

# MINUTES

## Regular Meeting of Council Wednesday, September 7, 2016 @ 4:30 pm Council Chambers

|                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                                                 |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b>                   | <b>C. Abbott</b><br><b>G. Parrott</b><br><b>S. McBreairty</b><br><b>R. Anstey</b><br><b>W. Lorenzen</b>                                                        | <b>Deputy Mayor</b><br><b>Councillor</b><br><b>Councillor</b><br><b>Councillor</b><br><b>Councillor</b>                                                                                                                                                                         |
| <b>Advisory and<br/>Resource:</b> | <b>D. Chafe</b><br><b>G. Brown</b><br><b>S. Fisher</b><br><b>J. Blackwood</b><br><b>S. Burbridge</b><br><b>P. Fudge</b><br><b>R. Locke</b><br><b>N. Newell</b> | <b>Chief Administrative Officer</b><br><b>Town Clerk</b><br><b>Deputy Municipal Clerk</b><br><b>Director of Engineering</b><br><b>Director of Public Works</b><br><b>Fire Chief</b><br><b>Director of Development</b><br><b>Director of Recreation &amp; Community Services</b> |
| <b>Regrets:</b>                   | <b>C. Elliott</b><br><b>B. Dove</b>                                                                                                                            | <b>Mayor</b><br><b>Councillor</b>                                                                                                                                                                                                                                               |

### 1. CALL TO ORDER

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

### 2. VISITORS/PRESENTATIONS

None.

### 3. MINUTES FOR APPROVAL

#### Motion #16-182

#### Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor McBreairty that the Minutes from the Regular Meeting of Council on August 17, 2016 be adopted as presented.

In Favour: 5      Opposing: 0

**Decision** Motion carried.

#### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **All-Terrain Vehicle By-Law**

##### **Motion #16-146**

##### **ATV Sub Committee – Final Recommendation**

Moved by Councillor Anstey and seconded by Councillor Parrott that section 3(c) of the All-Terrain Vehicle Bylaw be removed following the completion of the drop off locations in 2016, as indicated in drawing 16-1005, attached.

Councillor Anstey stated that even though he made the motion he is not in favour of it.

##### **Amended ATV By-Law**

There is one small error in the above motion. It should read "...section 3(3)..." and not "...section 3(c)..".

##### **Motion #16-183**

##### **Amended ATV By-Law**

Moved by Councillor Anstey and seconded by Councillor Parrott that the above motion be modified to replace "section 3(c)" with "section 3(3)".

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

##### **Motion #16-184**

##### **ATV By-Law – Final Motion**

The motion was then voted on as amended.

In Favour: 1      Opposing: 4

**Decision:** Motion defeated.

Councillor Parrott was in favour of the motion.

Deputy Mayor Abbott, Councillors McBreairty, Anstey and Lorenzen opposed the motion.

Councillor Parrott expressed concern that the Town has grown significantly since the bylaw was established as have the safety concerns; and, that the noise has increased within Town. Should Council wish to keep this bylaw it should recognize the increase in workload and the need for additional equipment to enforce the bylaw.

Council indicated however that the removal of this bylaw would not solve the issue. It was recommended that a Committee, comprised of users and non-users be established. In addition, educational sessions should be held to inform residents of the current bylaws, including “the rules of the road with respect to its use” within Town limits. It was noted that many users; for example, think that a user must drive 40km/hr on the road to keep up with the vehicle traffic versus driving on the side of the road at a slower speed.

This item will be deferred to the Public Works Committee for further action.

## **5. REPORTS – STANDING COMMITTEES:**

### **A. Recreation & Community Living:**

The Recreation & Community Living report was presented by Councillor Lorenzen.

The Recreation & Community Living meeting was held on August 29, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

#### **Review of Previous Minutes**

The Committee reviewed and discussed the Minutes of the previous minutes. No changes were required.

#### **Festival of Flight 2016**

The Director advised that the department that there were no surveys sent out to the residents this year. There were many positive comments regarding the festival and all comments, positive and negative are beneficial when planning for the 2017 Festival of Flight. She advised that they will update the Facebook page as well as the Beacon to notify residents that any comments regarding the 2016 Festival of Flight can be sent through e-mail at [recreation@gandercanda.com](mailto:recreation@gandercanda.com), Facebook, calling the department at 651-5927 or through the complaints/comments form on the Town of Gander’s website.

## **Donation Request – National Fit Challenge**

A request was made to the Committee from a member of the Town of Gander volunteer Fire Department for the travel subsidy from the Grants, Subsidies, and In-Kind Services policy. As a result of one individual travelling to a national competition in Calgary, Alberta, the participant is eligible under the Grants, Subsidies and In-Kind Services policy for a travel subsidy of \$125.00.

