

MINUTES

Regular Meeting of Council Wednesday, January 15, 2014 @ 4:30 pm Council Chambers

Present:

C. Elliott	Mayor
C. Abbott	Deputy Mayor
G. Parrott	Councillor
S. McBreairty	Councillor
W. Lorenzen	Councillor
B. Dove	Councillor
R. Anstey	Councillor

Advisory and Resource:

D. Chafe	CAO
G. Brown	Town Clerk
D. Deschamps	Director of Recreation & Community Services
J. Blackwood	Director of Municipal Works & Services
P. Fudge	Fire Chief
S. Fisher	HR Supervisor

1. CALL TO ORDER

The Meeting was called to order at 4:32pm.

2. VISITORS/PRESENTATIONS

Art Procurement Selections

Councillor Anstey presented awards for the 2013 Art Procurement Program. There were submissions of 14 artworks.

Jurors were unanimous in selecting “The Twine Maker”, a sepia photograph on canvas by Walt Gill, as their top recommendation. They were also moved by the nostalgic quality in both the composition and style of “Wipe Your Boots”, an original painting on stretched canvas in water soluble oils by Isabel Blackmore; and the universal appeal of Perry Kieley’s open edition offset lithograph “In for the Night” an original acrylic on canvas.

Other selections, based largely on subject matter, style and budgetary considerations, include Walt Gill’s panoramic photo of the Gander International Airport terminal and apron, commemorating the airport’s 75th anniversary; and Clayton Hann’s watercolors “Turing Point”, depicting D.C.T. Bennett with the first fleet of seven Hudson bombers at Gander in November, 1940, and “Third Pond Gander River.”

3. MINUTES FOR APPROVAL

Motion #14-001

Minutes for Approval

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that the Minutes from the Regular Meeting of Council on December 18, 2013 be adopted as presented.

In Favour: 7 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 January 6, 2014. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; A. Roberts, Municipal Enforcement Officer; A. Foster, Police Cadet.

The following items were discussed:

PUBLIC SAFETY

Crosswalk at Gander Academy

The Fire Chief met with the Manager of Student Transportation Newfoundland & Labrador English School District regarding their request that a second crosswalk be installed at the North End of the Gander Academy Parking lot.

The Committee recommends that the second crosswalk be installed as per their request and the Committee forwards this to Municipal Works for their consideration.

Snow Clearing of Fire Hydrants

The Committee brought forward the issue of the clearing of snow from the fire hydrants around Town. A number of residents have expressed concerns that the Town was slow in having the snow removed.

The Committee was advised that the Municipal Works Department was following the policy on the removal of the snow from the hydrants.

The Committee discussed the possibility that the policy may need to be revised in order to meet the expectations of the public.

This item has been forwarded to the Municipal Works Committee for their consideration.

Cobb's Pond Park

The Committee raised concerns regarding infrastructure in and around the Park that snowmobilers may collide with. It was felt that markers should have been placed on the equipment in the park to help identify them and to warn snowmobilers of the potential dangers and forwards this to the Parks and Recreation Committee for their consideration.

At this time, the Public Safety Committee would like to remind the snowmobiling public that Cobb's Pond Park should not be used as a through fare to gain access to the Pond and also access to the Pond can be made by the trail that is cut west of the Magee Road and trail intersection.

Street Parking

The Committee brought forward the issue of parking on the streets. It noted that despite the notices posted in the Beacon that the motoring public is still parking on the streets during snow clearing operations and contrary to the signs posted. The Committee would like to remind the public that fines will be issued for non compliance to the applicable by-laws.

Police Cadets

The Fire Chief wanted to inform Council that the Municipal Police Department has two cadets from the Police Academy in Summerside, PEI. The two cadets, Ashley Foster and Tyler Barrett will be here for 6- 8 weeks of on the job training.

The Fire Chief, Municipal Enforcement Officer and Police Cadet left the Committee meeting at 11:30am.

HUMAN RESOURCES

The HR Supervisor arrived at the Committee meeting.

Protective Clothing Policy

The HR Supervisor advised that the Building Inspector is required to work outside in all types of weather conditions. It was suggested that winter boots should be added to the Protective Clothing list for this position.

Motion #14-002**Protective Clothing Policy**

Moved by Councillor Lorenzen and seconded by Councillor Dove that Policy P-039 Protective Clothing be modified to add winter boots for the Building Inspector.

