

MINUTES

Regular Meeting of Council Wednesday, October 25, 2017 @ 4:30 pm Council Chambers

Present:	P. Farwell	Mayor
	T. Pollett	Deputy Mayor
	G. Brown	Councillor
	R. Anstey	Councillor
	B. Dove	Councillor
	O. Fudge	Councillor
	P. Woodford	Councillor

Advisory and Resource:	D. Chafe	CAO
	G. Brown	Town Clerk
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	A. Quilty	Fire Chief (A)
	R. Locke	Development Director
	B. Anstey	Communications Officer

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Respiratory Therapy Week Proclamation

The Mayor proclaimed October 22 – 28, 2017 as Respiratory Therapy Week in the Town of Gander.

Children's Vision Month Proclamation

The Mayor proclaimed October 2017 as Children's Vision Month in the Town of Gander.

Credit Union Day

The Mayor proclaimed October 19, 2017 as Credit Union Day in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #17-243

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on October 25, 2017 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #17-244

Regular Minutes for Approval

Moved by Councillor Anstey and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on September 6, 2017 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-245

Special Minutes for Approval

Moved by Councillor Anstey and seconded by Deputy Mayor Pollett that the Minutes from the Special Meeting of Council on September 14, 2017 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-246

Special Minutes for Approval

Moved by Councillor Dove and seconded by Councillor Brown that the Minutes from the Special Meeting of Council on September 22, 2017 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-247

Special Minutes for Approval

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Minutes from the Special Meeting of Council on September 27, 2017 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 Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on October 16, 2017. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; R. Anstey, Councillor; G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Cycling Group

The Director presented the request from the Cycling Group for two sections of land for projects they are pursuing.

Councillor Anstey left the Council meeting due to conflict of interest.

They would like to build a pump track and are asking the Town to consider the greenspace located behind Hornell and Cheshire. They provided some plans of a similar track in Goose Bay as well as a modified plan for the Gander track. The Committee discussed the issue of having this in such close proximity to a residential area but would like to get more information from the Cycling Group on this project before making a decision.

Councillor Anstey rejoined the Council meeting.

The group is also looking at building a mountain biking trail on the land behind the Chamber of Commerce building on the highway (Old Ski Hill). They are looking for permission from the Town to use this land so they can develop a mountain trail network. This would be for mountain bikes only and not motorized bikes. The Department had previously asked the group to check with the Engineering Department on the section of land being proposed. The Engineering Department has since noted that this land is zoned as a comprehensive development area, however, there is an area to the West between the golf course and the former ski hill which is zoned as open space recreation. The group would like to use this area to start some trail work at no cost to the town.

The Committee had some questions with regard to parking, liabilities, etc. and decided that it would be best to invite the Cycling Group into a meeting to discuss both their requests. The Director will forward an invite to the Group.

Stewardship Association of Municipalities (SAM)

The next meeting of SAM is being held in Grand Falls-Windsor from October 20-21, 2017. The Committee discussed who would sit on this Committee and attend the meeting. Councillor Anstey is currently working on a project with SAM and Ducks Unlimited so the Committee thought it would be beneficial for him to attend the next meeting. Councillor Woodford was also interested in attending. Both Councillors will check their calendars and decide who will be attending and let the Administrative Coordinator know.

Use of Sirens during Parades

The issue of loud sirens during parades was forwarded from Management for review. Some residents are finding the sirens from the Fire Trucks too loud and would like to implement a policy whereby there would be a section of the parade route designated as a quiet zone. The fire trucks and anyone else with loud sirens would turn them off during this section of the parade.

The Committee is in agreement that this should be implemented and a couple of areas were discussed. It was recommended that Municipal Enforcement be contacted for their input. The Director will discuss this issue with them and report back at the next meeting.

Gander Minor Soccer

The local soccer group wrote expressing the need for a new soccer complex. They would like to have access to the land adjacent to Gander Elementary. The complex would include an artificial turf field, grass field, a building to house change rooms, bathroom, canteen, office, as well as fencing and a parking lot. They also provided letters of support from local businesses and have been working with groups such as ACOA on potential sources of funding.

The Committee is in agreement that a new soccer field is needed but would have to be something that is considered in the next budget.

The Committee Chair and the Director will attend the next ACOA meeting with Gander Minor Soccer to see what support the Town of Gander would need to provide.

