

MINUTES

Regular Meeting of Council Wednesday, May 22, 2013 @ 4:30 pm Council Chambers

Present:	C. Elliott	Mayor
	Z. Tucker	Deputy Mayor
	S. Oram	Councillor
	D. Blundon	Councillor
	G. Parrott	Councillor
	R. Anstey	Councillor
	A. Scott	Councillor

Advisory and Resource:	J. Turner	Chief Administrative Officer
	J. Blackwood	Director of Municipal Works & Services
	G. Brown	Town Clerk
	D. Deschamps	Director of Recreation and Community Services
	S. Fisher	Human Resources Supervisor
	P. Fudge	Fire Chief
	D. Chafe	Development Director

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

9 Wing Presentation

Captain Lauren Banks was deployed to Afghanistan in 2011/2012 and during her tour she requested the flag that flew over the CAF Camp on September 11, 2011 be presented to the Town of Gander to recognize their help during 911. The Mayor was presented with the flag and a plaque by Captain Banks.

Intergenerational Day of Canada Proclamation

The Mayor proclaimed June 1st, 2013 as Intergenerational Day in Canada whereas everyone was invited to take one small respectful step to bridge generations within our community.

3. MINUTES FOR APPROVAL

Motion #13-122

Minutes for Approval

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on May 1, 2013 be adopted as presented.

In Favour: 7 Opposing: 0

Decision

Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

5. REPORTS – STANDING COMMITTEES:

A. Public Safety and Human Resources Committee:

The Public Safety and Human Resources Committee report was presented by Councillor Oram.

The Public Safety and Human Resources Committee meeting was held on May 13, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; J. Turner, CAO; P. Fudge, Fire Chief; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

Fire Hydrant Relocation Policy

The Public Safety Committee reviewed the new Fire Hydrant Relocation Policy put forth by the Municipal Works Committee. The Public Safety Committee agrees with the proposed policy and refers this back to Municipal Works for their action.

Correspondence from Notre Dame Home Furnishings

The Committee received a letter from the Manager of the business requesting that Council enforce its no parking policy to ensure that they have access to their storage facility at all times. Currently patrons from the bar next door park in front of their loading doors making it all but impossible to get into their building. The Committee has asked the Municipal Police to patrol the area and if necessary ticket the offenders once the proper signage has been installed. The business owners will be responsible for the supply and installation of the signs.

Correspondence from Resident on Ogilvie Street

The Committee received a letter from a resident on Ogilvie Street, a long haul trucker regarding the parking of his truck at his parents place in the Ogilvie Street area. A resident from the area made a complaint about his truck being parked in the driveway. The owner of the truck, who is only home for one week every 4-5 weeks, has concerns with vandalism if he has to park his truck at the Goose gas station.

He feels that his truck, once disconnected from his trailer is not permitted to carry any weight and therefore should not fall under the current Town by-law regarding the parking of commercial vehicles weighing over 10,000kg. After some discussion, the Committee does not recommend changing the by-law to accommodate the request.

Crosswalk Request

The Committee reviewed a request from a resident regarding the possibility of having a crosswalk installed at the intersection of Edinburgh Avenue and Blackwood Drive. After some discussion the Committee recommends that a crosswalk be installed in this area and forwards this to Municipal Works for their consideration.

Fire Department/Police Quarterly Report

Fire Department

The Fire Chief submitted the Quarterly Report for the period covering February 1st 2013 – April 30, 2013.

Fire Inspections for the time period were 32 compared to 72 for the same time in 2012. This was due to the cancellation of several large fire inspections that were due for the month of April including both shopping centres.

Fire Calls for the period of February 1st to April 30th were 43, up from 27 for the same time frame last year.

Training Hours for the period of February 1st to April 30th were 2,220 hours. That's up from 1,996 hours for the same time frame as last year.

Police Department

The Police Department report is for the first four months of 2013

Speeding Violations were 124 Other Moving Violations were 47

Non-moving violations were 210

Complaints from the public were 583

Animal Control were 24

Other is 84

Purchase of Backup Radar

The Committee discussed the issue of the Police not having a backup radar as the present radar has had some repair issues. The Committee feels that there should be a second radar purchased as a backup to the first one. This would help to eliminate the loss of revenue in the event of equipment malfunctions. Since this would be a non-budgeted item, the Committee forwards this to Finance for their consideration.