In Favour: 7 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 January 6, 2014. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

The following items were discussed:

Cobb's Pond Rotary Park - Snow Clearing Parking Lot

As per the Committee's request, the Municipal Works Department advised that this parking lot will be included in the new snow plan for 2014 as a low priority item.

Due to construction still ongoing in the area, signs will be erected to notify the public where to park in order to avoid the vehicles involved in the construction.

Grants, Subsidies & In-kind Services Policy Review

The Committee reviewed Grants, Subsidies & In-kind Services Policy and would like to see another revision made before it goes forward for its first reading. The change will be made and the final copy will be brought forward at the next meeting for its first reading.

Gander Multiplex Final Report

The Gander Multiplex Final Report was received from Ron Fougere & Associates and is being reviewed. The Department also had funding approved in the 2014 budget process to look at the possibility of expanding the Gander Community Centre. The Multiplex Report will be used in conjunction with the expansion study to help decide on future recreation facilities and programming opportunities.

Formation of Community Recreation Advisory Committee

The Director would like to form a Community Recreation Advisory Committee. This Committee would be comprised of volunteers from the Community who have an interest in helping add or improve the current recreation activities/facilities within the community (similar to the Civic Enhancement Committee). This Committee would act as an advisory committee to the Town's formal Recreation Committee made up of Council.

The Committee was in agreement and asked the Director to compile a more detailed report for the next meeting.

Councillor Lorenzen joined the Committee meeting.

Snowmobiles at Cobb's Pond Rotary Park

Councillor Lorenzen brought forward his concerns with regard to snowmobiles still using the newly renovated park area at Cobb's Pond. He has noticed some damage due to the machines in the area. The Director explained that the Department is currently installing additional snow fencing in those problem areas and will be increasing the awareness with additional signage and is hoping that this will help alleviate the problem. He feels the number of snowmobiles has decreased and with the help of our bylaw, signage, snow fencing and new access trail that snowmobiling will continue to decrease in the park.

The Department of Recreation & Community Services would like to remind everyone that snowmobiles and ATV's are prohibited in Cobb's Pond Rotary Park and that we encourage the public to use the access trail which is located 300 metres west of the Park on the T'Railway.

Councillor Lorenzen left the Committee meeting.

Snow Clearing Parking Lot at Dog Park

The Director would like to see an area close to the Dog Park cleared so that the residents using the park can continue to access this recreation facility year round. It has been noticed that the park hasn't been used as much due to the parking limitations. The Committee agrees with this recommendation and forwards it to the Municipal Works Committee for their consideration.

Airials Gymnastics Club re Land to Erect a Building

The Committee met with the Airials Gymnastics Club on November 18th regarding a possible new location/building to run their club's activities. At the meeting, the Committee agreed to put funding in the budget to look at expansion opportunities at the Gander Community Centre which could include Airials Gymnastics and other programming opportunities.

The Airials have since written a letter saying that they would like to look into the possibility of erecting their own building in order to expedite the process. The Club is asking if the town has a parcel of land that could be contributed and also act as a guarantor to secure a mortgage.

The Committee felt that they should continue with the initial plan and look at expansion opportunities. The Director will meet with the Airials Gymnastics Club to discuss this matter.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on January 8, 2014. The meeting was chaired by S. McBreairty, Councillor. Other members present included: B. Dove, Councillor; D. Quinton, Development Officer.

The following items were discussed:

Donating of Land to churches-policy review

The Committee recommends the development of a formal written policy governing the practice of granting the first piece of land, free of charge to newly established churches. The policy should reflect the discretionary privilege of council to approve or deny an application. The Development Department has been tasked with researching and preparing a draft policy for the Committee's consideration.

Arts Procurement Update

The Committee was provided an update on the recent art procurement selections for 2013. In total, 14 art pieces were submitted by 6 local artists. After jury review, 6 pieces of art were selected for purchase. The Committee would like to thank all artists who submitted works for consideration and encourages continued participation in the future.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on January 7, 2014. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBrearty, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Invoice – Destination Gander

The Committee reviewed the invoice and the Coordinator advised the Committee that all goods and services have been received and meet the Town's specifications.

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

Advertising – Kittiwake Coast Visitors Guide

The Committee reviewed a request to advertise in the Kittiwake Coast Guide for the upcoming Tourism Season. It was agreed that this would be a great opportunity to promote Gander in a guide that is regionally focused and will be distributed throughout the province and to the Marine Atlantic ferry facilities.

