

MINUTES

Regular Meeting of Council Wednesday, November 15, 2017 @ 4:30 pm Council Chambers

Present:	P. Farwell T. Pollett G. Brown R. Anstey B. Dove O. Fudge P. Woodford	Mayor Deputy Mayor Councillor Councillor Councillor Councillor Councillor
Advisory and Resource:	G. Brown J. Blackwood N. Newell T. Barron A. Quilty R. Locke E. Fisher	Town Clerk Director of Engineering Director of Recreation & Community Services Director of Municipal Works Fire Chief (A) Development Director Youth Representative

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

National Day of Remembrance and Action on Violence against Women

The Mayor proclaimed November 25, 2017 to December 10, 2017 as a Time of Remembrance and Action on Violence against Women in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #17-273

Approval of Agenda

Councillor Brown asked that the Art Procurement Program be added as an item of New Business.

Moved by Councillor Anstey and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on November 15, 2017 be adopted as amended.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #17-274

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on October 25, 2017 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Mayor Farwell, Councillors Woodford and Anstey left the Council meeting. Deputy Mayor Pollett assumed the Chair.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Conflict of Interest

At the last Council meeting, Councillor Woodford voted to allow himself to run for a position on the board of the Municipal Assessment Agency. The question was asked after the vote whether or not there was a stipend paid to board members, and if there was whether he was in a conflict of interest. Council directed the Town Clerk to research the matter and report back to Council.

The Assessment Agency advised that there is a small stipend paid to board members for the days they spend at board meetings. In reviewing the activities that took place at the Council meeting of October 25th it was noted that two other members of Council had voted to put themselves on outside boards that paid small stipends. When Council voted to approve its membership on outside committees it included Councillor Anstey on the Municipalities NL board and Mayor Farwell on the Central Newfoundland Waste Management board.

The Town Clerk discussed the matter with both the Department of Municipal Affairs and Environment and our legal counsel. The advice received was that there was no conflict of interest.

Motion #17-275

Conflict of Interest – Councillor Woodford

Moved by Councillor Dove and seconded by Councillor Fudge that Councillor Woodford be found not to be in a conflict of interest for voting to nominate himself to run for a position on the board of the Municipal Assessment Agency.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Motion #17-276

Conflict of Interest – Councillor Anstey

Moved by Councillor Dove and seconded by Councillor Brown that Councillor Anstey be found not to be in a conflict of interest for voting to allow himself to sit on the board of Municipalities NL.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Motion #17-277

Conflict of Interest – Mayor Farwell

Moved by Councillor Dove and seconded by Councillor Fudge that Mayor Farwell be found not to be in a conflict of interest for voting to allow himself to sit on the board of the Central Newfoundland Waste Management board.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Mayor Farwell, Councillors Woodford and Anstey returned to the Council meeting. Deputy Mayor Pollett relinquished the Chair to Mayor Farwell.

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 November 6, 2017. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; P. Farwell, Mayor; G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Cycling Group

Mr. Rocky Strong, representing the local Cycling Group, joined the meeting to provide further clarification on the Mountain Bike Trail and the Pump Track projects they would like to build in Gander. He explained that the sport is growing throughout the province especially with the younger population and had a positive response to the town's new Sprockids Mountain Bike Program their group recently started. These programs and trails would help keep more people active and outdoors while they enjoy a low cost activity that is family oriented.

One of the projects is the Mountain Bike Trail which would be located behind the Tourist Chalet (the old ski hill). They have discussed this area with the Engineering Department and were told that it is designated as a comprehensive development area. He explained that the group would have their own volunteers to build the trails so they are not asking for any commitment from the Town except for the use of the land. There is no heavy equipment needed to build the trails as it is done by hand with rakes, shovels, etc. and would take a year or two to establish a couple of good trails. Mr. Strong thinks that this could be an economic generator for the Town as there is a possibility for Provincial and Atlantic competitions.

The Committee had some concerns with walkers and motorized bikes using the trails. Mr. Strong explained that the trails are too narrow and tight for motorized bikes and depending on the trail, pedestrians would be able to use them as long as there is signage posted.

Parking was also discussed and Mr. Strong said they have contacted the Chamber of Commerce to get permission to use their parking lot; however, if it did get busy in the future, they would look at applying for funding to establish their own parking lot.