Fines for Handicap Parking

The Public Safety Committee also looked at the fines being issued for handicapped parking. Currently, the Municipal Police are issuing fines for \$82.00 for the violations; however in the Highway Traffic Act the fine issued for handicap violations is \$100 dollars.

Motion #13-123

Fines for Handicap Parking

Moved by Councillor Oram and seconded by Councillor Anstey that the fine for parking illegally in a handicapped parking spot be increased to \$100 under the Town of Gander Traffic Regulations.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Traffic Camera

The Committee was asked by the Municipal Works Department to identify if the traffic camera that was intended for the intersection of Memorial Drive and Airport Blvd. would be better suited at the Bennett Drive/Airport Blvd location. After much discussion, the Committee decided that the original location was the most suitable and refers this back to Municipal Works for their consideration.

Building at the Fire Training Ground

The Fire Chief reported that the A-frame building located at the Fire Department Training Ground is in need of possible repair and would like to have someone from Engineering do an assessment on the floor structure to determine if the building is salvageable. The Committee refers this to the Municipal Works Committee for their recommendation.

Speeding on the Rail Bed

Councillor Oram had a concern with the speeding on the rail bed. Constable Fudge noted that this is very difficult to enforce and that it is a Provincial jurisdiction. He noted that he was in contact with the school principal and had a meeting with him and the students at the school who were driving motorcycles and quads. During the meeting, he discussed the regulations on speeding and educated them to the fact that the trail system is a multi-use trail and is shared with all groups of people. The Committee requested that a letter be written to the RCMP and to Conservation officials to ask their support in helping reduce speeding on the trail system.

Variance Report

The Committee reviewed the Variance Reports from both the Fire and Police Departments. While there were some minor cost overruns due to equipment repair there was the \$10,520 in lost revenue due to the Police radar out for repairs.

The Fire Chief and Municipal Enforcement Officer left the Committee meeting.

The HR Supervisor joined the Committee meeting.

HUMAN RESOURCES

Maintenance Planner Position

Councillor Oram expressed concern with the turnover in the Maintenance Planner position and requested a cost breakdown and accomplishments to date. The Committee referred to Municipal Works to ensure the position is required and a second referral to Finance to calculate what has been vested and spent to date.

B. Parks & Recreation Committee:

The Parks and Recreation Committee report was presented by Councillor Blundon.

The Parks and Recreation Committee was held on May 13, 2013. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; J. Turner, Chief Administrative Officer; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

The following items were discussed:

Delegation – Therapeutic Riding School

Jessica Legge and Winnie Humby attended the meeting to discuss the initial plans of their Therapeutic Riding Association entitled 'A Legge Up'. This Association promotes therapeutic riding for persons with disabilities and provides them with socialization, recreation and interaction of clients and horses. They do plan to offer a riding program for the general public as well. Currently they are in the first phase of their development which is land preparation. They are looking for a letter of support from the Town of Gander to help secure funding to continue with the construction of the barns, activity centre and wheelchair playground.

The Committee fully supports providing a letter of support and feels that this would be an excellent addition to the recreation programs in Gander and surrounding areas.

Motion #13-124

Delegation – Therapeutic Riding School

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that Council write a letter in support of the establishment of a Therapeutic Riding School.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Proposed Washroom Facility at the Ball Fields

The Director advised that he is working with the Municipal Works Department and Engineering to finalize the design for the washroom facilities. The building will contain washrooms and change rooms but not a storage room as was in the previous design. Storage space will be attached to the dugouts on the fields. The washroom facility will be located adjacent to the Splash Pad.

Multiplex Update

The Director advised that the initial consultations with the user groups have been completed. The Consultants will be setting up a governance operations workshop with stakeholders within the next couple of weeks to discuss the pros and cons of who would operate and pay for a possible multiplex.

The next step is for the Consultants to provide the architects with their report and a draft design will be provided.

Destination Gander – U16 Softball Tournament

The Department was advised by Destination Gander that the National U16 Softball Tournament which was previously scheduled for the second weekend in August has been canceled due to low team registration. The other National Tournament that is scheduled for early August is proceeding as planned.

Requests for Funding

The following requests were approved under the Grants, Subsidies & In-kind Services Policy.