Motion #14-003

Advertising – Kittiwake Coast Visitors Guide

Moved by Councillor Dove and seconded by Councillor Parrott that the Town purchase a full page ad in the Kittiwake Coast Visitor's Guide at a cost of \$850.00.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Light up for Christmas Winners

Judging for the annual Light Up for Christmas campaign took place over the Christmas holidays and we are pleased to announce the winners are as follows:

- 1st Place - 8 Yeager
- 2nd Place - 15 Bishop
- 3rd Place - 73 Byrd

Honourable Mentions: 42 Solberg & 34 Forester

Best Lit Street: Reichers

A discussion regarding the Light Up for Christmas program took place and it was agreed that in 2014 judging will take place earlier in December so that the winners can be announced before Christmas giving residents the chance to look at the winning houses.

Silent Witnesses Proposed Storyboard

In October 2013, a request to clear brush from the Arrow Air crash site was received. It was agreed by Council at that time that the labour requirement for the task was beyond our means and consideration would be given instead to installing one or more storyboards which would show the site in its original post-crash state. An email has since been received asking the Committee to reconsider the idea of installing a storyboard showing these photos as it may be offensive to families who lost loved ones that fateful day.

The Committee agreed with the comments in the email and will look into the possibility of extending the walking trail enabling visitors the opportunity to stroll the length of the affected area while preserving the beauty of the memorial.

Funding for Pipe Train

The Committee reviewed a request from the Municipal Works Department regarding the possibility of building a pipe train for an appropriate area in Town with funds coming from a possible grant from CN. While the Committee agreed this could be a worthwhile project, they felt it was a project that would best be taken on by the Civic Enhancement Committee and forwards this request to them for their consideration.

Winter Carnival 2014

The Committee is pleased to announce that the 2014 Winter Carnival will be taking place from February 14 – 16, 2014. Any groups interested in partnering with the Town to host events during SnoBreak 2014 are asked to contact the Event Coordinator via email ksceviour@gandercanada.com or by calling the Recreation and Community Services Office at 651-5927. A full schedule for the event will be posted on gandercanada.com once events are confirmed.

Queen's Own Rifles of Canada

An email was received from organizers of an event commemorating the 75th Anniversary of the posting of the Queen's Own Rifles of Canada to Gander and Botwood in the early 1940's. A meeting was held with the organizers some time ago and it was agreed that the Town would be willing to offer assistance to this group wherever possible. The Committee agreed this is an important project and asked the Event Coordinator to offer assistance with filling out paperwork as requested by the group. Should monetary assistance be required, the Committee will review the request at that time.

HNL Conference

Hospitality Newfoundland and Labrador will be hosting their annual conference and tradeshow in Gander on February 26-28, 2014. The Committee agreed that the Chairperson should attend along with the Event Coordinator who will also be on the planning committee for the event.

Upcoming Events

Upcoming events in the Town during the months of January & February include the following:

Jan 17:	Collegiate vs. Lester Pearson
Jan 18 & 19:	Flyers vs. Caribous
Jan 25 & 26:	Flyers vs. Royals
Jan 31 – Feb 2:	Mary Brown's Pee Wee Hockey Tournament
Feb 7 – 9:	Log A Load Hockey Tournament

For any information regarding the events listed, please call 651-5927.

At this point Councillor Lorenzen said "Oh can I put a little plug in for my event ". Councillor Dove hesitantly said sure.

"The following weekend is our the first ever 1st annual Snow Drag 2014, and it's a snowmobile drag race for all ages and sizes of snow mobiles. And I also think it is a great opportunity to promote the park in the education aspect of having theses snowmobilers there and having people there saying that this is off limits and chance to promote the proper use of the park. And hopefully, but this is not confirmed yet, the building would actually be available on February 22nd, the new building at Cobb's, some of the workers seem to feel it may be ready by then. But sidewaysmotorsports.ca if you want more information. It's a charity event, free admission; you can make donations to charity when you are there. It should be a fun event, if we get snow".