The Committee would also like to see what other areas of land would be suitable for this complex and is forwarding the item to the Engineering Department to review and report back on options for land.

Dog Park

The Director presented the Committee with a letter received from a member of the Dog Park Committee. They had some concerns with regard to drainage, lighting, accessibility to drinking water, signage, etc. Some of the bigger issues such as lighting and drainage would need to be considered in the budget due to the cost. The Director has responded to the group and asked them to follow up with her and provide more information on some issues. Other smaller concerns such as signage will be taken care of in the near future.

Once the group responds, the Director will have more information to provide to the Committee.

Gander Community Garden

The Community Garden Committee wrote to congratulate the new Council and stated that they are looking forward to working with them. They explained how their committee was formed, their purpose and what they have accomplished to date.

They are asking that the Town continue to provide in-kind resources and that a Councillor be appointed to sit on their committee and attend the monthly meetings. The in-kind services will continue to be provided by the Departments as much as possible. The request for a Councillor to sit on their committee will be discussed when Council selects the representation on various community groups. The Director will respond once this decision is made.

The Committee would like to commend the Community Garden Committee and their volunteers on the work they have completed so far as it is very beneficial to the community and Council is supportive of their initiatives. The Town is currently discussing options for a new piece of land as the community garden has outgrown their current location.

Upcoming events

- Oct 26-27: Haunted House
- Oct 27: Gander Collegiate vs. Lewisporte Collegiate
- Oct 29: Halloween Skate
- Nov 3: Gander Collegiate vs. Exploits Valley High
- Nov 4: Female U9 Hockey Jamboree
- Nov 4 & 5: Gander Flyers vs. Clarendville Caribous
- Nov 5: Bonfire Night

B. Public Safety & Protective Services Committee:

The Public Safety & Protective Services Committee report was presented by Councillor Woodford.

The Public Safety & Protective Services Committee was held on October 17, 2017. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; O. Fudge, Councillor; A. Quilty, Fire Chief (A); W. Jenkins, Municipal Officer in Charge; D. Chafe, CAO; L. Small, Administrative Assistant.

The following items were discussed:

Delegation-Halloween Traffic Safety

The Committee met with a resident expressing concerns regarding children's safety on Halloween night. He has noticed that in the last number of years parents are escorting their children along the streets while sitting in their vehicles and moving slowly along the road while their child weaves in and out of driveways. He felt that this was presenting a problem as the children are also weaving in between the vehicles crossing the road and the headlights are glaring when vehicles are facing each other. He would like to see the Town of Gander take a proactive approach to this issue and issue warnings or even ticket parents found driving their vehicles in this manner on Halloween night.

The Municipal Officer in Charge (OIC) presented two new radio announcements regarding Halloween safety which have been airing on a local radio station; one in particular asking parents not to use their vehicles but to walk with their children. She also explained how the "Pumpkin Patrol" works in conjunction with the Fire Department to ensure safety on Halloween night by patrolling the streets and moving traffic along when issues arise.

There were several other suggestions brought forward on getting the message out to the public and the Municipal Officer in Charge will follow up on these as requested.

Volunteer Fire Fighter Recruitment Policy-FD-008

The Acting Fire Chief presented a proposed new Volunteer Firefighter Recruitment Policy to Committee for the second and final reading to Council. This policy will reflect the current hiring policy of the Town of Gander to ensure fairness during the Fire Fighter recruitment selection process. There were no objections received by the deadline of September 14th.

Motion #17-248**Volunteer Fire Fighter Recruitment Policy FD-008**

Moved by Councillor Woodford and seconded by Councillor Dove that Policy Number FD-008 be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Intrusion Alarm Policy-AO18

This Policy ensures proper procedures for the safety of the Municipal Enforcement Officer, as well as the Town of Gander's physical assets when responding to an intrusion alarm at a Town owned facility.

The Municipal Enforcement Officer in Charge proposes the attached changes to Policy AO18, Intrusion Alarms at Municipal Buildings, for Council's final approval.

Motion #17-249

Intrusion Alarm Policy-AO18

Moved by Councillor Woodford and seconded by Councillor Anstey that Policy Number A0-18 be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Supplementary Fire Protection Agreement-9 Wing Gander

The Acting Fire Chief presented the Committee with a copy of the Supplementary Fire Protection Agreement with 9 Wing Gander. There were updates to this agreement which will become effective as of November 1, 2017. Changes were made to the specialized training requirements which will see Gander Fire Rescue train seven times a year at 9 Wing.

