

MINUTES

Regular Meeting of Council Wednesday, December 18, 2013 @ 4:30 pm Council Chambers

Present:	C. Abbott G. Parrott S. McBreairty W. Lorenzen B. Dove R. Anstey	Deputy Mayor Councillor Councillor Councillor Councillor Councillor
Advisory and Resource:	D. Chafe G. Brown K. Sceviour J. Blackwood P. Fudge S. Fisher	CAO Town Clerk Director of Recreation & Community Services (A) Director of Municipal Works & Services Fire Chief HR Supervisor
Regrets:	C. Elliott	Mayor

1. CALL TO ORDER

The Meeting was called to order at 4:35pm.

2. VISITORS/PRESENTATIONS

None.

3. MINUTES FOR APPROVAL

Motion #13-298

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on November 27, 2013 be adopted as presented.

In Favour: 6 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Public Safety & Human Resources:

The Public Safety & Human Resources report was presented by Councillor Lorenzen.

The Public Safety Committee meeting was held on December 9, 2013. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief.

The following items were discussed:

PUBLIC SAFETY

NL English School District – Additional Crosswalk

The Committee reviewed a letter from Mr. Paul Matheson of the Newfoundland and Labrador English School District in which he explained that there have been several requests over the years by the School District to have a crosswalk installed from the north side of the Gander Academy parking lot to the St. Martin's parking lot but with no success. The School Board feels that they have done all that they can with the Academy parking lot to make this area as safe as possible, but they have concerns regarding parents escorting their children across Fraser Road to the St. Martin's parking lot where no crosswalk exists. They feel that a crosswalk installed in this area would greatly improve pedestrian safety and are asking that a crosswalk be established there. The Committee has asked that the Fire Chief and Municipal Police meet with Mr. Matheson to further discuss this issue and have a report ready for the next Committee meeting.

The Fire Chief left the Committee meeting.

HUMAN RESOURCES

The HR Supervisor arrived at the Committee meeting.

2014 Meeting Schedule

The Committee reviewed the 2014 Meeting Schedule.

Councillor Lorenzen asked that future Public Safety and Human Resources meetings commence at 10:30am. The Committee concurred with this request.

Motion #13-299**2014 Meeting Schedule**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the 2014 Committee Structure and Meeting Schedule be approved, as attached with the change in time for the Public Safety and Human Resources to begin at 10:30am.

In Favour: 6 Opposing: 0

Decision: Motion carried.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on December 9, 2013. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

The following items were discussed:

Thomas Howe Forest Foundation – Town Representative

The Director spoke with Ed Blackmore of Thomas Howe Forest Foundation regarding the need for a member of Council to attend their annual meetings. Mr. Blackmore noted that instead of a Council member attending, a copy of their minutes will be forwarded to the Department and any issues or requests from their organization will be discussed during the Town's Committee meetings.

Grants, Subsidies & In-kind Services Policy Review

The Committee reviewed the policy and made a number of revisions in order to make it more efficient. The policy will be updated to reflect these changes and brought forward at the first Council meeting in the New Year for its first reading.

Cobb's Pond Rotary Park – Snow Clearing Parking Lot

Since the Park is now open to the public, the Department would like to see the parking lot plowed so that the citizens are able to use the area during the winter months. This is forwarded to the Municipal Works Committee for their review and consideration.

Community Centre Christmas Hours

The following are the hours for the Gander Community Centre during the holiday season:

December 24th: Closing at 2:30 pm

December 25th & 26th: Closed

December 31st: Closing at 4:30 pm

January 1st: Closed

Purchase of Second Zamboni

At the beginning of the ice season, the Gander Community Centre had some problems with their current Zamboni so they had a loan of one from Pound Cove. This Zamboni is currently stored at the Depot and the Centre has had to use it periodically due to some unforeseen minor concerns with the current one.

The Town of Pound Cove has asked if the Town of Gander would be interested in purchasing it at a cost of \$2,500.00. The Director feels that it would be a great benefit to the Community Centre and the Town to have a second Zamboni considering the age of our current one (16 years old). If the current Zamboni was out for service, the Centre would lose approximately \$1,300.00 in ice rentals per day. The Zamboni could also be used to flood outdoor ice surfaces and other unique initiatives and events.

