:32pm.

Mayor Elliott Rotary Toast

On Wednesday, March 8th the Gander Rotary Club will be holding a “Toast” of Mayor Elliott. The toast is being held in recognition of the Mayor’s 21 years of services as Mayor, and 26 years of service on Council. Earlier this year Mayor Elliott announced that he would not be running for reelection this fall. Funds raised from the toast will go towards various Rotary projects including Cobb’s Pond Rotary Park and Sleeping Children around the World.

Motion #17-019

Mayor Elliott Rotary Toast

Moved by Councillor Parrott and seconded by Councillor Anstey that the Town of Gander purchase a table at the Mayor’s Rotary Toast at a cost of \$400.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor McBreairty returned to the Council meeting at 5:34pm.

Sale of Land behind 110 Magee Road

The Pentecostal Church has requested that the Town sell them a parcel of land measuring approximately 1 acre behind the Jehovah’s Witness owned property at 110 Magee Road. They are asking to purchase the land in order to construct an accessory storage building to operate their used furniture redistribution service.

Motion #17-020

Sale of Land behind 110 Magee Road

Moved by Councillor McBreairty and seconded by Councillor Anstey that the Town sell an area of approximately 1 acre of land behind 110 Magee Road to the Pentecostal Assemblies of Newfoundland and Labrador Corporation.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Church is also asking that the Town grant them the land because of the proposed use of it. This land was given to the Town by NLHC with the understanding that NLHC would receive half of the appraised value of the land when sold. The Town can waive its share of the land proceeds but cannot waive the NLHC share. The Church would have to get NLHC to agree to do that. Our share of the sale proceeds would be approximately \$6,300.

Motion #17-021**Sale of Land behind 110 Magee Road – Town Waives its Share of Land Proceeds**

Moved by Councillor McBreairty and seconded by Councillor Lorenzen that the Town of Gander waive its share of the land sale proceeds for the property measuring approximately 1 acre behind 110 Magee Road.

In Favour: 4 Opposing: 2 – Councillors Parrott and Dove

Decision: Motion carried.

Newfoundland and Labrador Volleyball Association (NLVA) Donation Request

The NLVA has requested that the Town of Gander provide them with a grant to assist them in running their tournaments in Gander this year. They are planning the Senior Provincial Championships this March and VolleyCentral in November. These are both large events and provide significant economic benefits to Gander.

Motion #17-022**Newfoundland and Labrador Volleyball Association (NLVA) Donation Request**

Moved by Councillor Lorenzen and seconded by Councillor McBreairty that the NLVA be given a \$2,500 hosting grant in 2017.

In Favour: 5 Opposing: 1 – Councillor Parrott

Decision: Motion carried.

Come from Away Invoice

The Town has received an invoice from Kiss the Cod Broadway Limited Partnership in the amount of \$US 53,410.51. The invoice is for certain costs associated with the Come from Away production held in Gander last October. ACOA has agreed to reimburse the Town for the costs incurred.

Motion #17-023**Come from Away Invoice**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Town pay the invoice from Kiss the Cod Broadway Limited Partnership in the amount of \$US 53,410.51.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Heritage Committee Update

Councillor Lorenzen asked if Council would rather that he provide the minutes of Committee's meetings, or a verbal report on their activities. The Deputy Mayor advised that verbal report should be made.

10. ADJOURNMENT

Motion #17-024

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:40pm.

C. Abbott, Deputy Mayor

G. Brown, Town Clerk