The Committee approved the changes to this agreement and forwards this item to the Administration Department for follow up.

Crosswalk on Airport Boulevard/Keyin College

The Committee reviewed a request from a resident inquiring whether any consideration has been given to installing a crosswalk on Airport Boulevard near Keyin College.

There are currently two signalized crosswalks in the vicinity; one near the Arts & Culture Center/Curling Club area and another at the Elizabeth/Airport intersection.

The Committee agreed that this is not a consideration as it actually poses a greater safety risk to have one in that area. It is safer for pedestrians to cross at the signalized crossings at the nearby intersections due to the thoroughfare being four lanes.

Signage on Raynham Avenue

The Committee reviewed correspondence from a resident regarding the signage on Raynham Avenue when travelling west towards Magee Road. (See photo's attached.)

There is a crosswalk on Raynham Avenue at the bottom of Forester Street that children are using when walking towards Magee Road on route to the new school on Penney Avenue however; vehicles are now parking there creating a hazard. The Committee discussed what exactly denotes a school zone area as the School is on Penney Avenue and not on Raynham and there needs to be warning signs posted.

The Municipal Officer in Charge advised that there was recently new signage added in the area of civic numbers 38-40 and no parking signs as well.

Transportation Association of Canada (TAC) Standards designate particular types of signage for play areas and school zones which was also discussed.

Use of Sirens on Emergency Vehicles

The Committee reviewed correspondence from a resident whose daughter is on the autism spectrum and is affected by the emergency sirens in the early hours of the morning. They understand that emergency vehicles require the use of sirens but were wondering if there was any way to curb the siren use, employing flashing lights only, in the late night/early morning hours when there is reduced traffic.

The Acting Fire Chief explained that the Fire Department is governed by the Highway Traffic Act which requires the use of both lights and sirens at intersections when travelling at certain speeds.

The larger trucks take longer to slow down or come to a stop than a normal sized vehicle and there are liability issues to consider. When possible, fire fighters on route to a scene do use care and reduce the siren use late at night but most emergency calls require it.

The Committee agreed that this was a requirement of both the Fire and Municipal Enforcement Departments and the resident will be notified in writing advising them that Council cannot stop the use of the sirens during anytime of the day or night.

Fire Prevention Week

The Acting Fire Chief updated the Committee on activities held during Fire Prevention week which was held from October 8-14th. There were radio promotions with prize give-a-ways, and an open house on Saturday at the Fire Hall with moose burgers and an obstacle course for the children.

Both Fire and Municipal Enforcement advised that they will be doing safety talks at Gander Academy in the near future and have also involved other groups such as the Boys & Girls Club and Scouts Canada.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on October 17, 2017. The meeting was chaired by O. Fudge, Councillor. Other members present included: R. Anstey, Councillor; T. Pollett, Deputy Mayor; B. Dove, Councillor; P. Woodford, Councillor; G. Brown, Councillor; R. Stoyles, Acting Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

School Transportation Policy

The Committee reviewed correspondence from a resident with safety-related concerns with the Department of Education's School Transportation Policy. He feels the distance used to disqualify students from public transportation shows no consideration to the route that will allow the best guarantee for student safety. Also noted is the inconsistency in the distance parameter for students who walk to school in comparison to those who walk to a bus stop. Students walking to school are under a rule of 1.6 km distance, while students walking to bus stops are determined at a 500 meter benchmark.

The Committee supports the concerns of the resident and recommends this item be forwarded to the Mayor for further discussion with Minister John Haggie.

The Mayor suggested that a follow up discussion be held with the School Board before talking to our MHA about it.

Trail Barricades, 58 – 60 MacDonald Drive

The Committee reviewed a residents request to reposition the barricades located on the trail entrance between properties 58 – 60 MacDonald Drive. The barricades were installed at that location to prevent motorized vehicles from entering the trail.

Currently the users are accessing the trail outside the designated entrance; crossing private property to do so, and increasing the probability of personal or property damage.