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on January 8, 2014. The meeting was chaired by G. Parrott, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Contract Penalty Clause

The Committee reviewed the proposal to add financial penalties to contracts issued by the Town of Gander to help encourage the prompt completion of capital works projects. The Committee has reviewed different scenarios and the impact that it may have on contract cost and timelines. The recommendation from the Committee is to seek legal advice on the implications of having such clauses built into agreements could have on contracts and the authority of the municipality to enforce those contracts.

Invoices

The Committee reviewed the invoices presented 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.

Traffic Study Update

The Committee reviewed correspondence from EXP Limited giving Council an update on the status of the Traffic Study which revealed:

- a completed analysis of existing traffic conditions
- development of short term improvements had been completed
- completed traffic projection for a ten year horizon, which included a medium gross scenario and high gross scenario and
- A completed analysis of future traffic conditions and identified deficiencies.

Yet to be completed was an improvement plan of future upgrades and sketches for Cooper/Roe/Elizabeth intersections as well as preparation of a draft report. EXP indicated that by the end of the week of January 18th, the report should be ready for Council's perusal.

Leak Correlator

The Director advised the Committee that a piece of equipment currently being used by Town Staff for leak correlation was in a state of disrepair and they were having trouble getting the technology integrated with the Town's computer systems. There are some estimated repairs costs provided by Ecologics Engineering with two scenarios presented.

The first was to upgrade the existing package to make it compatible with the software; the second was a proposal for a full system upgrade at an approximate cost of \$10,000, which included the trade-in of the existing equipment. The Director advised that this piece of equipment was crucial in minimizing the infrastructure disruption during repairs and is recommending that the purchase be approved and forwards it to the Finance Committee for their consideration.

Fee Estimate- Cobb's Pond

The Committee reviewed correspondence from Tract Consulting with regards to additional contract administration and resident services for Cobb's Pond Park.

The Director briefed the Committee on the circumstances surrounding this request and the Committee forwards this item to the Finance Committee for its consideration.

Crosswalk Installation

The Public Safety Committee has recommended approval of an additional crosswalk for Gander Academy and has requested the Municipal Works Department move forward with this installation. The Department has reviewed the request and determined that it meets the TAC standards and will direct staff to begin the installation once weather conditions permit.

Fire Hydrant Snow Clearing

The Public Safety Committee has advised that removal of snow from fire hydrants appeared to be somewhat delayed following the last snow fall event.

The Director gave the Committee an overview of the snow plan and the process to be followed with associated timelines.

Councillor Lorenzen had requested a report as to what work was being carried out following the last snow fall event prior to the hydrants being cleared.

There was also discussion regarding obstructions on town streets during snow clearing operations and that Municipal Enforcement Officers were not being called out to aid in the removal of vehicles from snow clearing routes. The Director advised that he would follow up with staff and make inquiries on this issue.

Dog Park Snow Clearing

The Committee received a request from the Parks and Recreation Department to have the area near the dog park cleared so that residents could park and still use this facility during the winter months.

The Committee is recommending that, as a low priority item, snow clearing in the vicinity of the dog park be carried out in a manner that would facilitate access to the dog park.

F. Finance & Administration Committee:

The Finance and Administration Committee report was presented by Deputy Mayor Abbott.

The Finance & Administration Committee was held on January 9, 2014. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; W. Lorenzen, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Invoices for ApprovalCAPITALAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JANUARY 8TH, 2014

- | | |
|---|------------|
| 1. Hitech Communications | 52,991.73 |
| 01-000-0080-1873, VHF mobile radios | |
| Budget 80,000 Spent to date 3,772 | |
| 2. R&D Construction Ltd. | 87,208.28 |
| 01-000-0080-1837, Claim #3, Cobb's Pond Bldg. | |
| Contract 812,045 Spent to date 296,718 | |
| 3. B&M Paving Ltd. | 12,602.26 |
| 01-000-0080-1948, release of holdback | |
| Contract 258,146 Spent to date 216,612 | |
| 4. R&D Construction Ltd. | 159,045.88 |
| 01-000-0080-1837, Claim #4, Cobb's Pond Bldg. | |
| Contract 812,045 Spent to date 296,718 | |

