

MINUTES

Regular Meeting of Council Wednesday, February 26, 2014 @ 4:30 pm Council Chambers

Present:	C. Elliott C. Abbott G. Parrott W. Lorenzen B. Dove R. Anstey	Mayor Deputy Mayor Councillor Councillor Councillor Councillor
Advisory and Resource:	D. Chafe J. Blackwood G. Brown D. Deschamps	CAO Director Municipal Works and Services Town Clerk Director of Recreation & Community Services
Regrets:	S. McBreairty	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Dietitians of Canada Nutrition Month

The Mayor and representatives proclaimed March 2014 as Dietitians of Canada Nutrition Month in the Town of Gander.

3. MINUTES FOR APPROVAL

Motion #14-024

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on February 5, 2014 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 February 17, 2014. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; S. Fisher, HR Supervisor

The following items were discussed:

HUMAN RESOURCES

WHSCC

The WHSCC Quarterly Report covering the period of October 1 – December 31, 2013 was presented. The report indicated a decrease in the Year-to-Date cost of 3.3% with slight increases in the Health Care Only Claims from 0 to 2 and Lost Time Claims of 2 to 3. Based on these numbers, our Prime refund for 2013 should be approximately \$24,000, a \$5,000 increase from 2012. Our OH&S Advisor is currently looking into the WHSCC recommendations which included musculoskeletal injury prevention, violence prevention and working alone in the workplace.

Hiring Process Policy

The Committee has reviewed and recommended one change under the “selection process - Point 4.” The addition of the word “Gander” in front of Volunteer Firefighters to ensure that volunteers from other communities are not given priority.

The Policy revision is presented to Council for its first reading. If there are any comments or concerns they should be forwarded to the HR Supervisor.

Part Time Seasonal & Temporary Employee Benefits Policy

The HR Supervisor advised that the Committee was in agreement with this proposed changes to the Policy, however, a motion is required at the next Council meeting to adopt the changes, as presented.

Motion #14-025**Part Time Seasonal & Temporary Employee Benefits Policy**

Moved by Councillor Lorenzen and seconded by Councillor Dove approval of the Part Time Seasonal & Temporary Employee Benefits Policy, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Continuation of Benefits While on Leave

The HR Supervisor advised that the current Policy pertains to an employee on leave being responsible for 100% of Group Benefits Premiums; however, Assured Access premiums should also be included in this Policy. The Committee concurred with the additional wording pertaining to Assured Access and recommends adoption of the changes as presented.

Motion #14-026**Continuation of Benefits While on Leave**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Continuation of Benefits While on Leave Policy be approved, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Fire Chief joined the Committee meeting.

Fire Fighters / Municipal Enforcement Officers Honorarium Policy

The HR Committee reviewed proposed changes to the Fire Fighters/Municipal Enforcement Officers Honorarium Policy and concurred with the changes, as attached.

Motion #14-027**Fire Fighters / Municipal Enforcement Officers Honorarium Policy**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Fire Fighters/Municipal Enforcement Officers Honorarium Policy be approved, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Concurrent Employment

After reviewing the Concurrent Employment Policy, the Committee recommends changing Point 3 under the Procedure section to read:

“In consultation with the Employee’s Director and Human Resources Supervisor, the CAO has the authority to approve or deny the request; however, any requests from Senior Management will require approval from Council.”

Motion #14-028

Concurrent Employment

Moved by Councillor Lorenzen and seconded by Councillor Parrott approval of the Concurrent Employment Policy, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Crosswalk Guard

The HR Supervisor advised Council that 2 Crosswalk Guards located at Gander Academy and the Curling Club have been budgeted however the Curling Club Crosswalk position remains unfilled after several unsuccessful attempts to fill the position.

With respect to the hourly wage, which is currently \$12.63 per hour, the Committee was asked to consider increasing the wage equal to the Ticket Seller, which is \$14.25/hour. Given the fact that the Town has been unsuccessful in filling the position vacated last year, and with the potential of a second vacancy, this increase may assist in staffing the positions. The cost to the Town would be \$20.25 per week per position.

Motion #14-029

Crosswalk Guard

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Crosswalk Guard rate of pay be increased to \$14.25/hour effective January 1, 2014.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The HR Supervisor left the Committee meeting and the Municipal Enforcement Officer joined the Committee meeting.

PUBLIC SAFETY**Municipal Enforcement Quarterly Report**

The Municipal Enforcement Department has submitted their Quarterly Report for the period of November 1st, 2013 – January 31st 2014. The number of tickets was 475 and the number of municipal complaints was 288. During the same period last year the number of tickets was 245 and the number of complaints was 246.