Motion #17-250

Trail Barricades, 58 – 60 MacDonald Drive

Moved by Councillor Fudge and seconded by Councillor Anstey that the barricades between 58 and 60 MacDonald Drive be repositioned to allow users to access the trail without encroaching on private property.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Water Leak

The Committee reviewed correspondence from the property owner of 30 Cotton Street concerning a recent leak at his property. The owner believes that the leak was caused by water restoration upon completion of water line maintenance in the vicinity. The owner is requesting the associated cost be the responsibility of the Town, stating he felt all costs outside the home should not be the responsibility of the property owner.

The Committee discussed the matter and agrees the leak was not caused by the water restoration in the vicinity, but the line was deteriorated to the point of failure. The Water Callouts Policy, MW029, is written to protect the property owner's assets, such as walkways, landscaping and building structure. There must be a common point of separation for Town/Private property, and the curb stop is consistent with all properties.

Policy MW029, Water Callouts, under the section **Guidelines**, states:

1. ***The Town will not accept responsibility for water line breaks or blockages that occur on private property. The Town will agree to investigate the problem during normal working hours, but will inform the citizen or property owner who is responsible for the repairs.***
2. ***The Town will repair water breaks or leaks that occur on Town property***
3. ***The Owners/Towns property boundary will be determined by the locations of the curb stop if it is within 300 mm of the actual property boundary. If the existing curb is not within the limits above, a new curb stop will be installed by the Town of Gander on the property line.***

The Committee recommends adhering to Policy MW029 and is not recommending that the Town reimburse the owner of 30 Cotton Street for the costs of repairing the leak.

Snow Plan

The Acting Director presented the Committee with the 2017/18 Snow Plan, reviewed the summary of changes, and recommended the Committee take time to review the Snow Plan. This item will be discussed again at the next Committee Meeting.

The Committee agrees and this item is now deferred to the next Committee meeting for review and recommendation.

Fall/Winter Operations Notice to Residents

The Acting Director recommended sending a Fall/Winter Operations pamphlet mail out to educate residents on the Regulations and Guidelines in relation to the season. This would include information such as Snow Marker placement for lawns, start and end dates for No Street Parking, guidelines for snow removal from personal property and regulations concerning residents depositing snow on sidewalks and streets. Notice to residents shared through media resources only is not a reliable source for delivering information as many do not have access.

The Committee agreed with the importance of providing the residents with information as it applies to the Season and recommends this pamphlet include information from other departments as well. This would include discussions with the Communications Officer to develop a long term plan for information pamphlets for circulation to residents.

The Committee recommends this item be forwarded to the Economic Development, Tourism and Culture Committee for further discussion.

Letter of Notice to Residents – Snow Markers at Property Line

The Acting Director presented the Committee with a draft letter that will serve as a Notice from the Town, for residents to comply with the guidelines for snow marker placement on their property. In order to effectively remove snow from the street or sidewalk, property must be clear of obstructions. Markers must be placed not less than one (1) meter from the curb. Should the property border a sidewalk, markers shall be placed not less than one (1) meter from the inside edge of the sidewalk. This letter will provide a one (1) week notice for residents to reposition markers to correct placement on the property or they will be removed.

The Committee agrees with the draft letter as presented is acceptable for a notice to residents to comply with the guidelines for snow marker placement on their property.

D. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee meeting was held on October 17, 2017. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; B. Dove, Councillor; R. Locke, Economic Development Director; D. Quinton, Economic Development Officer; D. Chafe, CAO.

The following items were discussed:

Gander Heritage Advisory Committee: August 17th, 2017 Minutes

The Committee reviewed Minutes of the August 17th, 2017 meeting of the Gander Heritage Advisory Committee.

As this is the first Committee meeting of the newly elected Council, the Committee discussed the rationale for the establishment of the Gander Heritage Advisory Committee and their anticipated role as an advisory Committee to Council.

The Committee felt it would be beneficial to invite representatives from the Gander Heritage Advisory Committee to attend as a delegation during a future Committee meeting.

The purpose would be to inform and educate the new Committee about current as well as future activities planned for the Gander Heritage Advisory Committee.

The Committee asked the Director to contact the Chair of the Gander Heritage Advisory Committee to coordinate a suitable meeting time.

The CAO joined the Committee meeting.

HBB Application – 56 Wood Crescent

The Committee reviewed an application from 56 Wood Crescent.

WHEREAS an application has been received from “Lucy’s Family Child Care” to operate a home-based child care business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of September 18th, 2017 and it meets all of the Town of Gander’s Development Regulations.