Motion #17-278

Conflict of Interest – Cycling Group

Councillor Anstey asked if he was in conflict of interest as he lived in the area being requested for a Pump Track.

Moved by Councillor Woodford and seconded by Councillor Fudge that Councillor Anstey was not in conflict of interest on this matter.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The second project is the Pump Track. Mr. Strong explained how there are five towns in the province right now that either have one in place or are currently installing one. They are requesting a piece of land and if possible, some in-kind support from the Town in the way of heavy equipment to help move the dirt into the mounds needed for this type of track.

However, it will be built and maintained by the local volunteer group and they are hoping to get the dirt donated by a local company.

The location they initially requested was the greenspace located behind Hornell and Cheshire. The Committee had some concerns with this type of activity in such close proximity to a residential area and how the motorized bikes would be kept out. Some other locations were discussed such as behind the Cohen's Home Furnishing Building on Airport Boulevard.

The Committee thought that both projects would be an asset to the Town and would like to thank the Cycling Group for bringing this proposal to the Committee. However, before any decisions are made, the Committee asked the Director to get a legal opinion on the liability issues for the town with regard to these types of trails. As will, if the projects are approved, they would like to see an MOU put in place with the Cycling Group stating that the land would still be the property of the Town of Gander and available to sell for future development.

The delegation left the Committee meeting at 1:40 pm.

Use of Sirens

At the last Committee meeting, the use of sirens in the Town parades was discussed. The Committee thought it was a good idea to implement a policy whereby there would be a section of the parade route designated as a quiet zone. However, they asked the Director to speak with the Municipal Police for their input. They suggested that the quiet zone start at the intersection of Elizabeth and Airport to the end of the parade route which is at Gander Academy.

The Committee asked that we do a trial run for the Santa Claus Parade being held on December 2nd and would like the Department to notify the public by advertising with a map noting the quiet zone location. The Committee will review this again in the New Year to see if this section was the best location before implementing a policy.

Summer Ice Time

There were two expressions of interest received for Summer Ice Rentals at the Steele Community Centre for 2018-2020. The Committee is recommending that it be awarded to the Blizzard Hockey School for the dates noted in the expression of interest since they had the highest number of rental hours over the three week period. However, it was noted that the Committee would like the Hockey School to provide the Community Centre with their schedule at least three weeks before the start date of each camp in order to rent the remaining ice that is not being used.

Motion #17-279
Summer Ice Time

Moved by Deputy Mayor Pollett and seconded by Councillor Woodford that the Blizzard Hockey School be awarded the contract for the Summer Ice Rentals at the Steele Community Centre for the years and dates noted in the Expression of Interest.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Broadening Horizons

Broadening Horizons has advised Council that they have just finished their first summer operating a canteen out of the building at Cobb's Pond Rotary Park. Unfortunately, due to inclement weather during some of the larger events such as Gander Day and Canada Day, there was not much profit; however the clients really enjoyed working at the canteen.

They will be trying it again next year and is asking that the Department help advertise their canteen and put a small freezer in the community building. The Director will work with the group on these requests.

SnoDrag 2018

A request was received from SnoDrag to hold their event again in 2018 and that the Town provides the same in-kind support as in previous years. This would include borrowing barricades and pylons, advertising on our website and assistance with keeping Cobb's Pond parking lot clear of snow. As long as the date chosen works for the Department, the Director will make sure the proof of insurance is received, and remind them that there is no parking on Magee Road. The request for snow clearing will be forwarded to the Municipal Works Department.

SnoDrag is also interested in finding a suitable land based venue for future events within or near the Town of Gander. The Director will contact the group to find out more information.

Variance Report

The Committee reviewed the 3rd quarter Variance Report for the Department. There were a few questions on the variances. The Director explained that the Festival of Flight revenue was up this year due to the higher number of ticket sales for the Kitchen Party. The Parks & Playground Sports Field Maintenance was over budget because the Department decided to lime and fertilize Cobb's Pond Rotary Park. The Director will budget for this in 2018. The Recreation Programming wages were under budget because the work term positions were not filled and there was funds left in community grants because not as many groups had applied. The Community Centre ice rentals are also down so far this year.

Overall the Department is projected to be \$38,000 under budget in 2017.