Fire Department Quarterly Report

The Fire Chief presented the Fire Departments Quarterly Report for the period of November 1st 2013 – January 31st, 2014. The number of fire inspections was 50 compared to 95 for the same period as last year. The number of man hours of training for this quarter is 1857 down from 2130.5 hours last year. The number of fire calls for the quarter is 54 which is up from 46 for the same period last year.

Training for the Municipal Police

The Municipal Police brought forward a request to the Committee regarding the upgrading of their self defense training with regard to the use of their baton and OC spray. Their concern is that since leaving the Police Academy neither of the Officers has received any upgrading or ongoing training with regard to deployment of these tools. The Committee feels that there is justification in their request and will write a letter to the Officer in charge of the RCMP Detachment requesting that the Municipal Police be included in the training program with regard to the use of the baton and OC spray.

Municipal Ticketing Regulations

The Committee is presenting to Council a set of regulations for inclusion in the municipal ticketing program.

Motion #14-030**Municipal Ticketing Regulations**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Civic Address Numbering Regulation be included in the Municipal Ticketing Program, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Depositing Snow on the Roads

Municipal Enforcement would like to remind the public that it is illegal to blow or shovel snow onto a Town street. Individuals caught doing so will be ticketed.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on February 17, 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; D. Chafe, CAO.

The following items were discussed:

Invoice

The Committee reviewed the attached invoice which was present for its consideration. The Director advised that the goods and services have been supplied in accordance with the requirements of the contract and the Committee refers to the Finance Committee for its consideration and recommendation to Council.

Policy – Grants, Subsidies & In-Kind Services

The Committee presented the Grants, Subsidies & In-kind Services Policy for its final reading.

Motion #14-031

Policy – Grants, Subsidies & In-Kind Services

Moved by Councillor Anstey and seconded by Councillor Lorenzen that the Grants, Subsidies & In-kind Services Policy be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Age Friendly Provincial Grants Program

The Provincial Government is inviting applications for the Age-Friendly Provincial Grants Program. This program provides a total of \$200,000 each year to selected groups to support the development of age-friendly communities. Further information on the program, including the form and guidelines is available at the Provincial Department of Health and Community Services or at the Town's Recreation & Community Services Department. The Deadline for applications is February 28, 2014.

The Department will forward a copy of the application to Gander's 55+ Senior's group.

Kevin Waterman Tribute

There were a couple of suggestions by citizens to recognize the contribution that the late Kevin Waterman provided to recreation and the Town of Gander. The Committee decided to invite the citizens in to the next Committee meeting to discuss their suggestions.

There is currently no policy in place so once the suggestions are reviewed, the Committee will present it to Council for their review.

Deputy Mayor Abbott left the Council meeting.

Canadian Cancer Society Request

A letter was received from the Canadian Cancer Society requesting a donation or discount on the rental fees at the Gander Community Centre for their event in June 2014. This year marks the 10th Anniversary for the Relay for Life in Gander.

The Committee discussed this request and felt that since this is the 10th Anniversary, they would donate half the cost to rent the building for this event which would total \$1,183.50.

Motion #14-032

Canadian Cancer Society Request

Moved by Councillor Anstey and seconded by Councillor Parrott that a donation of \$1,183.50 be made to the Canadian Cancer Society towards their Relay for Life event.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Deputy Mayor Abbott returned to the Council meeting.

Recreation Programmer Position

The interview process has concluded for the new position of Recreation Programmer in the Recreation & Community Services Department. The successful candidate was Bruce Barbour. Mr. Barbour is a resident of Gander but has spent the last number of years overseas in Korea. He has a wide knowledge in recreation, kinesiology and fitness and the Department looks forward to working with Mr. Barbour.

Request for Usage of Cobb's Pond Rotary Park

The Department is starting to receive requests to use Cobb's Pond Rotary Park for events such as weddings, birthday parties, etc. The Director will be doing some research on appropriate fees to charge and guidelines for groups to follow to use the park area for special events. The Department wants to avoid any competition with local businesses. Once the research is completed, the Director will compile a usage policy for the Park.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on February 20, 2014. The meeting was chaired by B. Dove, Councillor. Other members present included: S. McBreairty, Councillor; RJ Locke, Development Manager.

The following items were discussed:

Councillor Anstey left the Council meeting and Deputy Mayor Abbott presented this item.

Canada Post Update

The Committee reviewed a letter from Canada Post Corporation outlining its 5-year plan to phase out home delivery. As the letter is for information purposes only it requires no further action.

Councillor Anstey returned to the meeting.

Request to Re-Visit Home Based Business (HBB) By-Laws

The Committee reviewed a letter from a resident requesting Council re-visit its HBB By-Laws as the resident feels they are too restrictive and limits the types of HBBs that can be established.

Staff was asked to review the HBB By-Laws established in other municipalities and report back their findings to the Committee.

The resident will be written advising of the status.