OPERATING

- | | |
|---|------------|
| 5. Municipal Assessment Agency Inc. | 34,993.00 |
| 00-120-1000-7200, First quarter 2014 assessment fees | |
| Budget 141,000 Spent to date zero | |
| 6. Cal LeGrow Insurance | 134,706.00 |
| 00-120-1000-7215, Municipal General Insurance premiums 2014 | |
| Budget 176,000 Spent to date zero | |
| 7. Stewart McKelvey Lawyers | 11,424.82 |
| 00-120-1000-7220, Legal issues collection of fees | |
| Budget 65,000 Spent to date 41,161 | |
| 8. Diamond Software Inc. | 21,886.18 |
| 00-120-1000-7010, Annual Enhancement renewal /support fees | |
| Budget 62,000 Spent to date zero | |

AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE JANUARY 7, 2014

9. Destination Gander 15,000.00
00-700-1000-7360, 2013-4th quarter Town's Contribution
Budget 60,000 Spent to date 45,000

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JANUARY 8TH, 2014

10. PBO Industrial (GFW) 11,229.38
00-430-1000-7008 Equipment rental curbside for cleanup week Nov 2013
Budget 273,800 Spent to date 302,986

11. Central Newfoundland Waste Management 22,800.00
00-430-1000-7008, Curbside collection fee for December 2013
Budget 273,800 Spent to date 290,918

12. Central Newfoundland Waste Management 21,062.34
00-430-1000-7007, Wet/dry unsorted garbage fee for December 2013
Budget 367,500 Spent to date 328,981

Total capital invoices for approval	\$311,848.15
Total operating invoices for approval	<u>\$273,101.72</u>
Grand total of invoices for approval	<u>\$584,949.87</u>

The Director of Finance advised that the invoices with the exception of the curbside collection invoice from CNWM are within budget and met the policies of the Town of Gander.

Motion #14-004
Invoices for Approval

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the invoices be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tract Consulting

The Committee reviewed a letter from Tract Consulting requesting additional fees for contracting administration for the Cobb's Pond project. The project had initially been scheduled to end June 30, 2013 but for a variety of reasons this did not happen and sight supervision had to continue for an additional three months. Tract is proposing they be compensated in the amount of \$37,961.60 plus HST for the additional work required. The Committee discussed the issue and requested that Tract submit an invoice detailing their incurred costs before making a decision.

New WHSCC Rates

The new WHSCC rates were announced for all of the business sectors. The municipal rate went down from \$2.60 per \$100 of wages to \$2.10 per \$100 of wages. This will result in a savings for the Town in 2014 of \$25,000.

Leak Correlator

The Committee reviewed the Municipal Works Committee's request that they be allowed to replace their leak correlator with a new one at a cost of \$10,000 plus tax. This is an essential piece of equipment to the water and sewer operation and the Finance Committee agreed it had to be replaced.

Motion #14-005

Leak Correlator

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the Municipal Works Department be authorized to replace the leak correlator at a cost of \$10,000 plus tax.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Under our Capital Purchasing Policy the Department will have to find savings throughout the year in their Capital Budget of \$10,000 to cover this cost.

6. ADMINISTRATION
None.

7. CORRESPONDENCE
None.

8. NEW BUSINESS

Municipal Plan Amendment #7 – Councillor Parrott

As requested by Council, the proposed Municipal Plan Amendment #7, 2013 and Development Regulations Amendment #11, 2013 is now ready for adoption.

This amendment proposes to re-zone a parcel of land adjacent Raynham Avenue and Magee Road from Open Space Recreation and Residential Medium Density to Public/Institutional.

An Open House was held on November 13, 2013 in the Council Chambers at the Town Hall. There were thirteen (13) attendees, exclusive of staff.

Motion #14-006

Municipal Plan Amendment #7

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the proposed Municipal Plan Amendment #7, 2013 and Development Regulations Amendment #11, 2013 be adopted under Section 16(i) of the Rural and Urban Planning Act.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Smokehouse Holdback Release

The Town has received an invoice from LSG Construction Ltd. for the release of holdback for the construction of the smokehouse. It was not received until after the Municipal Works Committee, however, Management is recommending payment as the invoice was received by our Consulting Engineer on November 1, 2013 and is overdue to be paid under our contract.

Motion #14-007

Smokehouse Holdback Release

Moved by Deputy Mayor Abbott and seconded by Councillor Anstey that the Town pay LSG Construction Ltd. their holdback release on the smokehouse in the amount of \$23,480.45, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

There is still a \$4,000 holdback on the property for some small deficiencies.

9. ADJOURNMENT

Motion #14-008

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

| The meeting adjourned at 5:20pm.

C. Elliott, Mayor

G. Brown, Town Clerk