Dimestore Fishermen

The Town of Gander was selected to be a candidate for the 20th season Tour of Canada for the Dimestore Fishermen Show. As part of their stay in Gander, they would provide the Town with a 1-2 minute digital asset to help promote the community. As a host committee, the Town would be required to provide a number of items such as a fee of \$3,500 plus tax, accommodations for four evenings and some meals.

The Committee reviewed the request and would like to thank the Dimestore Fishermen for choosing our community but kindly decline at this time.

Gander Rotary Club Meeting

The Deputy Mayor reviewed the attached minutes from a meeting with the Gander Rotary Club as part of their quarterly meetings held each year. The Director noted that a number of the items would be reviewed during the 2018 budget process.

Nungessor Playground

Some verbal complaints were received by a Councillor on the area behind Nungessor Playground. There seems to be some teenagers hanging out in the evenings and a lot of broken glass. The Committee felt that this should be reviewed in the Public Safety Committee since the area in question is not part of the Nungessor Playground.

Upcoming events

- Nov 17: Gander Collegiate vs. Exploits Valley High
- Nov 18: Gander Flyers vs. Conception Bay Blues
- Nov 19: Gander Flyers vs. Southern Shore Breakers
- Nov 19: Despicable Me 3 Movie – Joseph R. Smallwood Arts & Culture Centre
- Nov 24: Gander Flyers vs. Grand Falls-Windsor Cataracts
- Dec 1 - 3: Shoppers Drug Mart Female Hockey Tournament
- Dec 2: Santa Claus Parade

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 November 7, 2017. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; P. Fudge, Fire Chief; W. Jenkins, Municipal Officer in Charge; L. Small, Administrative Assistant.

The following items were discussed:

RCMP Quarterly Report

Staff Sergeant Roger Flynn of the local RCMP detachment met with the Public Safety and Protective Services Committee to present the quarterly report for July 1 to September 30, 2017. He provided the new Council members with an overview of how the reporting is presented, types of crimes etc. and current staffing numbers

Crime statistics for this quarter are consistent with what they have experienced so far this year and on par with the same quarter in 2016. Property related offenses represent the highest volume of complaints. While youth crime is comparatively low, there is an issue with underage drinking in Gander. Anyone witnessing incidents should report them to the authorities as soon as possible; reporting events hours later or the next day is not enabling any action to be taken.

The Staff Sgt. impressed upon the Committee how communities really benefit when residents are engaged with programs like “Neighbourhood Watch” and he is encouraging citizens to come forward and assist in keeping Gander safe by being aware. The Municipal Officer in Charge explained that a “Neighbourhood Watch” information session was held recently and another one will be forthcoming in late November or early December. This cannot work without the citizens of Gander stepping up and taking a leading role in getting this type of program off the ground. RCMP and Municipal Enforcement look forward to working with residents to help make this happen and are asking all residents to consider becoming a participant in their area. The attached report provides further information on police priority updates.

The Committee also discussed a letter received from a resident citing the importance of 24 hour policing for Gander; more specifically Nav Canada and Gander International Airport. The RCMP has met with Nav Canada and they have no concerns with security issues: nor does the Gander International Airport Authority. Twenty Four hour policing would be difficult to achieve as this would require 3-4 extra officers and would still not guarantee complete coverage at all times.

The resident will be contacted in writing explaining that council is not prepared to pursue this issue further as the detachment staffing level is sufficient for the area.

Staff Sgt. Flynn left the Committee meeting.

Statistics-Third Quarter 2017

The Committee was presented with the third quarter statistics for both the Fire and Police Departments covering July 1- Sept. 30, 2017.

The Municipal Enforcement Department issued 118 Citations. There were 76 for speeding, 7 moving violations, 9 non-moving, 24 parking, 3 Bylaw tickets and 19 warnings were issued. They responded to a total of 303 incidents which include but are not limited to animal control, illegal dumping, traffic complaints, ATV complaints, nuisance calls, motor vehicle accidents and property maintenance issues to name a few.

The Fire Department responded to 52 calls and conducted 103 inspections during the third quarter. Calls ranged from residential fires, commercial fires, motor vehicle accidents, unauthorized burning, smoke scares and system malfunctions, etc.