Motion #17-251**HBB Application – 56 Wood Crescent**

Moved by Councillor Brown and seconded by Councillor Dove that “Lucy’s Family Child Care” be permitted to operate a home-based child care business from 56 Wood Crescent.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application – 34 Brochen Street

The Committee reviewed an application from 34 Brochen Street.

WHEREAS an application has been received from “Glam & Glitter Nails” to operate a one chair/one client home-based personal service business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of October 9th, 2017 and it meets all of the Town of Gander’s Development Regulations.

Motion #17-252**HBB Application – 34 Brochen Street**

Moved by Councillor Brown and seconded by Councillor Woodford that “Glam & Glitter Nails” be permitted to operate a one chair/one client home-based personal service business from 34 Brochen Street.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Special Committee Meeting Request: Tourism Development

The Director advised that the Tourism Opportunity Management (OM) Planning Committee is requesting a special meeting with our Committee to present the findings of the on-going Tourism Opportunity Management process.

The Tourism OM Planning Committee was established to help the Town identify and define its role in local Tourism Development. To achieve this, a public tourism consultation session was held in May with approximately 40 participants. During this facilitated session, a vast number of suggestions and ideas were generated by all who attended.

Since the public consultation session, the Planning Committee has compiled and categorized the data collected into potential projects and initiatives.

The findings and recommendations will be taken into consideration during the 2018 budget process.

The Committee asked the Director to coordinate a suitable meeting time.

Street Naming Policy - 2nd and Final Reading

At the last Regular Meeting of Council, the Committee presented a new Street Naming Policy for its first reading.

This policy was initially rescinded and integrated into the Communications Policy, however, it was later determined that this would be more effective as a stand-alone policy.

The most notable change to this policy is the intention to recognize and consider the unique and significant contributions local aviators (current and former residents) have made to Gander's aviation history. This policy is now being presented for its second and final reading.

Motion #17-253

Street Naming Policy - 2nd and Final Reading

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the adoption of the Street Naming policy as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor asked if non-aviation local residents could have streets named after them. Councillor Anstey said it was considered but was decided not to make that change at this time.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on October 18, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; B. Dove, Councillor; P. Woodford, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Proposed Meeting Date & Time

The Committee discussed the time for the Engineering Committee meetings going forward and agreed that the meeting will now commence on Thursday at 10:00 a.m.

Sign Regulations

The Director of Engineering advised the Committee that there have been some concerns raised about placing temporary signs on Town owned land, more specifically, areas such as the Town Square. There have been several instances that these signs are becoming unsightly and taking away from the landscaped aesthetics that the Town has worked very hard to maintain.

The Director informed the Committee about signage that is currently installed across from the Curling Club on Town land that non-profit organizations can avail of. Non-commercial Organizations wishing to promote a message of a public service nature can apply for a temporary sign permit and place their advertisement on this sign board. The Committee suggested promoting this to the general public through the Town's website, as well as, our Facebook page.

The Committee discussed advertising options for the business owners in the Town Square. It was suggested that a permanent sign similar to the one that Subway has installed could perhaps be very effective for all businesses in that area. The Committee would like this item forwarded to the Economic Development Department for their review and to work in partnership with the Engineering Department to provide a cost estimate for the installation for this sign as well, contact the business owners to see if this is something they would be interested in. The Committee felt it would be a good idea to notify the Civic Enhancement Committee as well to get their feedback on options for placement of the sign.

Eastgate Extension Request

The Committee reviewed correspondence from Cecon Development Corporation requesting an extension to the substantial completion date on Eastgate phase 2A, 2B and phase 3. The Director advised that an extension was not required as the outstanding work has since been completed.

Walkway – Corrigan Street

The Committee reviewed correspondence from the resident of 10 Corrigan Street with concerns regarding the trailway adjacent to his property. The resident indicated that for the past year, recreational motor vehicles have been using this trail which is becoming very disruptive. The resident is requesting that the Town install some type of barrier to prevent motorized vehicles from using this trail or completely close the trail all together which in turn, he is prepared to purchase if it is made available for sale.

The Committee discussed this trailway and had a general discussion about the entire trailway system throughout town. The Committee understands that recreation is very important to the residents of Gander and that conflicts often exist between different user types. The Committee is recommending that a Committee be set up to do a complete review of the trailway network within the Town of Gander.