This item is referred to the Finance Committee for their consideration and recommendation.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on December 9, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBrearty, Councillor; D. Quinton, Development Officer.

The following items were discussed:

Invoices for Approval

The Committee reviewed one (1) invoice for approval and the Committee was advised that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the invoice be paid and forwards it to the Finance Committee for its consideration subject to inspection of the Open Air Market Kiosks by the Engineering Department.

Arts Procurement Policy

The Committee reviewed changes to the Arts Procurement Policy that would see the administration of the program fall under the Development Department. The change is aimed at simplifying the application and selection process while maintaining consistency with Provincial Government Art Procurement Policies and Procedures.

Motion #13-300

Arts Procurement Policy

Moved by Councillor Anstey and seconded by Councillor Parrott that the Arts Procurement Policy Be amended as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Donating of Land to Churches

The Committee discussed the Town's practice regarding donation of a piece of land by the Town for the initial construction of a church.

After potential issues were identified, the Committee recommended that a review of the current policy be carried out. The purpose of the review is to ensure that the policy continues to meet its intended purpose into the future.

Proposed Buffer-Baird Place

The Committee is recommending the designation of a 15 metre buffer on Baird Place to separate the commercial and industrial development zones. The Committee noted that the buffer is consistent with our commercial landscaping policy and the practice of encouraging esthetic considerations for commercial properties. They also felt the buffer would help to insure that both industrial and commercial properties could coexist with minimal impact on each other. Staff will work with the Engineering Department to prepare a final recommendation for Council.

Broadcasting of Council Meetings

The Committee discussed the possibility of video recording their public meetings for later broadcast via social media/YouTube. Development Department staff has been tasked with determining the process and associated cost involved.

FCM Resolution

The Committee requested a follow up in regard to the FCM (Federation of Canadian Municipalities) "Fixing Canada's Housing Crunch" campaign. Communities across Canada have been passing resolutions to show support for this effort. A sample resolution is available and if passed by council, the Town of Gander would be added to an online list of Canadian communities endorsing this national campaign.

Santa Claus Parade Winners

The Committee would like to thank the Gander Lions Club for organizing the annual Santa Claus Parade and thanks to all of the businesses and organizations who took part. Congratulations to the following winners:

Commercial Winner:	Polar Express
Non-Commercial Winner:	103 SQN/9Wing Gander
Family/Neighbourhood:	1 st United Cub Scouts

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on December 10, 2013. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Adventure Central AGM

The Event Coordinator gave a report on the Adventure Central AGM she attended on November 19th in Grand Falls-Windsor. The organization celebrated its 5th Anniversary in 2013 and since its inception, Central has seen significant growth in the number of tourists visiting and staying in Central and the interest in our part of the province by press organizations.

This is partially due to the marketing efforts of Adventure Central who have worked diligently to elevate the profile of Central Newfoundland by partnering with the Provincial Tourism Board to get the “Iceberg Alley” commercial produced and having the cover of the Provincial Tourism Guide feature a picture of the Barbour Living Heritage Village which was the first time a picture of any attraction in Central was on the cover. The organization has also hosted a record breaking 35 press trips in 2013 which included visits from representatives of EnRoute Magazine, the Globe and Mail and Huffington Post. This is up from 5 press visits in 2009.

During the meeting the “Bergy Awards” were presented and Destination Gander won in the category of Innovator of the Year for its event “Quadapoolza”. The Committee would like to congratulate Destination Gander on its win and will be setting up a meeting with Adventure Central early in 2014 to discuss any possible initiatives we can be a part of.

Open Air Market

On December 7th and 8th, the Town hosted the 2nd Annual Christmas Open Air Market. There were over 20 vendors who participated and by all accounts, it was a successful event. The organizers will be sending a survey to the vendors to gain feedback and suggestions for 2014 and will also have a debriefing session to brainstorm new ideas for upcoming markets.