10 Corrigan Street-Trailway

This item was referred from the Engineering Department for input from the Public Safety and Protective Services Committee. This Committee does not have any issue with the recommendation to not install barriers and agrees that a Committee is required to review the complete trail system in town.

Variance Reports – Third Quarter 2017

The Officer in Charge reviewed the Municipal Enforcement Report to September 30, 2017. The Department is under budget by \$10,954. Savings in the third quarter were reflected in wages; one officer was on leave of absence.

The Fire Chief reviewed Gander Fire Rescue's Variance Report for the third quarter and noted that the Department was under budget by \$ 13,576 due to a delay in hiring. There was also a higher number of highway response calls than budgeted which generates revenue.

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 November 7, 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; P. Farwell, Mayor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

MMSB Funding

The Director reviewed with the Committee correspondence from MMSB announcing a funding program for communities interested in pursuing ideas to reduce, reuse or recycle solid waste. Funding is set at a maximum of \$10,000.00 per project and should support the management of solid waste in Newfoundland Labrador at any stage of the waste management hierarchy. This would include reducing the amount of waste created, reusing materials when able, recycling, recover any useful benefit and dispose of waste that has no further benefits.

The Committee recommends the Town contact the MMSB Representative to discuss potential projects prior to submitting a proposal under the 2017 Community Waste Diversion Fund, as outlined in the attachment.

Snow Plan

The Director reviewed the 2017/18 Snow Plan with the Committee, and proceeded to give an overview of the operations as it applies to the plan. The Snow Plan acts as a guideline to ensure snow and ice removal are completed in an effective and timely manner. It is important to recognize each snowfall is different and will require a different approach when planning effective snow removal. Conditions such as temperature, wind and the duration of the snowfall are all factors that will determine the best operational method for snow and ice removal.

It was brought to the attention of the Committee concerns with the volume of children that will be walking to the Elementary School and the conditions of the roads or sidewalks in that area. The Director felt it would be premature to assume problem areas and suggests the Town investigate any issues that may arise and implement a plan to alleviate at that time. If problem areas noted are consistent, it may require revisiting the Snow Plan to make necessary adjustments.

The Committee agrees with the standards set in the 2017/18 Snow Plan as outlined in the attachment.

Variance Report – Third Quarter

The Director reviewed the Variance Report for the third quarter with the Committee. The Department remains under budget at this time and projects the savings will continue until year end.

Some items noted in this variance were brought forward from the first quarter report. Additional expenses included the unexpected replacement of a pressure relief valve at the Gander Lake pump house. Savings included the Bio Purge application and Ammonia injection for the Chloramines project that were postponed due to delays in the Government funding process.

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 November 8, 2017. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; P. Farwell, Mayor; P. Woodford, Councillor; O. Fudge, Councillor; B. Dove, Councillor; D. Quinton, Economic Development Officer.

The following items were discussed:

Delegation: Gander Heritage Advisory Committee

A delegation from the Gander Heritage Advisory Committee provided an update on past initiatives undertaken and shared their thoughts for future undertakings.

Discussions focused on the mandate of the committee, its advisory role and how its incorporation as a not for profit body may impact on its mandate.

Council is very appreciative of the hard work and achievement of the committee and will work with its member to further define its role and mandate within the community.

Variance Report Ending September 30th, 2017

The Committee reviewed the department's variance report ending September 30th, 2017 which shows a savings of \$23,191.00. These savings can be mostly attributed to savings in the Travel-Business, and Travel-Training budgets. The Committee is pleased with the Department's financial standing.

HBB Application – 200 Trans Canada Highway

The Committee reviewed an application from 200 Trans Canada Highway.

WHEREAS an application has been received from "Sunshine Kennels" to operate a home-based kennel service.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objection received by the deadline date of October 30th, 2017 and it meets all of the Town of Gander's Development Regulations

Motion #17-280**HBB Application – 200 Trans Canada Highway**

Moved by Councillor Brown and seconded by Councillor Dove that “Sunshine Kennels” be permitted to operate a home-based kennel service from 200 Trans Canada Highway.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application – 24A Howe Street

The Committee reviewed an application from 24A Howe Street.

WHEREAS an application has been received from “Arbutus Cove Contracting” to operate a mobile flooring installation business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objection received by the deadline date of October 19th, 2017 and it meets all of the Town of Gander’s Development Regulations.