<u>Group</u>	<u>Event</u>	<u>Participants</u>	<u>Funding</u>
Ambassador Program			
Katelyn Parsons	NL Provincial Elite Volleyball Team	1	\$125
Emily Fraser	NL Provincial Elite Volleyball Team	1	\$125

Newfoundland Power re Power of Life Project

On Saturday, May 25th, Newfoundland Power will be organizing a Provincial Hard Hat Drive. Volunteers from Gander will be setup at various locations collecting donations in support of cancer care in Newfoundland and Labrador. Councillors will be volunteering their time to help with this cause.

Recreation Field Updates – Baseball - Soccer

The Director advised that the Department did a thorough review and inspections of all athletic fields and has set action items and timelines for all tasks identified.

The Department met with all the user groups of the ball fields and the soccer association and advised them that the fields will be ready for them to start their summer program. The Art Walker Field will require another couple of weeks for maintenance but the user group requiring this field will not be starting their program until mid-June.

Summer Ball Hockey Program

The Director met with representatives who are interested in setting up a youth and adult ball hockey program. The tentative schedule is Tuesday and Wednesday nights for seven weeks this summer and all participants will be registered with the Newfoundland Ball Hockey Association.

This program has great potential and many tournaments and leagues are already in place throughout the island. The Worlds are being held in St. John's this summer and over 800 participants representing 32 countries are registered.

Hockey Newfoundland & Labrador High Performance Camp

The bid proposal to host the High Performance Camp in 2014 -2107 was received. The Department will be working with the hotels to submit a competitive bid.

Variance Report

The Committee reviewed the variance report and the Department is within budget. This is forwarded to the Finance Committee for their review.

Kraft Celebration Tour

The Kraft Celebration Tour has invited Canadians to nominate places where they live for a chance to win \$25,000 towards a community project. For more information, citizens can visit the website at www.kraftcelebrationtour.ca. The deadline is June 7, 2013.

Community T'Railway

Councillor Blundon was wondering if there was any funding to work on the motorized vehicle trails around the community. In particular, he was concerned about the motorized vehicles crossing the intersection where Magee Road meets the Trans Canada Highway. Other communities have avoided this danger by providing an access route under the road and Councillor Blundon questioned whether this was possible.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Deputy Mayor Tucker.

The Economic Development Committee meeting was held on May 13, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: D. Blundon, Councillor; G. Parrott, Councillor; A. Crummey, Development Officer.

The following items were discussed:

Opportunities Management Presentation

The Development Department, in conjunction with the Department of Innovation, Business and Rural Development will be arranging for a presentation on Opportunity Management with the Economic Development Committee at an upcoming meeting. Once a final date has been arranged the Committee will be advised and other Councillors will be invited as well.

Business Achievement Awards

During the Gander and Area Chamber of Commerce's 13th Annual Joe and Clarice Goodyear Business Achievement Awards Gala, six businesses and organizations were honoured. The Town Council of Gander sends its congratulations to:

Glenn Collings Limited – Winner of Joe and Clarice Goodyear Business Achievement Award
Sweetapple Accounting Group – Winner of Business of the Year Award
Sears Gander – Winner of Customer Service Award
Weston's at the Airport – Winner of Helping Hands Award
Cecon Limited – Winner of Environmental Award
Beautiful Rock – Winner of Small Business Award

Councillor Dave Blundon and coin artist Greg Seaward also unveiled the Chamber's 2013 Aviation Coin. This coin marks the 32nd series of the Aviation Coin.

Correspondence – Minister of Education

The Committee reviewed correspondence from the Minister of Education in response to our request for a meeting. The Committee is very disappointed that not only did Minister Jackman not agree to meet with us; it appears, from the content of his letter, that he did not even read our correspondence as there was no reference to our request for a meeting.

We have requested assistance from our own MHA in arranging this meeting.

Compassionate Monument

The Committee reviewed a request from the Tourism Department to research funding opportunities to assist with the cost of building the Compassion Monument. The Committee suggested that not only could there be various funding opportunities available through government, but that fundraising in the United States could be a viable option as well.

Staff will research funding opportunities and report back to both the Economic Development and the Tourism Committees.

Outdoor Market Update

The Committee was advised that plans for the upcoming Canada Day Weekend Open Air Market are moving along. Nineteen of the twenty available kiosks have been booked. The Open Air Market will be open June 29 from 10 am to 5 pm, June 30 from noon to 5 pm and on Canada Day, July 1, from 1 to 4 pm.

Kiosk rentals for the Christmas Open Air Market are also going very well, with thirteen of the twenty-two kiosks being booked. Anyone interested in more information about the town's Open Air Markets can call our Development Officer, Annette Crummey, at 651-5910.