2014 Canada Day Challenge

The Department of Canadian Heritage are inviting youth between the ages of 8 and 18 to express their pride in being Canadian by submitting an entry inspired by the theme CANADA: STRONG AND FREE. Youth can enter the contest in the categories; submitting a poster, digital photograph or a piece of creative writing. The prizes include a chance to win an iPad mini with the grand prize being an all expense paid trip to Ottawa to celebrate Canada Day 2014 on Parliament Hill. The deadline for entering is February 15, 2014 and for more information visit www.challenge.pch.gc.ca.

Light Up For Christmas Dates

The Town of Gander will be hosting the residential Light Up for Christmas Program again in 2013 with judging taking place from December 27-30 in the evenings. The presentation to the winners will take place at the first Council meeting in 2014. For more information, please call the Dept. of Recreation and Community Services at 651-5927.

Targa Newfoundland

A letter was received from the President of Targa Newfoundland informing the Town that they will not be hosting a stage in Gander in 2014. The letter also thanked the people of Gander who volunteered to help plan the event and those who were safety marshals over the past 12 years. The Committee thanks Targa for running its event in Gander and wished the organizers continued success in their endeavours.

Winter Carnival

The Committee discussed possible dates for the 6th annual Winter Carnival and agreed that it will take place on February 14th – 16th, 2014. Any groups wishing to host an event during the Carnival are asked to contact the Event Coordinator at 651-5927 or email ksceviour@gandercanada.com.

Upcoming Events

Upcoming events in the Town during the month of January include the following:

Jan 3 - 5:	Hot Tub Pros Atom Hockey Tournament
Jan 11 - 18:	Minor Hockey Week
Jan 18 & 19:	Flyers vs. Caribous
Jan 25 & 26:	Flyers vs. Royals
Jan 31 – Feb 2:	Mary Brown's Pee Wee Hockey Tournament

For any information regarding the events listed, please contact the Events Office at 651-5958.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on December 11, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: W. Lorenzen, Councillor; J. Blackwood, Director of Municipal Works & Services; D. Moulton, Supervisor of Municipal Works & Services.

The following items were discussed:

Snow Clearing Plan

The Supervisor of Municipal Works reviewed the 2013-14 snow clearing plan with the Committee and made recommendations for changes within that plan as attached.

Business Arising- Signage in school zones

The Committee reviewed a document from the provincial government indicating that there was a new Provincial act forthcoming to amend signage in school zones, as attached. The Committee is recommending that the signs in the school zones remain as they currently exist.

72 Raynham Avenue

The Committee reviewed correspondence from the owner of 72 Raynham Avenue regarding snow plow damages to that property. The Director was advised by the Committee to respond to the owner indicating that, although it was unfortunate that his property was damaged during snow clearing events, this sometimes is the result of the snow clearing efforts.

The Town commits to repairing the damages; however, the Town is not willing to entertain the request to no longer place snow on this property as it would be operationally unfeasible to do this throughout the town.

Dave Moulton left the Committee meeting.

Invoices

The Committee reviewed 5 (five) invoices and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

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

Accessory Building Regulations

The Committee reviewed a recommendation from the Municipal Works Department to increase the maximum allowable accessory building size without a variance to match that already permitted with a variance. This change is intended to streamline the application process.

This change in the regulation will not permit further size increases to accessory buildings by means of a variance. The revised document, as recommended is attached.

Motion #13-301

Accessory Building Regulations

Moved by Councillor Parrott and seconded by Councillor McBreairty that the Accessory Building Regulations be amended to reflect that the authority will no longer issue variances for accessory building size and lot coverage percentage.

The maximum allowable size shall be increased from 635 ft² to 700 ft² and the maximum lot coverage shall be increased from 7.25% to 8%.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Contract Penalty Clause

The Committee reviewed a document prepared by the Municipal Works Department with a recommendation that penalties be applied in ongoing contracts with the Town of Gander and potential bidders.

It proposes that the contractor be penalized on a daily basis, in the form of monetary fine, for late deliverables. The Committee presents this to Council for review and discussion and proposes to review the recommendations again in the New Year and to bring forward a motion of Council at that time to implement the changes.

9 Brock Crescent

The Committee reviewed correspondence from the owner of 9 Brock Crescent raising concerns with the condition of both Brock Crescent and Blackwood Drive.