Motion #17-281**HBB Application – 24A Howe Street**

Moved by Councillor Brown and seconded by Councillor Anstey that “Arbutus Cove Contracting” be permitted to operate a mobile flooring installation business from 24A Howe Street.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application – 25 Raynham Avenue

The Committee reviewed an application from 25 Raynham Avenue.

WHEREAS an application has been received from “Big Rock Workshop Designs” to operate a home-based computer graphic design and woodworking business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objection received by the deadline date of November 6th, 2017 and it meets all of the Town of Gander’s Development Regulations

Motion #17-282**HBB Application – 25 Raynham Avenue**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that “Big Rock Workshop Designs” be permitted to operate a home-based computer graphic design and woodworking business from 25 Raynham Avenue.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Potential Naming of Private Driveways

The Committee discussed the possibility of developing a policy for naming private driveways in an effort to honour prominent citizens who have made outstanding contributions to the development and character of the community, or who have otherwise had a significant and positive impact on residents’ quality of life.

Three options for implementation were presented:

1. Create a separate stand-alone policy for the naming of private driveways
2. Amend the current “Naming of Building and Facilities Policy” to include private driveways.
3. Amend the current “Street Naming Policy” to include private driveways.

After review and consideration, the Committee felt that a process for choosing how best to honour prominent community citizens requires broader discussion with input from both Management and the Gander Heritage Advisory Committee.

The Committee is recommending that this be forwarded to Management for further discussion and recommendation.

Councillor Anstey feels we should modify the Street Naming Policy to allow naming of streets after prominent local residents rather than do this.

Oceanex v. Marine Atlantic Federal Court Case

The Committee reviewed correspondence from the Gander & Area Chamber of Commerce which outlined the detrimental impact that this could have on both businesses and consumers should there be an elimination or decrease in the federal subsidy currently provided to Marine Atlantic.

They would also like to advise that during MNL's recent annual general meeting, a resolution was passed directing MNL to lobby MHAs, MPs, Senators, and tourism advocacy groups to intervene standing strong, opposing this challenge to eliminate the subsidy for the constitutionally guaranteed Gulf Ferry Service.

The Committee would like to communicate that The Gander & Area Chamber of Commerce was referenced as this resolution was presented. The Committee applauds and supports the advocacy efforts of the Gander & Area Chamber of Commerce.

The Committee asked the Director to prepare and send a letter to the Gander & Area Chamber of Commerce in an effort to acknowledge their efforts and dedication to the above-mentioned matter.

Request for Donation

The Committee reviewed a donation request from the Gander & Area Chamber of Commerce for which they are seeking a \$250.00 donation to sponsor the 16th Annual Joe & Clarice Goodyear Business Achievement Awards Gala.

The Committee feels that this is a great event as it recognizes the achievements of our local business community.

Motion #17-283

Request for Donation – Joe & Clarice Goodyear Business Achievement Awards

Moved by Councillor Brown and seconded by Councillor Anstey sponsorship of the 16th Annual Joe & Clarice Goodyear Business Achievement Awards in the amount of \$250.00.

In Favour: 7 Opposing: 0

Decision: Motion carried.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on November 9, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; B. Dove, Councillor; P. Woodford, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; R. Locke, Director of Economic Development; J. Hillier, Administrative Assistant.

The following items were discussed:

Development Application – Cecon Development Corporation

The Committee reviewed a development application from Cecon Development Corporation requesting Council's permission to rezone a parcel of land in the Eastgate subdivision from Commercial General and Open Space Recreation to Residential Medium Density in order to accommodate future residential lots, as well as, a potential senior's complex.

The Director of Engineering advised the Committee that this parcel of land was originally designated for commercial business therefore, rezoning this land will take away from commercial land in the Town's land bank for future businesses. He also advised that the Engineering Department has concerns with rezoning while the Town is currently under a Municipal Town Plan review.

The Director of Economic Development advised that he does not disagree with providing residential land however; he would not like to see commercial land be taken away from the land bank as it reduces the number of options to offer potential businesses that are seeking development within the Town.

The Committee discussed the future of this development and reviewed the draft conceptual layout and concerns were raised that there was no safe access for pedestrians in this area and at some point feel that a safe access across Cooper Boulevard would be needed whether it is a pedway or a controlled intersection. The Committee is recommending that the Director of Engineering review possible designs, as well as, cost estimates for this and forward his recommendation back to the Committee for review.