## **Quad-a-Polooza**

The Community Events Coordinator is organizing the Quad-a-Poolza event in conjunction with Steele Hotels. They are requesting permission for an ATV/UTV parade through town on Sunday, September 11<sup>th</sup>, 2016. With Council's recent discussion regarding the removal of the ATV/UTV by-law and the upcoming vote and decision on September 7<sup>th</sup>, 2016, the Committee feels that this would be permitted if the by-law remains and if it is voted to be removed than to not allow the parade through the streets of Gander.

## **Cobb's Pond Booking Request**

The Committee discussed a request from Central Health that was received for the use of the Cobb's Pond Building on September 9<sup>th</sup>, 2016 from 11am – 7pm. This event is a Medical Services Physician Family BBQ. Their intent is to provide Gander physicians an opportunity to show their community off in a positive light with other physicians in the region and to the locums who 'come from away' and serve here for short periods of time. The request indicates that there is no budget for this event and is looking for an in-kind donation from the Town of Gander to waive the fee for rental of the building. The current rental rate for the building is \$50 per hour. The Committee feels that this is a worthwhile event for Central Health and could positively impact the residents of Gander and is recommending to waive the \$50 rental fee. The Committee is also suggesting that members of Council attend this event on behalf of the Town of Gander.

## **Motion #16-185**

### **Cobb's Pond Booking Request**

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the building rental fee for use of the Cobb's Pond building be waived for the Medical Services Family BBQ.

In Favour:     5            Opposing:     0

**Decision:**     Motion carried.

**Upcoming events**

- Sept 10, 17, 24: Farmers Market – Cobb's Pond Rotary Park
- Sept 11: 9/11 Ecumenical Service
- Sept 15 - 18: Atlantic Mosquito Baseball Tournament

**B. Development, Tourism & Culture Committee:**

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

The Development, Tourism & Culture Committee was held on August 30, 2016. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

**Delegation - Dunley Peyton – Commonwealth War Graves**

Mr. Dunley Peyton of the Heritage Advisory Committee was in attendance to discuss the significance and potential of the Commonwealth War Graves site in Gander.

Mr. Peyton pointed out the uniqueness of this site, being the only such grave site in North America. He noted that such grave sites in Europe are immaculately maintained and draw millions of visitors a year to pay respects and recognize the historical significance.

As an initial step in this direction, the Heritage Advisory Committee would like to see upgrades to the site entrance including dedicated access lanes on the TCH and straightening of the main road into the site.

The Heritage Advisory Committee is requesting that the Town of Gander's Engineering Department produce a concept drawing showing the proposed changes. It is the Heritage Advisory Committee's intention to use this concept drawing in their efforts to seek provincial and federal funding to bring the proposed changes to fruition.

The Committee recognizes the value of this community asset and is forwarding this request to the Engineering Committee for their review and consideration.

The Delegation left the Committee meeting.

## **Review of Previous Minutes**

The Committee reviewed and discussed the Minutes of the previous meeting. No changes were required.

## **Affordable Housing RFP Update**

The Committee was provided an update on the Little Cobb's Pond Residential Development. To date, a draft RFP has been produced and is under review by departmental staff to ensure that it meets its intended purpose of encouraging affordable housing options within the Town of Gander.

## **Filming at GIAA**

The Committee was advised that in celebration of Canada's 150<sup>th</sup> anniversary, a short art film depicting the early days at Gander International Airport has been commissioned by filmmaker, Mark Lewis.

The film's producer, Jenn Paul has been in contact with the Development Department requesting assistance in identifying local film crew, possible sources of equipment rentals as well as in identifying up to 300 volunteers to act as background extras for the shoot.

## **WWII Display**

The Committee reviewed a news article on the Gander Airport Historical Society's efforts to develop a digital display and scaled model reflecting what the Town looked like during and following WWII. It is anticipated that the various displays will be in place in 2017.

## **C. Governance & Community Engagement:**

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

The Governance & Community Engagement Committee meeting was held on August 30, 2016. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: S. McBreairty, Councillor; W. Lorenzen, Councillor; D. Chafe, CAO.

The following items were discussed:

**Review of Previous Minutes**

The Committee reviewed and discussed the Minutes of the previous minutes. No changes were required.

**Use of Town Vehicles Policy**

The Committee reviewed and agrees with the proposed changes to the Use of Town Vehicles Policy.

**Motion #16-186****Use of Town Vehicles Policy**

Moved by Councillor McBreairty and seconded by Councillor Lorenzen the adoption of the changes to the Use of Town Vehicles as presented.