First Quarter Variance Report

The Committee reviewed the first quarter variance report and noted that department expenditure was mostly on budget. The only major variance was a savings in WHSCC due to a rate reduction and savings from PRIME.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on May 14, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Festival of Flight Sponsorships

The Committee is pleased to announce that Atlantic Lottery will be returning as a sponsor of the Festival of Flight.

Steele Communications has also renewed their sponsorship commitment. As part of the agreement, Steele Communications will donate over \$10,998.75 in advertising value while the Town's investment is \$4,000.00 plus tax. This will include all advertising for Festival of Flight events such as the Kitchen Party, Gander Day, Opening Ceremonies, etc.

Heart and Stroke – Mayor's March for Heart Disease

A letter from the Heart and Stroke Foundation requesting the Town's involvement in the Mayor's March for Heart Disease and Stroke event was reviewed. The Committee agreed that while this was a worthwhile campaign, we would not be participating at this time.

Advertising Requests

The Committee reviewed the following requests:

Beyond the Overpass Theatre will be producing a program for their Theatre Festival taking place from June 15 – September 7. The Committee agreed to place a full page ad in the program as this is one of Gander's few tourism products.

Transcontinental Printing will be producing 20,000 placemats for restaurants around the region that will be distributed monthly. The Committee agreed that it would be beneficial for the month of July to advertise the Kitchen Party and other Festival events in the 9" x 4" spot in the middle of the placemats. The cost of the ad is \$499 plus tax.

The Chamber of Commerce is in the process of putting together the **Kittiwake Coast Visitors Guide** for the upcoming season. These guides will be distributed to the provincial and regional information centres as well as all Marine Atlantic facilities. The Committee agreed that the Town of Gander should place an ad in this booklet as it the only tourism booklet being published for the region. The cost of the ad is \$425 plus tax.

Variance Report

The Committee reviewed the variance report and the Department is within budget. This is forwarded to the Finance Committee for their review.

Upcoming Events

The Town of Gander will be hosting the following events in May and early June:

- May 24: Gander Collegiate Safe Prom at the Gander Community Centre
- May 27: Legend City Wrestling will be bringing the "Million Dollar Tour" to the Gander Community Centre. Tickets can be purchased at the Centre on weekdays between 9am and 4pm
- May 28: Municipal Awareness Day will be taking place at the Gander Community Centre and will be "new and improved" this year! There will be interactive stations showcasing the Town's equipment, as well as hot dogs and prizes!
- May 29: A Senior Wellness Day for anyone 50+ will be hosted at the Gander Community Centre in partnership with the Newfoundland and Labrador Network for Prevention of Elder Abuse and Central Health. Please register by calling the Gander Community Centre at 651-5927 or Central Health at 651-6261.

- May 30-June 1: Clean & Green Campaign – We're inviting families, friends, businesses and anyone who is willing to help to come out and help us clean up our town! If you're interested, drop by the Gander Community Centre to register your group and to pick out a location to clean from the list of Gander's "HOT SPOTS"!
- June 1: Royal Canadian Air Cadets Squadron Review at the Gander Community Centre.
- June 7: Relay for Life will be holding its annual event at the Community Centre.
- For any information regarding the events listed, please contact the Events Office at 651-5958.

Community Sector Council - Thank You

A letter was received from the Community Sector Council thanking the Town of Gander for its monetary donation to the Volunteer Week reception and for the assistance of the Recreation Department during the event. The Committee was delighted to receive this letter and happy to have been a part of the event.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on May 15, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; J. Turner, Chief Administrative Officer; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Clean Up Week

The Committee had a general discussion regarding the ongoing Town of Gander Clean Up Week and some challenges associated with it. The Director advised that following the end of the process, it would be brought back to Committee for further discussion and how best to proceed with future clean ups.

Spruce Court Plan Amendment

Municipal Plan Amendment # 6, 2013 and Development Regulations Amendment # 9, 2013 are now ready for approval by Council.

The revised amendment proposes to re-zone a parcel of land adjacent Spruce Court, Phase 12, from Open Space Recreation to Residential Medium Density.

The required advertising and provincial review has been completed. A Public Hearing was scheduled for May 7, 2013 at the Town Hall. There were no objections received by the deadline date of May 3, 2013 and the hearing was cancelled.