The Committee recognizes that if there is no commitment from a commercial aspect for this parcel of land in the Eastgate subdivision, then the Committee is in agreement with moving forward with residential building lots.

Motion #17-284**Development Application – Cecon Development Corporation**

Moved by Councillor Anstey and seconded by Councillor Woodford approval for the rezoning request from Cecon Development Corporation to rezone a parcel of land from Commercial General and Open Space Recreation to Residential Medium Density.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Accessory Building Regulations – 1st Reading

The Director presented to the Committee revisions to the Town of Gander's Accessory Building Regulations. The change being proposed will see the removal of Councils discretion on accessory buildings in residential zones.

The Committee is recommending that this item be brought forward to the next Committee meeting for its second and final reading. Anyone who may have concerns with this proposed change is encouraged to contact the Engineering Department at 651-5915.

Plan Amendment #18, 2017 and Development Regulations Amendment #24, 2017

The Committee discussed the rezoning of Penwell Extension and recommends not supporting the current amendment for this rezoning until further discussions take place with the Town Plan Steering Committee.

The Town has consultants hired to complete a Town Plan, therefore, the Committee is recommending forwarding a copy of the commissioner's report to the professional planners for their review and recommendation.

Motion #17-285**Plan Amendment #18, 2017 and Development Regulations Amendment # 24, 2017**

Moved by Councillor Anstey and seconded by Councillor Fudge that the Municipal Plan Amendment # 18, 2017 and Development Regulations Amendment # 24, 2017 be rejected.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This issue will be reconsidered during the ongoing Municipal Plan Review process.

Accessible Parking Spaces – Royal Bank

The Committee reviewed correspondence from representatives of the Royal Bank inquiring about accessible parking spaces in front of their business in the Town Square. The bank has received many complaints from clients regarding the lack of accessible parking spaces in front of the bank, therefore are requesting to take three of the existing parking spaces and converting them into two accessible spaces. In addition, the bank has indicated that they would be willing to cover the cost to have this work carried out.

The Director advised that the Building Accessibility Regulations under the Building Accessibility's Act are presently undergoing amendments to improve accessibility for all persons.

The Director advised the Committee that over the next few months, the Engineering Department will map out designated areas for accessible parking spaces in Town owned parking lots and work in conjunction with the Municipal Works Department to paint these areas in the spring. The Director also advised that he will contact the Royal Bank to inform them that the Town is in the process of conforming to the new set of standards set forth under the Building Accessibilities Act and will strategically locate these accessible spaces to provide a minimal walking distance to their business.

The Committee is in agreement.

Use of Digital Data

The Director of Engineering advised the Committee that the Engineering Department had received a request from a local engineering firm requesting permission to use the Town of Gander's digital data for various environmental reports and property appraisals.

The Director also advised that in the past, the Town of Gander has provided engineering firms and utility companies with the Town's digital data providing they sign an agreement for the use.

The Committee is in agreement with permitting the release of the Town's digital data as it is beneficial to help in the efforts to generate economic activity within Town.

Airials Gymnastics Amendment

As requested by Council, the proposed Municipal Plan Amendment #19, 2017 and Development Regulations Amendment #25, 2017 is now ready for adoption.

The amendment proposes to re-zone the property situated at 10 Carr Crescent, currently zoned **Industrial General** to **Commercial General**. The re-zoning will permit the development of a Gymnastics Facility.

An Open House was held on September 20, 2017 in the Council Chambers at the Town Hall. There were no attendees, exclusive of staff.

Motion #17-286**Airials Gymnastics Amendment**

Moved by Councillor Anstey and seconded by Councillor Dove that the proposed Municipal Plan Amendment # 19, 2017 and Development Regulations Amendment # 25, 2017 be adopted under Section 16 (i) of the Rural and Urban Planning Act.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Mayor Farwell felt that we should consider holding off on this Motion until Airials are sure that this is the location that they wish to develop.

Development Application – Eastgate Phase 5

The Director of Engineering advised the Committee that the Engineering Department had received a development application and construction drawings from Cecon Development Corporation for Phase 5 of Eastgate Subdivision.