The Committee recommends this trailway remain as is, that the land not be added to the land bank and that further discussions are required about the trail system as a whole. The Committee is recommending forwarding this to Public Safety for their review.

Commissioners Report – Spruce Court Rezoning

Municipal Plan Amendment # 18, 2017 and Development Regulations Amendment # 24, 2017 is now ready for approval by Council.

This amendment proposes to re-zone Penwell Avenue extension between Penwell Avenue and Rutan Street, currently zoned Open Space Recreation, to a Residential Medium Density land use designation to permit the development of residential building lots.

Councillor Anstey stated that he wished to take this item back to Committee for further discussion.

Accessory Building Request – 25 Bristol Place

The Committee reviewed correspondence from the resident of 25 Bristol Place requesting Council's approval to erect an accessory building that will exceed the Town of Gander's Accessory Building Regulations.

The Committee discussed this request but are not prepared to recommend approval.

Motion #17-254

Accessory Building Request – 25 Bristol Place

Moved by Councillor Anstey and seconded by Councillor Dove that the accessory building request for 25 Bristol Place be rejected.

In Favour: 7 Opposing: 0

Decision: Motion carried.

11 Curtiss Avenue

This item was referred from the Public Works and Services Committee to discuss a request from the homeowner of 11 Curtiss Avenue to place barricades in the trail, adjacent to her driveway, to prevent motorized vehicles from accessing this trailway.

The driveway, for this property, was placed on the wrong side and currently occupies a part of Town owned land. The Committee is not recommending installing barricades and recommends the homeowner be issued an order to remove her driveway from Town land.

The Committee is requesting the Director of Engineering speak with the Deputy Municipal Clerk regarding this removal order.

Councillor Anstey left the Committee meeting and Councillor Fudge continued the Committee meeting as Chair.

Gander Wastewater Treatment Facility Collection System – Tender Results

The Committee reviewed the results of the tender for the Gander Wastewater Treatment Facility Collection System.

The Director advised that the lowest of the tenders that met the specifications was submitted by Springdale Forest Resources.

The Committee recommends that the tender be awarded to Springdale Forest Resources and refers this tender to the Finance Committee for their review and consideration.

Gander Minor Soccer

The Committee reviewed a request that was referred from the Recreation and Community Living Committee regarding Gander Minor Soccer. Local soccer groups are expressing the need of a new soccer complex for the Town of Gander and would like the town to identify some areas of land that would be suitable for this complex.

The Director of Engineering advised the Committee that the Town is currently undergoing a Municipal Town Plan review and complexes and facilities such as this will be discussed. The Director also suggested that representatives from Gander Minor Soccer specify areas where they would like to construct this complex and the Town would be more than willing to work with them.

This item will be referred back to the Recreation Department for follow up with Gander Minor Soccer.

SPCA Request

The Committee reviewed a request from the Gander and Area SPCA for an amendment to the Development Regulations in order to accommodate a new animal shelter. In addition, they are requesting Council to waive the amendment fee of \$1000.

Motion #17-255

SPCA Request

Moved by Councillor Anstey and seconded by Councillor Woodford that the Engineering Department be given permission to proceed with an amendment process of the Town's Development Regulations to add "Animal" to the discretionary use class of the "Commercial General" zone.

In Favour: 7 Opposing: 0

Decision: Motion carried.

It is Council's intention to amend the Development Regulations to accommodate this application.

The Committee forwards the fee request to the Finance Committee for their review and consideration.

F. Finance & Administration:

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

The Finance & Administration Committee was held on October 19, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; P. Farwell, Mayor; T. Pollett, Deputy Mayor; O. Fudge, Councillor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

Invoices for Approval

OPERATING

1. Goss Gilroy Inc/Stewart McKelvey-In Trust
Acct: 00-120-1000-7220 – Legal Fees \$18,500.63

Spent: \$31,993 Budget: \$35,000

2. Municipal Assessment Agency Inc.
Acct: 00-120-1000-7200 – 4th Quarter Assessment Fees \$35,784.00

Spent: \$109,678 Budget: 145,000

Total operating invoices for approval \$54,284.63

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

Motion #17-256

Invoices for Approval

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the invoices be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Personal Responsibility Leave Policy

Three years ago, Council modified its Leave Policy for non-unionized staff; however, it did not rescind its Personal Responsibility Leave Policy at that time.