Motion #13-125**Spruce Court Plan Amendment #6 Development Regulations Amendment #9**

Moved by Councillor Anstey and seconded by Councillor Blundon that Municipal Plan Amendment # 6, 2013 and Development Regulations Amendment # 9, 2013 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Invoices for Approval

The Committee reviewed four (4) invoices and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the invoices be paid and forwards them to the Finance Committee for its consideration.

Variance Report

The Committee reviewed the department variance report for the first quarter of 2013. The Director noted that the total Municipal Works Budget for this quarter was over by \$19,450.06. Some of the major contributors to this overage were an error in the estimation for the filter media replacement at the Water Treatment Plant and cost over runs in water services in extra electrical, pumping and maintenance costs in maintaining chlorine residuals throughout town. The Department is aggressively working towards a chlorine booster station to help eliminate these costs in the future.

East Gate Development

The Committee reviewed correspondence from Cecon Ltd. pertaining to the development of Branson Street in the Commercial Development of the East Gate Subdivision.

Cecon is proposing to relocate the centre line of Branson Street approximately 1.2 meters closer to Cooper Boulevard by keeping the right of way for this street in the same location and also to relocate the sidewalk to the Cooper Boulevard side of Branson Street.

The rationale was that as the lots are developed, they will require servicing and by changing the centre line it will be less disruptive to the infrastructure while tying into the existing services, will not undermine the road and the manhole covers would not be located in the sidewalks.

The second request was that permits could be issued upon substantial completion without curb and first layer of asphalt under the agreement that curb, gutter and sidewalk and completed asphalt would be done one year after substantial completion.

The Committee had a general discussion on the fact that this was a commercial development and differed from a residential development; they saw the merits in Cecon's request. The Committee is recommending that Council permit Cecon Ltd. to develop Branson Street in the Commercial East Gate Subdivision in this manner with a sidewalk on one side of the street only and a readjusted center line.

When the Development Agreement is written, it should state that Cecon be permitted to obtain permits issued upon substantial completion without curb and first layer of asphalt, both of which will have to be completed within one year of substantial completion.

Motion #13-126

East Gate Development

Moved by Councillor Anstey and seconded by Councillor Blundon approval to exempt Cecon Development Corp from the requirement to install the first lift of asphalt and curb prior to issuance of building permits as stated in Town of Gander Streets and Subdivision Regulations for the Cooper Blvd Commercial Phase of the Development.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Furthermore, permission be granted to relocate the centre line of Branson Street approximately 1.2 meters closer to Cooper Boulevard by keeping the right of way for this street in the same location and also to relocate the sidewalk to the Cooper Boulevard side of Branson Street.

17 Penwell-Land Request

The Committee reviewed a request from the owner of 17 Penwell for the purchase of backland. The Director advised that this parcel of land was not in the land bank and is actually the location of the drainage swale installed by the developer to help with storm water drainage of that area. The Committee is recommending that this piece of backland remain as is and no offer to purchase be granted.

96 Rowsell Boulevard- Undeveloped Building Lots

The Committee reviewed correspondence from the property owner adjacent to 96 Rowsell Boulevard expressing his concerns that this lot has been undeveloped for some time, it is aesthetically unpleasing, and frequently used for the location of, what appears to be, a storage shed or utility trailer and filled with other construction debris. He felt that it was unfair for him to have to endure this adjacent to his property.

His request is for Council to consider a By-law encouraging the owners of residential lots, such as this one surrounded by a completely developed street, to develop it in a timely manner.

The Committee had a general discussion on this request and the Director advised that the property belonged to a developer, not an individual owner. There is currently no policy governing the time frame from which the building lot reached substantial completion to the time it had to be developed to the point where a house is installed and landscaped. However, Council does have a policy governing individual ownership.

After further discussion, the Committee is not recommending bringing forth a By Law which would force developers to this standard, however, they will review the Design Standards for Streets and Subdivisions and consider bringing forward a requirement for rough grading of lots prior to issuing of building permits in subdivisions.

Fire Hydrant Relocation Policy

The Committee was advised that the Fire Hydrant Policy had been reviewed by Public Safety and no issues were raised.

Motion #13-127

Fire Hydrant Relocation Policy

Moved by Councillor Anstey and seconded by Councillor Blundon approval of the Fire Hydrant Removal Policy, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Crosswalk Installation Request

The Committee reviewed a request, forwarded from the Public Safety Committee, for the installation of a crosswalk at the intersection of Edinburgh Avenue and Blackwood Drive. The Committee was advised that the crosswalk installed at this location would meet Town of Gander requirements.