In Favour:     5            Opposing:     0

**Decision:**     Motion carried.

The Communications Officer joined the Committee meeting.

**Community Engagement Plan**

The Communications Officer presented the Committee with a proposed Community Engagement Plan. The plan proposes a number of initiatives aimed at improving Council's interaction with the residents and community stakeholders including newsletters, pre-budget consultations and enhanced use of social media tools. The Committee reviewed and discussed the proposed plan and feels that its implementation will go a long way in further offering opportunities for dialogue between Council and residents.

The Communications Officer left the Committee meeting.

**Ping Street/Website Update**

The Committee inquired to the status of our efforts to adopt and roll out the Ping Street Application and the update of the website. The CAO advised that staff had been exploring other comparable products. The Committee feels that this is an important service and has directed staff to adopt and implement the Ping Street Application and to move forward with updating the Town of Gander's website.

**D. Engineering, Planning & Controls:**

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

The Engineering, Planning & Controls Committee meeting was held on August 31, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

The previous minutes were reviewed and approved as presented.

**280 Garrett Drive**

The Committee reviewed correspondence from the owner of 280 Garrett Drive requesting Council's approval to subdivide his property at that address. The owner also requested that the Town of Gander pay the costs associated with bringing services to the new lot from the existing main lines within the street. Along with this request, the owner is asking for a refund of his landscaping deposit for the undeveloped section of the lot that he is proposing to subdivide.

The Committee was unable to recommend to Council that the owner be allowed to subdivide since the land in question is currently not serviced. If the property owner is willing to service the property at their expense the Committee would revisit the request at that time. The Committee was also unwilling to recommend to Council that the landscaping deposit be released prior to the subdivision of the property as the original landscaping deposit was based on a site plan for the development of the entire property.

The Committee recommends the Director of Engineering contact the owner of 280 Garrett Drive to inform him of Council's decision.

**Recreation Open Space – Penwell Avenue**

This item was referred from the Recreation and Community Services Committee who, after meeting with residents in the area, are recommending an open space in the Penwell area, along with the open area around the small pond, be protected and remains as open space.

The Director advised the Committee that the area in question is currently zoned Open Space Recreation and there has been no application received at this point to have it rezoned.



## **Cobb's Pond Residential Land Development**

The Director of Engineering advised the Committee that staff had prepared a draft copy of the Requests for Proposal for the Little Cobb's Pond Residential Land Development. He indicated that the Development Department and the Engineering Department are working closely to develop the RFP and will forward the final document to the Affordable Housing Committee for their review and subsequent recommendation to Council before sending out the RFP to potential bidders.

### **Permit Extension – 220 Baird Place**

The Committee reviewed correspondence from the owner of 220 Baird Place requesting Council's approval for an extension on applying for his permit and submittal of a foundation plan for an accessory building. The owner had previously been given a date of August 31, 2016 to apply for the permit and submit a drawing, however the owner feels that this was not an adequate amount of time to do so since he only received the letter indicating those instructions on August 25, 2016, therefore is requesting an extension until September 30, 2016.

### **Motion #16-187**

#### **Permit Extension – 220 Baird Place**

Moved by Councillor Parrott and seconded by Councillor McBreairty that the Town extend the deadline for building permit application for 220 Baird Place to September 30, 2016.

In Favour:      5      Opposing:      0

**Decision:**      Motion carried.

## **E.      Public Works & Services:**

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

The Public Works & Services Committee was held on August 30, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; D. Moulton, Director of Public Works & Services (A); O. Fudge, Municipal Officer In Charge (A); G. Whitt, Administrative Support Clerk; L. Small, Administrative Assistant; A. Janes, IT Support.

The following items were discussed:

## **Review of Previous Minutes**

The previous minutes & action items were reviewed and approved as presented.

## **ATV By Law 3(3) - Correspondence**

The Committee reviewed ten more pieces of correspondence regarding the removal of the ATV bylaw section 3(3) All views expressed were against removing it. The Committee appreciates the input and will be voting on this by-law at the Council meeting scheduled for September 7, 2016.

## **ATV Statistics**

As requested at the last meeting, the Municipal Enforcement Department provided statistics which indicated that from January 1, 2014 to July 31, 2016 there were 99 ATV complaints filed, 16 Tickets and 31 warnings issued, and 9 vehicles impounded.

## **Noel Rideout- John N. Cardoulis Award**

The Town of Gander's former Fire Chief, Mr. Noel Rideout was recently awarded the John N. Cardoulis Award. This award was created on behalf of Mr. Cardoulis, a former Fire Commissioner for the Province, to recognize individuals or organizations that have made a significant contribution to the fire service, in terms of fire prevention, community outreach, and the enhancement of our service.