The Committee is recommending that the Director respond to the owner indicating that Blackwood Drive is scheduled for a complete rebuild in the 2014 construction season, however Brock Crescent is not scheduled for rehabilitation for some time.

125 Yeager Street

The Committee reviewed correspondence from the owners of 125 Yeager Street indicating that on several occasions their property had been flooded and they feel that it is due to insufficient infrastructure within the town and they wish to have those issues addressed.

The Director advised that this section of town is being proposed for further investigation over the winter months to determine if there are upgrades required to the infrastructure in that area. The owners will be written advising them of this plan.

Magee Road/Penwell Avenue-Land subdivision

The Committee reviewed correspondence from a potential developer wishing to subdivide land on the corner of Magee Road and Penwell Avenue for residential building lots.

The Municipal Works Department is recommending that a Development Agreement be put in place and that a pro-rated development fee be written into that agreement to cover the cost of plan review, inspection of services upon installation and review of grading plans. The Municipal Works and Finance Departments will work together to establish a fee to cover these costs.

The Gander and Area Snowmobile Club

The Committee reviewed a letter from the Gander and Area Snowmobile Club indicating that they wished to avail of the use of a piece of heavy equipment from the Town under its equipment loan agreement for the purpose of trailway upgrading. The Committee was in agreement with the request as presented and will send correspondence to the club indicating the process to be followed, once they were in the position to avail of the service.

9 Rickenbacker Road

The Committee reviewed a letter from the owner of 9 Rickenbacker Road indicating that they had concerns with possible flooding near their property.

They have requested information about possible deficiencies or proposed infrastructure upgrades planned for this section of Town.

The Director advised that this area was currently under investigation and the homeowner will be written and advised of this information and that further updates will be available as the scope of work is carried out.

Cobb's Pond Parking Lot

The Parks and Recreation Committee has requested that the Municipal Works Department consider snow clearing of the Cobb's Pond Parking Lot this winter so that the area could be used by the residents and visitors of the Town of Gander .

The Committee agrees with this request and has asked the Director to have this included in the new snow plan for 2014 as a low priority item, meaning this work would be carried out once all streets, hydrants and other high priority items were completed.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on December 12, 2013. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; W. Lorenzen, Councillor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

Invoices for Approval

OPERATING

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE DECEMBER 11, 2013

- | | |
|---|-------------|
| 1. Avalon Coal Salt & Oil Ltd.
00-000-0070-1405, road salt
Budget zero Spent to date zero | \$86,907.17 |
| 2. W. Reid Construction Ltd.
00-320-1000-7006, brush cutting
Budget 20,000 Spent to date 1,296 | \$18,200.00 |
| 3. Central Newfoundland Waste Management
00-430-1000-7008, curbside collection fees
Budget 273,800 Spent to date 268,118 | \$22,800.00 |
| 4. Central Newfoundland Waste Management
00-430-1000-7007, wet/dry unsorted garbage for November
Budget 367,500 Spent to date 292,678 | \$13,023.27 |
| 5. Central Newfoundland Waste Management
00-430-1000-7007, wet/dry unsorted garbage for November
Budget 367,500 Spent to date 292,678 | \$19,155.24 |

Total operating invoices for approval	<u>\$160,085.68</u>
Grand total of invoices for approval	<u>\$160,085.68</u>

The Director of Finance advised that the invoices were within budget and met the policies of the Town of Gander.

Motion #13-302

Invoices for Approval

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the invoices be paid as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

125 Yeager Street

The residents of 125 Yeager Street wrote Council with regard to the taxation on the property of their home, as well as the impact of the flooding on their property. They indicated they have been flooded twice in the last five years and are requesting that the mill rate be lowered on their property until infrastructure issues are resolved.

The resident had concerns with the assessed value of their home because of the flooding. If the resident had a concern with the value of their home then they should appeal the assessment. Notices are sent out in September of each year with the assessed values on properties and that is the proper process to deal with assessment concerns. With regards to reducing the mill rate for this particular property, the Committee is not prepared to recommend that this be done.

Power to Issue Orders under Section 404 of the Municipalities Act

Council is changing responsibility for signing of Enforcement Orders under the Municipalities Act. The Act permits Council to appoint who it wishes to do this and the responsibility is going to fall under the Municipal Enforcement Department.