Motion #13-128

Crosswalk Installation Request

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that approval for the installation of a crosswalk at the intersection of Edinburgh Avenue and Blackwood Drive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Appeal Board Response-Corner Brook Pulp & Paper Harvesting

The Committee reviewed the recent decision of the appeal by the Central NL Regional Appeal Board between the Appellant *Corner Brook Pulp & Paper Ltd.* and Respondent *The Town of Gander* with regards to a request made by *Corner Brook Pulp & Paper Ltd.* for commercial forestry activity within the Town of Gander near Whitman's Pond.

The Appeal Board, in its conclusion based on its findings, determined that while the Town of Gander has authority to consider development within their municipal planning area boundary, they did not exercise their authority appropriately in considering and refusing a request made by *Corner Brook Pulp & Paper Ltd.* for commercial forestry activity in the Whitman's Pond area. Any development in the Town of Gander boundaries must be preceded by an application and permits as outlined in the Town of Gander's Municipal Plan and Development Regulations.

The Appeal Board's decision was as follows "that based on the information presented the Board orders that the refusal issued by the Town of Gander on January 18, 2013 be vacated and the Board further orders that the Town of Gander pay an amount of money equal to the appeal filing fee of \$ 113 payable by the Appellant to the Appellant".

The Director presented a proposed Development Application which the Committee reviewed and finds appropriate.

Motion #13-129**Appeal Board Response – Corner Brook Pulp and Paper Harvesting**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Development Application form be approved, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Director advised that he will contact Corner Brook Pulp and Paper notifying them that an application has been developed and encourage them to avail of this document if they wish to pursue harvesting in that area. He will also coordinate with the Finance Department to have the appropriate fees paid to Corner Brook Pulp & Paper as per the order of the Appeal Board.

Reduced Water Usage- Regulations and Enforcement

The Director advised that The Town of Gander will be conducting extensive maintenance on the Town's water reservoir from **May 21 to June 30, 2013**. This will include complete sand blasting and painting both interior and exterior surfaces of the reservoir. This work is required to maintain the structural integrity of reservoir and to ensure the quality of water delivered to our customers is of the highest quality.

During this process, the Town will be operating with the auxiliary reservoir which has a very limited storage capacity. Therefore, to prevent low water pressure or even loss of water, the Committee is recommending water conservation measures.

Motion #13-130**Reduced Water Usage – Regulations and Enforcement**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that the following water conservation measures be implemented for the period of May 27, 2013 until July 5th, 2013:

Lawn watering- this may be done with an automatic shut off nozzle only. The use of sprinklers is prohibited.

By Permit only new lawns and sods that are being established may be watered with a sprinkler between 6am-8am, and 8pm – 10 pm. Call the Engineering Dept. 651-5915 to register and obtain this permit.

Car Washing- This may be done with an automatic shut off nozzle only.

All businesses, contractors and developers must notify the Town before any large volume use of water such as new water line testing, fire hydrant flows, and filling of tanks.

Failure to comply with this order may result in prosecution and imposition of a fine. The Town of Gander also has the authority to turn off the water supply to anyone who does not comply with this order.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Accessory Building Regulations

The Committee reviewed information regarding the impact of increasing the maximum allowable lot coverage for residential zones from the current standard of 6% to 7% or 8%, including a summary of requests for accessory buildings in the past few years. The Committee also compared the Town's requirements with those of similar sized communities throughout the Province.

Approximately one quarter of the requests are from residents wanting to build larger accessory buildings and the trend is certainly toward increasing the maximum allowable size.

The Director advised that the standard building lot size had increased over the years and the Committee is recommending that the maximum allowable lot coverage in residential zones throughout town be increased to 8% with a maximize size of 65 M² (700 ft.²). In Rural Zones a maximum building size of 150 square meters (1614 ft.²) may be permitted at the discretion of Council.

The Committee also discussed the current practice of site inspections prior to the start of accessory buildings whereby the building inspector ensures proper placement on site of the building to the best of his ability given the lot layout as supplied by the homeowner.

The Director advised that his department had encountered problems in the field with this requirement as staff are unable to establish accurate boundaries without requiring a Location Certificate from the property owner. It is recommended that in the future, the potential builder be presented with our *Building Permit Process Guide* indicating the requirements under the Town of Gander's regulations for Accessory Buildings and then a final inspection be carried out once the structure was completed.