Upon review of the construction drawings, it was noted that they did not comply with the Town of Gander's Development Regulations, and staff have requested Cecon Development Corporation to submit revised construction drawings for review. The department has not yet received these revised drawings. The Director advised the Committee that once the plans are reviewed and meets all the regulations, the development application will be brought forward for Council's approval.

Municipal Plan Review – Status Report

The Committee reviewed a project status report regarding the Municipal Town Plan review that was prepared by our consultants as attached, which outlined the stages of the progress thus far and the overall timeline of the schedule forthcoming.

279-287 Elizabeth – Building Safety Concerns

The Committee reviewed correspondence from the president of Our Pleasures. This individual had two concerns that he would like Council to address. First he is requesting that Council help support their efforts in promoting Sexual Health by reducing the age of requirement from 19 to 18. This would be in keeping with other municipalities which have recently made this adjustment to their bylaws. The Committee recommends forwarding this request to the Finance and Administration Committee for their consideration.

Next, this individual expressed his concerns with the building annexed to his place of business specifically, 279 - 287 Elizabeth. He described many safety concerns and an overall unpleasing aesthetic appearance which he felt is having a negative effect on his business. The CAO, along with a representative from Council and the Director of Engineering, visited the site to see first hand the conditions of the building.

The Committee recommends that the Deputy Municipal Clerk be engaged to take whatever means are available to the Town to have this matter addressed in a timely fashion.

Variance Report

The Director presented to the Committee the departmental variance report to September 30, 2017 and advised that the variance resulted from savings in the cancellation of hiring a seasonal engineering technician. He also indicated that the department is under budget due to the higher than expected housing starts and associated permitting revenues.

Overall, the departmental variance to September 30, 2017 was 40,120 under budget. The Committee was pleased with this and forwards it 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 November 9, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Pollett, Deputy Mayor; O. Fudge, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Policies – Renumbering of Municipal Works Policies

The Town's Policy Manual is set up such that our Policies are classified by Department within the organization. When Municipal Works and Engineering were subdivided a couple of years ago, the policies were not renumbered at that time and as such we need to renumber the Engineering Policies that were previously under Municipal Works.

Motion #17-287

Policies – Renumbering of Municipal Works Policies

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Policy numbers be changed as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Brown asked that Council vote on whether or not she is in conflict as she lives on this street. The Town Clerk suggested that Council should discuss a motion that would decide whether or not a member of Council is in conflict when discussing work or funding related to the streets that they own property on rather than deal with this one specific instance

Motion #17-288

Conflict of Interest – Councillor Brown – Wilcockson Crescent

Moved by Councillor Dove and seconded by Councillor Fudge that Councillors are not in conflict of interest when dealing with work or funding related to the streets that they own property on.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Department of Municipal Affairs – SCF – Wilcockson Crescent

The Town has received correspondence from the Provincial Government indicating that funding has been approved under the Building Canada Fund for improvements to Wilcockson Crescent. The improvements are planned for 2019.

Motion #17-289

Department of Municipal Affairs – SCF – Wilcockson Crescent

Moved by Councillor Dove and seconded by Councillor Anstey the Mayor and Town Clerk be authorized to sign the Agreement for Project No. 17-SCF-19-00068.

In Favour: 7 Opposing:

Decision: Motion carried.

Proposed Change to Adult Materials Display Regulations

The Committee reviewed a letter requesting a change to the Adult Materials Display Regulations. They currently stipulate that individuals must be 19 years of age or older in order to enter shops where adult material is displayed as its principal business. The shop owner is requesting that the age be reduced to 18. The Committee felt this was reasonable and is recommending that we accept the owners request and change our Adult Materials Display

Regulations to allow anyone 18 years of age or older to shop at a store where its principal business is display of adult materials. The proposed change is presented for its first reading.

Anyone wishing to comment on the proposed change should contact the Town Clerk at 651-5901 or gbrown@gandercanada.com.

Tender – Supply of Granular Activated Carbon

At the last Council meeting, there was a Motion passed to award the tender for the Supply and Delivery of Granular Activated Carbon. The tender should not have been awarded at that time and the Motion needs to be rescinded.