Motion #17-257

Personal Responsibility Leave Policy

Moved by Councillor Dove and seconded by Councillor Woodford that the Personal Responsibility Leave Policy P001 be rescinded.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Flag Lowering Policy

The Committee reviewed the proposed Flag Lowering Policy. It was presented at the last Council meeting for its first reading. There were no comments received on the proposed Policy which outlines when the Town of Gander's flags will be lowered at its various facilities.

Motion #17-258
Flag Lowering Policy

Moved by Councillor Dove and seconded by Councillor Fudge that the Flag Lowering Policy be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Municipal Assessment Agency – Call for Nominations

The Committee reviewed a letter from the Municipal Assessment Agency calling for nominations for both the Urban and Central Region Directors. The Committee discussed the matter and Councillor Woodford indicated he would like to run for the Central Director position.

Motion #17-259
Municipal Assessment Agency – Call for Nominations

Moved by Councillor Dove and seconded by Councillor Brown that the Town of Gander nominate Councillor Woodford for the position of Central Director with the Municipal Assessment Agency.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor asked if there was a stipend paid by the MAA to its board members.

The Town Clerk stated he would touch base with the Municipal Assessment Agency to see if there is a stipend paid.

Municipal Assessment Agency Assessment Roll

The Town of Gander recently received its 2018 Assessment Roll for taxation purposes. Notices have been sent to all residents indicating their properties current assessed value which will be used when calculating the 2018 municipal taxes. The deadline for appealing your assessment is November 1, 2017. All appeals should go to the Municipal Assessment Agency. Their toll free number is 1-877-777-2807.

Council Stipends

The Committee reviewed an email from a resident asking Council's position on whether or not they will reverse the stipend increase granted by the last Council. The Committee discussed the matter and is not prepared to reverse this decision.

Councillor Dove stands by the decision that was made by the last Council. Councillor Woodford had no concerns with accepting the stipend. Councillor Brown agreed but felt there should be more public input into the process. Councillor Anstey said it could have been done in a more open process and feels a better process is needed. Councillor Fudge feels that Councillor Anstey is right. The Mayor's big issue was the process in that it was not transparent.

Municipalities Newfoundland and Labrador Rate Increase

The Committee reviewed a letter from Municipalities Newfoundland and Labrador regarding a proposed rate increase for 2018. The letter indicates that in 2018, rates will be going up. In our case, the annual fee will increase from \$10,472 to \$11,514.

2018 Budget Schedule

The Committee reviewed the revised 2018 Budget Schedule. Key dates in the schedule include Public Consultations to be held on the evenings of November 7th and 9th. The budget itself will be brought down on December 6th.

Motion #17-260

2018 Budget Schedule

Moved by Councillor Dove and seconded by Deputy Mayor Pollett adoption of the Budget Schedule, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Christmas Hours

The Committee discussed the Christmas Hours for the Administration Offices this year. In 2016, Council agreed to shut the offices for Christmas week in the Town Hall, as well as the Administrative offices at the Fire Hall and the Community Centre. Where there were no major issues or complaints regarding the closure in 2016, Council is prepared to do so again this year.

Motion #17-261
Christmas Hours

Moved by Councillor Dove and seconded by Councillor Anstey that the Administration Offices at the Town Hall, Fire Hall and Community Centre be closed from December 25, 2017-January 1, 2018 inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Meeting Management Workshop

The Committee reviewed a quote for the provision of a Meeting Management Workshop. The cost is \$2,000 to carry out the Workshop and there are sufficient funds in the training budget to pay for the workshop. The Committee felt that this will be beneficial to Council and staff.

Motion #17-262
Meeting Management Workshop

Moved by Councillor Dove and seconded by Councillor Anstey that the Town hire Training Solutions Newfoundland and Labrador to carry out a Meeting Management Workshop at a cost of \$1,950 plus tax.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Property Tax Reduction

The Committee reviewed one residential tax reduction application which was submitted in accordance with Council's policy on tax reductions for residential property.

Motion #17-263
Property Tax Reduction

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the one property tax reduction be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Eligibility to Run for Council

A couple of Councillors expressed concern with regard to the requirements for a candidate to be eligible to run for Council. More specifically, they were concerned that someone could have a criminal record yet they are still able to run for Council.

The Town Clerk advised that if Council wished to deal with this, the best route would be to send a resolution to the annual Municipalities Newfoundland and Labrador convention. It is too late for this year but something could be done for 2018.