The Committee also discussed the enforcement of NL Power easements and is recommending that the Engineering Department, upon the issuing of the permit for the accessory building, notify the proponent if in fact there are easements on or adjacent to their property affecting construction and advising them to speak with the associated authority for that easement.

The Town would then send to that Authority a notice that a permit has been issued for that property.

Council is advised that “Lean-to’s” will be considered in the footprint of an accessory building in the revised regulations.

A revised building permit process guide with the recommended changes has been attached for the first reading.

Request from Cecon- GIAA Commercial Land Development

The Director advised that his department had reviewed correspondence received from Cecon Ltd which addressed concerns surrounding the new Airport Commercial Land Development and existing Town of Gander infrastructure.

WHEREAS The Director advised that his staff had reviewed the reports submitted and are comfortable with the information contained within and

WHEREAS there will be ongoing work required to address some concerns with the sanitary sewer as well as the storm sewer system and the Town personnel will work closely with the Airport Authority to ensure that this has no negative impact on the existing infrastructure.

Motion #13-131

Request from Cecon – GIAA Commercial Land Development

Moved by Councillor Anstey and seconded by Councillor Blundon that the Gander Town Council grant the Airport Authority permission to begin development tying into the Town of Gander’s water supply, sanitary sewer/storm sewer system and the roadway intersection at Cooper Boulevard.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Other Misc. Items

The Committee requested that the Director investigate two items; the first was a request under next year’s capital works program for sidewalk on Cooper Boulevard from Kia to Mr. T’s, and the second was to consider a no-entry or no left turn on Roe, connecting to Edinburgh into Mr. T’s.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on May 16, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; G. Brown, Director of Finance; J. Turner, Chief Administrative Officer.

The following items were discussed:

Rules of Procedure

The Committee reviewed the Rules of Procedure which will govern how meetings of Council are held and the scheduling of meetings. The Rules were all circulated to all Councilors and no comments were received.

Motion #13-132**Rules of Procedure**

Moved by Councillor Scott and seconded by Councillor Parrott adoption of the Rules of Procedure, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Capital Invoices for ApprovalCAPITALAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE MAY 15, 2013

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| 1. Jim Penney Ford | 28,787.88 |
| 01-000-0080-1815, 2013 Ford Escape | |
| Budget 150,000 Spent to date zero | |
| 2. LSG Construction Ltd. | 106,743.83 |
| 01-000-0080-1837, Claim #3, Cobb's Pond Park Redevelopment | |
| Budget 2,452,140 Spent to date 529,145 | |

Total capital invoices for approval \$135,531.71

The Committee reviewed the invoices that are being recommended by other Committees of Council and the Director of Finance advised that the invoices were within budget and have been purchased following all policies of Council.

Motion #13-133**Capital Invoices for Approval**

Moved by Councillor Scott and seconded by Councillor Anstey approval of the invoices, as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Scott left the Council meeting due to conflict of interest and Councillor Anstey read the following section.

Central NL Waste Management InvoicesOPERATINGAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE MAY 15, 2013

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| 1. Central NL Waste Management | 25,857.00 |
| 00-430-1000-7007, wet/dry unsorted garbage for April month | |
| Invoice numbers 9771 & 9772 | |
| Budget 367,500 Spent to date 71,490 | |
| 2. Central NL Waste Management | 22,800.00 |
| 00-430-1000-7008, collection fees for April month | |
| Budget 273,800 Spent to date 68,400 | |

Total operating invoices for approval \$48,657.00

Grand total of invoices for approval \$184,188.71

The Committee reviewed the invoices that are being recommended by other the Municipal Works Committee of Council and the Director of Finance advised that the invoices were within budget.

Motion #13-134**Central NL Waste Management Invoices**

Moved by Councillor Anstey and seconded by Councillor Parrott approval of the invoices, as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Scott returned to the Council meeting.

Correspondence from Minister Menzies

The Committee reviewed a letter from The Honourable Ted Menzies, Federal Minister of State for Finance. In January, the Committee had met with Minister Menzies to discuss several issues of concern between the Town and the Federal Government. Minister Menzies indicated that he had forwarded our concerns to the various Cabinet Minister's responsible for the issues.