Motion #17-290

Tender – Supply of Granular Activated Carbon – Rescind Motion #17-271

Moved by Councillor Dove and seconded by Councillor Brown that Motion # 17-271 be rescinded.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-291

Tender – Supply of Granular Activated Carbon

Moved by Councillor Dove and seconded by Councillor Brown that the tender for Granular Activated Carbon be awarded to Brenntag Canada Inc. as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Community Centre Advertising Contract

The Town currently has an Agreement in place with the Rotary Club to market advertising for the Community Centre. The Agreement expires at the end of 2017 and the Committee would like to go to tender for the service for 2018. The Rotary Club will be advised.

Third Quarter Variance Report

The Committee reviewed the Operating Budget Variance Report to the end of September 2017. The report is indicating a projected surplus for 2017 of \$327,380. When this is applied to our deficit being brought forward it will reduce it to \$277,996.

Revenues for the first three quarters were \$11,045,098. This is \$19,993 over budget.

Expenditures for the first three quarters are \$10,717,718 which is \$307,387 under budget.

All Departments within the organization were under budget at the end of September.

The Committee also reviewed the Capital Variance Report for the first three quarters of 2017 and it indicates that the Town is \$86,000 under budget on its Capital Expenditures of \$2.9 million.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

Obituary – Howard Saunders

The Mayor presented an obituary from Howard Saunders. Mr. Saunders served as both a Councillor and as Deputy Mayor for 8 years in the 1970's and passed away in September.

9. NEW BUSINESS

Municipal Assessment Agency – Ballot – Urban & Regional Director

The Town received correspondence from the Municipal Assessment Agency asking the Town to cast a ballot for the Central Regional Director and Urban Regional Director.

Motion #17-292

Municipal Assessment Agency – Ballot – Central Regional Director

Moved by Councillor Dove and seconded by Deputy Mayor Pollett to vote for Pat Woodford as the Central Regional Director with the Municipal Assessment Agency.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-293**Municipal Assessment Agency – Ballot – Urban Regional Director**

Moved by Councillor Woodford and seconded by Councillor Anstey to vote for Peggy Roche as the Urban Regional Director with the Municipal Assessment Agency.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Wastewater Treatment Plant - Contract Change Order #1

The Director of Engineering advised Council that the Town has received a Change Order on the Wastewater Treatment Plant Collection Systems contract. The Change Order is required in order to construct a woods road connecting the current Corner Brook Pulp and Paper woods road to the site for the new Wastewater Treatment Plant. This will allow us to avoid having traffic go through the Eastgate Development, as well as through the main part of Town. It will result in significant savings in fuel as contractors for the main plant will be able to dump in this area rather than have to drive their trucks through Town. The amount of the Change Order is \$186,587.50.

Motion #17-294**Wastewater Treatment Plant – Contract Change Order #1**

Moved by Councillor Dove and seconded by Councillor Anstey that the Town approve Change Order #1 on the Gander WWTP Collection Systems Contract for the new Waste Water Treatment Plant in the amount of \$186,587.50, HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Request for Proposals – NELA Phase 19

Council issued a request for proposal to develop Phase 19 of the Northeast Land Assembly (NELA) and one bid was received. The land in question is behind Raynham Avenue and runs from the site of the new school to Cooper Boulevard. A portion of the land measuring 3.18 hectares is currently owned by the Town with the remaining 7.32 hectares owned by Crown Lands. Council would have to purchase the land from Crown Lands in order to go ahead with the development of Phase 19.

In order to proceed with the project, the Town would have to pay \$553,546 in land acquisition costs. The bid received on the project was for \$149,999.96 plus HST. Given that there is a significant cost to the Town to develop the land it is recommended that the project not go ahead at this time.

Motion #17-295**Request for Proposals – NELA Phase 19**

Moved by Councillor Dove and seconded by Councillor Woodford that the bid for NELA Phase 19 from Freedom Villages Inc. not be accepted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Art Procurement 2017

Councillor Brown stated that the Art Procurement Program is inviting submissions of 2- and 3-dimensional artwork for the 2017 program. The program is open to artists who have been residents of Gander for 12 months or more. Artwork will be received at the Town Hall from 8:30am Monday, December 4, until 4:30pm Friday, December 8, 2017.

10. ADJOURNMENT**Motion #17-296****Adjournment**

There being no further business, it was moved by Councillor Anstey and seconded by Councillor Dove 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