Motion #13-303**Power to Issue Orders under Section 404 of the Municipalities Act**

Moved by Councillor Parrott and seconded by Councillor McBairty that Municipal Enforcement Officers be permitted to issue orders under Section 404 (6) of the Municipalities Act.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Purchase of Used Zamboni

The Committee reviewed a request from Recreation that they be allowed to purchase the Used Zamboni for \$2500. It will be funded from savings in their furniture and equipment budget.

Motion #13-304**Purchase of Used Zamboni**

Moved by Councillor Parrott and seconded by Councillor Dove that the Town purchase the Used Zamboni for \$2500 from the Town of Pound Cove.

In Favour: 6 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

DEVELOPMENT REGULATIONS AMENDMENT # 12, 2013

As requested by Council, the proposed Development Regulations Amendment #12, 2013 is now ready for adoption and approval.

This amendment proposes to relocate the “Club and Lodge” and “Catering” classifications from the Permitted Use Classes of all Commercial zones to the Discretionary Use Classes

An Open House/Public Consultation was held on November 25, 2013 at the Town Hall. There were no attendees, exclusive of staff and no concerns related to the proposed amendment were raised during the Public Consultation.

Motion #13-305

Development Regulations Amendment #12, 2013 Section 16 (i)

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the proposed Development Regulations Amendment # 12, 2013 be adopted under Section 16(i) of the Rural and Urban Planning Act 2000.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #13-306

Development Regulations Amendment #12, 2013 Section 23

Moved by Councillor Parrott and seconded by Councillor Dove that Development Regulations Amendment # 12, 2013 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour: 6 Opposing: 0

Decision: Motion carried.

PAYMENT OF INVOICES

Due to the Christmas break our next Council meeting is scheduled for January 15, 2014. As a result of this we have two invoices that need to be paid prior to this meeting in order to avoid interest charges.

Motion #13-307

Payment of Invoices

Moved by Councillor Lorenzen and seconded by Councillor Parrott that Claim #4(Holdback Release) from Mount Pearl Painting Ltd. in the amount of \$57,743.00 and Claim #9(Holdback Release) from LSG Construction Ltd. in the amount of \$232,746.46 be paid.

In Favour: 6 Opposing: 0

Decision: Motion carried.

RFQ for INSURANCE SERVICES

The Town put out a Request for Quotes for provision of insurance services for 2014 and one bid was received.

Motion #13-308

RFQ for Insurance Services

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the quote for General Insurance Services be awarded to Cal Legrow – Baine Johnston Insurance at a price of \$134,706.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Anstey chaired the meeting while Deputy Mayor Abbott read the budget.

BUDGET 2014

Deputy Mayor Abbott presented the 2014 Annual Operating and Capital Budget.

Motion #13-309**2014 Tax Rates and Fees**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott approval of the various 2014 Tax Rates and Fees which have been established within this Budget, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #13-310**Due Date for Payment of Taxes**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that March 31, 2014, be established as the due date for payment of all taxes.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #13-311**Interest Rate on Arrears**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that all taxes that are in arrears after March 31, 2014, will be charged a simple interest rate of 12% per annum and will be charged at the end of the month. For those property owners who elect to pay their property tax monthly by post-dated cheque or pre-authorized bank payment, the due date is the last banking day of the month in which the tax is payable and will be considered overdue if unpaid after the end of the month and the simple interest rate will be set at 12% per annum. All other invoices, including those issued because of supplementary assessments, are due 30 days from the date of issue and all invoices in arrears at the end of the month following the issuance will be subject to simple interest charges of 12% per annum.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #13-312**5-Year Capital Plan**

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen the adoption of the 5-Year Capital Plan as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #13-313

2014 Operating and Capital Budget

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty adoption of the 2014 Operating and Capital Budgets as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Deputy Mayor Abbott reassumed the chair.

Deputy Mayor Abbott, on behalf of Council wanted to wish Management, Staff and the Media a very Merry Christmas.

9. ADJOURNMENT

Motion #13-314

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

| The meeting adjourned at 5:40pm.

C. Abbott, Deputy Mayor

G. Brown, Town Clerk