Evangel Pentecostal Church Land Purchase

The Committee reviewed a letter from the Evangel Pentecostal Church regarding their proposed purchase of land on Magee Road. They are planning to build their new Church on this site and are requesting that the Town extend the deadline for construction of the Church. Under our current Land Sale Policy, buyers have 18 months to construct a facility and an option to extend for an additional 18 months. The three year time frame expires on June 10, 2013 for the Pentecostal Church. The sod turning for the Pentecostal Church happened this month and plans had been received from the Church for the new facility. They are hoping to have the facility completed by 2015.

Motion #13-135**Evangel Pentecostal Church Land Purchase**

Moved by Councillor Scott and seconded by Councillor Blundon that the deadline for construction of the Church property at 130 Magee Road be extended to October 31, 2014.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Revised Multi-Year Capital Works Program Agreement with the Province

The Agreement has been modified to include the additional projects approved arising from the recent Provincial Budget.

Motion #13-136

Revised Multi-Year Capital Works Program Agreement with the Province

Moved by Councillor Scott and seconded by Councillor Parrott that the Mayor and Town Clerk be authorized to sign the revised Municipal Capital Works Agreements with the Province, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Purchase of Backup Radar

The Committee reviewed the Public Safety request that the Town purchase a second radar to be used when the primary radar is not working. They are proposing this in order to continue to be able to provide traffic services while the radar is down.

Motion #13-137

Purchase of Backup Radar

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that Municipal Enforcement be permitted to purchase a second vehicular radar.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Property Tax Reduction

The Committee reviewed three residential property tax reduction applications which have been submitted in accordance with Council's policy on tax reductions for residential property. The Director advised that the applications met the requirements of Council Policy and recommended approval.

Motion #13-138**Property Tax Reduction**

Moved by Councillor Scott and seconded Anstey that the three property tax reduction applications be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Community Centre Advertising Contract

The Town has an Agreement with the Gander Rotary Club to share in the revenues of Advertising Contracts at the Community Centre. Rotary is responsible for attracting advertisers and they are requesting that the Town waive its share with regard to a signage contract with VOCM. VOCM is providing them with advertising spots in lieu of payment and as such the Rotary Club has no funds to pay the Town on this contract.

It was the consensus of Council that this item will be going back to Committee.

2013 Variance Report

The Committee reviewed the 2013 Variance Report to the end of March. It indicates that the Town is projecting a deficit of \$138,007.

Major variances in the first quarter include the following:

1. Taxes are \$106,810 over budget.
2. Municipal Operating Grants are \$360,900 under budget due to the elimination of the program for large municipalities.
3. Debt charges are expected to be \$86,325 under budget due to the Town having to borrow less than initially anticipated for its 2012 capital items.

The Committee also reviewed the capital budget for the first quarter 2013 which indicates that we are \$54,917 under budget.

The Collection Report was also reviewed. The Director of Finance advised the Committee that staff is in the process of revising the Collection Policy and hopes to have it ready for the next meeting of the Committee.

Development Fee

Municipal Works is recommending that a Development Application Fee be put in place for Development Applications.

Motion #13-139 Development Fee

Moved by Councillor Scott and seconded by Councillor Anstey that the Development Application Fee be set at \$50.

In Favour: 7 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

Veterans Ombudsman

The Town Clerk read a letter from Guy Parent, Veterans Ombudsman, thanking the Mayor for taking the time to meet with him as part of his recent outreach in Gander. He stated the discussions and information shared during sessions are extremely helpful in the work that the Office does to ensure that all serving members and Veterans of the Canadian Armed Forces and the RCMP are treated fairly and receive the benefits and services that they need.

8. NEW BUSINESS

SALARY – DIRECTOR OF RECREATION & COMMUNITY SERVICES

The Director of Recreation & Community Services asked that Council review the step that he is on with regard to his salary scale. He made a presentation to Council as to why he thinks he should be moved up the scale. The scale runs from Start to Step 4 and generally an employee will reach Step 4 after 4 years of service if their performance is acceptable.

Motion #13-140**Salary – Director of Recreation & Community Services**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the Director of Recreation & Community Services be placed at Step 3 of his scale effective March 9, 2013. If his performance is acceptable he will be moved to Step 4 on March 9, 2014.

In Favour: 6 Opposing: 1 – Councillor Scott

Decision: Motion carried.

9. ADJOURNMENT**Motion #13-141****Adjournment**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:20pm.

C. Elliott, Mayor

G. Brown, Town Clerk