There have been two previous recipients of the award, North Atlantic Refinery and the Government of Newfoundland and Labrador. This is the first time an individual has been given the award.

The Town would like to congratulate Mr. Rideout on this outstanding achievement in Fire Services.

## **Invoices for Approval**

The Committee reviewed one invoice for \$ 24,849.00 from Central NL Waste Management for the tipping fees for July.

The Acting Director of Public Works & Services advised the Committee that all goods and services had been received and met the Town's specifications. The Committee recommends that the invoice be forwarded to the Finance Committee for its consideration.

**Policy ME014- Auxiliary Municipal Enforcement Officers**

The Committee was advised that this policy should be removed in its entirety as there are no longer auxiliary police officers.

This item is presented to Council for the first reading. If there are any objections to the removal of this policy, it should be submitted in writing on or before September 16<sup>th</sup>.

**Garbage Regulations – Summary of Changes**

The Acting Director of Public Works and Services reviewed with the Committee proposed changes to the current Garbage Regulations. The changes as shown in the attached summary will bring the current regulations up to date.

The Committee agrees with the changes and forwards this item to the next Management meeting for review.

**Road Painting Project**

The Acting MEO in Charge brought forward a project that they would like to begin with Gander Academy students and staff. The project is part of an initiative across North America called ***Paint the Pavement*** which brings awareness to public safety in school zones.

A local artist is usually asked to assist with a mural design on the pavement in the school zone area and then the children are engaged to do the painting.

The Committee agreed that this was a very worthwhile initiative.

**Motion #16-188****Road Painting Project**

Moved by Councillor Anstey and seconded by Councillor Parrot that the Town participate in the Paint the Pavement initiative.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Emergency Generator, Public Works Depot**

The Acting Director of Public Works & Services informed the Committee that the emergency generator for Public Works Depot's new gas and fuel system requires an inverter style generator to operate, making the present generator unsuitable.

It was requested the Committee consider reallocating funds in the Capital out of Revenue Budget to provide approximately \$4000.00 to purchase a new generator. The Capital out of Revenue account will still remain within budget.

The Committee agreed and recommends relocating funds within the Capital out of Revenue Budget to purchase a new generator.

### **Building Security Cameras**

The Acting Officer in Charge suggested that during the next budgetary process, Council consider the purchase of outside security cameras for the Steele Community Center and the Town Hall. There have been incidences of vandalism at both these locations.

The Committee has asked staff to get pricing on the cameras for further discussion.

### **F. Finance & Administration:**

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

The Finance & Administration Committee was held on September 1, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; G. Brown, Director of Finance.

The following items were discussed:

### **Invoice for Approval**

#### Operating

#### AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE AUGUST 30, 2016

|                                          |           |
|------------------------------------------|-----------|
| 1. Central Newfoundland Waste Management | 24,849.00 |
| 00-430-1000-7007 total tipping fees July |           |
| Budget 347,900 Spent to date 194,718     |           |

|                                      |                    |
|--------------------------------------|--------------------|
| Total operating invoice for approval | <u>\$24,849.00</u> |
|--------------------------------------|--------------------|

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

**Motion #16-189**  
**Invoice for Approval**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Department of Municipal Affairs Correspondence**

The Committee reviewed a letter from the Minister of Municipal Affairs regarding proposed changes to the Assessment Act. This Act outlines how property in the Province is assessed for municipal taxation purposes. The Minister indicated that the review is being done as the result of concerns expressed by residents and businesses after the 2016 property reassessments.

The Minister is encouraging all residents to participate in the review. They have a website set up to deal with it which is [www.ma.gov.nl.ca/review/review.html](http://www.ma.gov.nl.ca/review/review.html).

**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 #16-190**  
**Property Tax Reduction**

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the one property tax reduction application be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**2017 Budget Schedule**

The Committee reviewed the proposed Budget Schedule for 2017's Budget. The Schedule proposes that the Budget will be brought down on November 30 this year which is earlier than previous years. Another change to the Budget schedule is that there will be public consultations held at which residents will be invited to present their ideas on the Town budget to Council. These meetings are tentatively scheduled for October 4, 5 and 6. More information will follow on this shortly.

**6. ADMINISTRATION**

None.

**7. CORRESPONDENCE**

**2016 Nomination Board of Directors**

The Town Clerk stated that the MNL Board nominations are closing on Friday, September 9, 2016 if Council wishes to nominate a Director.

**8. NEW BUSINESS**

None.

**9. ADJOURNMENT**

**Motion #16-191**

**Adjournment**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:38pm.

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**C. Abbott, Deputy Mayor**

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**G. Brown, Town Clerk**