It was agreed that the issue should be further discussed with MNL.

Tender – 245 Baird Place

The Committee reviewed the tender results for the Sale of Building Lot – 245 Baird Place for which one bid was received. The bid was from Feltham's Construction Ltd.

Motion #17-264

Tender – 245 Baird Place

Moved by Councillor Dove and seconded by Councillor Anstey that the Sale of Building Lot – 245 Baird Place be awarded to Feltham's Construction Ltd. at a price of \$38,000 plus HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Waste Water Treatment Plant Collection System

The Committee reviewed the tender results for the Waste Water Treatment Plant Collection System for which six bids were received. The lowest bid that met the specifications was from Springdale Forest Resources Inc.

Motion #17-265

Tender – Waste Water Treatment Plant Collection System

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for the Waste Water Treatment Plant Collection System be awarded to Springdale Forest Resources Inc. at a price of \$6,573,337.90 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This is the first phase of construction for our new Waste Water Treatment Plant and is being cost shared by all three levels of government. The tender is \$1.1 million under budget.

Tender – Salt Truck

The Committee reviewed the tender results for a Salt Truck for which two bids were received. The lowest bid that met the specifications was from Western Star Trucks Nfld Limited.

Motion #17-266

Tender – Salt Truck

Moved by Councillor Dove and seconded by Councillor Woodford that the tender for a Salt Truck be awarded to Western Star Trucks Nfld Limited at a price of \$275,586 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The tender is \$89 under budget.

SPCA Rezoning Fee

The SPCA is looking to rezone a parcel of land on Baird Place to construct its new animal shelter. As it does not currently meet the zoning in that area, they have to apply for a rezoning of the property. They are asking that Council waive any fees and charges that are associated with the rezoning.

Motion #17-267

SPCA Rezoning Fee

Moved by Councillor Dove and seconded by Councillor Fudge that the Gander and Area SPCA not be charged any rezoning fees for their application to rezone 100 Baird Place.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Meeting Schedule

The Committee reviewed the proposed Meeting Schedule for the rest of 2017 which has to change after the recent municipal election.

Motion #17-268
Meeting Schedule

Moved by Councillor Dove and seconded by Councillor Brown that the Meeting Schedule be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Gander Flyers Contract

The Gander Flyers are scheduled to play a full season once again in 2017-18.

Motion #17-269
Gander Flyers Contract

Moved by Councillor Dove and seconded by Councillor Fudge that the Town sign the contract with the Gander Senior Flyers, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Signing Officers

New Signing Officers have to be appointed as a result of the election.

Motion #17-270
Signing Officers

Moved by Councillor Dove and seconded by Councillor Brown that the Signing Officers from Council be the Mayor, Deputy Mayor and Chair of Finance and that the Administrative Signing Officers be the Director of Finance, CAO and the Supervisor of Accounting.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Other Reports:
None

7. ADMINISTRATION

None

8. CORRESPONDENCE

Service NL – Marriage Commissioner

The Mayor received a letter from Service NL appointing him as a Marriage Commissioner effective October 10, 2017 and the appointment will remain in effect for as long as his term as Mayor.

9. NEW BUSINESS

Tender – Granular Activated Carbon

The Town put out a tender call for the supply of Granular Activated Carbon and 5 bids were received.

Motion #17-271

Tender – Granular Activated Carbon

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for the supply of granular activated carbon be awarded to Thames River Chemical Corp at a cost of \$27,259.42, HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This is a one year supply and is \$9,200 under budget. The carbon is used as a filter media in our Water Treatment Plant.

Budget Consultations

The Town has begun preparing its 2018 Budget and would like to give the public an opportunity to provide input on the budget process. It will be holding two sessions for the public to present their ideas. They will be on November 7th and November 9th. Both sessions will start at 7:00pm. If you are interested in making a presentation to Council, please call 651-5920 or email info@gandercanada.com.

Councillor Brown stated that at the Arts and Culture Centre on October 29th at 8:00pm, there is a play called West Moon being put off by Avion Players and also Gander's Ripple Effect is at the Arts and Culture Centre on October 30th which is a CBC documentary about 9/11 in Central NL. Admission is free.

10. ADJOURNMENT

Motion #17-272

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:35pm.

P. Farwell, Mayor

G. Brown, Town Clerk