Retail Sector Updates

The Committee discussed the possibility of holding focus group sessions with various targeted audiences. They feel this would provide the opportunity for residents to give information on which retail operations would be the best fit for the Town of Gander. It would also help staff to target potential retailers during the upcoming International Council of Shopping Centres conference.

The Committee supports moving forward with holding a focus group. The Committee also recommends including the residents from our neighboring communities.

Gander and Area Chamber of Commerce AGM

The Committee reviewed a letter from the Chamber of Commerce announcing their 2014 Board of Directors. They were also advised that the Deputy Mayor and Manager of Economic Development attended the AGM during which the Town was presented with a Certificate of Appreciation for its service and support in 2013.

A letter will be written to the new Board congratulating them on their appointment.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on February 17, 2014. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBairty, Councillor; D. Chafe, CAO; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Festival of Flight

Festival of Flight Public Meeting

The Committee would like to invite all residents to a public meeting regarding the Festival of Flight on Tuesday, March 11th at 7:00 pm at the Gander Community Centre Sports Hall of Fame Room. This meeting will offer residents the opportunity to discuss any ideas or suggestions they have for future Festivals.

Advertising – Kittiwake Tourism Map

The Committee reviewed an advertising request from Phoenix Publishing for their tourism map. It was agreed that since we currently partner with Destination Gander to produce our own map, we would not advertise in the publication this year.

Winter Carnival

Despite the weather, the turnout for SnoBreak 2014 was good. The sliding hill and fireworks on Saturday night, as well as the 70's themed Skating/Walking Party on Monday, were a hit. The Committee would like to thank the community groups who organized events and thank everyone who participated.

Grand Opening of Cobb's Pond

The Rotary Club wrote to ask the Town to participate in the planning of the grand opening of Cobb's Pond Rotary Park which will take place later this year. The Committee agreed that Councillor McBreairty will sit on the joint committee and we look forward to working with the Rotary Club to make this event a success.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on February 19 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; J. Hillier, Administrative Assistant.

The following items were discussed:

Review of Previous Minutes

The Committee had further discussion on high snow banks at intersections around town. Two intersections in particular were raised. First was Airport and Magee, second was the intersection of Elizabeth at Armstrong. The Committee is requesting that the TAC standards for visibility be brought into the next Committee meeting for discussion so that they can have a look at the height restrictions in these areas. Also under previous minutes, the Committee discussed two items previously forwarded to the Municipal Works Department by Parks and Recreation regarding the Thomas Howe Demonstration Forest.

Garbage Collection: The director advised he had communications with the Director of Parks and Recreation and felt that it would be beneficial if they were to contact the regional site in Norris Arm and ask them if Thomas Howe could be placed on their pick up route.

Snow Clearing: These items have been forwarded back to the Parks and Recreation Committee for their consideration.

Invoices

The Committee reviewed seven invoices presented for approval. The Director advised that one of the invoices, from Saunders Equipment Ltd., for a new sewer jet has not been received and is recommending that it be forwarded to the next Committee meeting for consideration. He advised that all their invoices met the Town of Gander's purchasing policy and goods and services have been received and the Committee is recommending for payment and forwards them to the Finance Committee for their consideration.

Application -EDR Enterprises

The Committee discussed the application for the development of apartments at 85-87 Elizabeth Drive. It was noted that "apartments over" are permitted as a discretionary use in the Commercial Downtown zone under the Town of Gander development regulations. It was advertised and no objections were received by the deadline provided. The Committee has no concerns with the application that was presented and is recommending it be permitted.

Motion #14-033

Application – EDR Enterprises

Moved by Councillor Parrott and seconded by Councillor Anstey that permission be granted to EDR Enterprises to construct an "apartment over" at the permitted use at 85 – 87 Elizabeth Drive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Plan Amendment for 4-6 School

Municipal Plan Amendment # 7, 2013 and Development Regulations Amendment # 11, 2013 are now ready for approval by Council.

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

The required advertising and provincial review has been completed. A Public Hearing was scheduled for February 11, 2014 at the Town Hall. There were no objections received by the deadline date of February 7, 2014 and the hearing was cancelled.

Motion #14-034

Plan Amendment for 4-6 School

Moved by Councillor Parrott and seconded by Councillor Anstey that Municipal Plan Amendment # 7, 2013 and Development Regulation Amendment # 11, 2013 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Recycle My Cell Program

The Committee reviewed an information note outlining a program whereby residents in the Municipality could dispose of their unwanted cell technology; including cell phones, smart phones, and recyclable cell phone batteries regardless of the brand or condition, at a drop off location within the municipality. It was discussed that there were other facilities within the Municipality, providing this service, such as schools, which carries out the service as a fundraising activity. The recommendation of the Committee was to contact the school to see if the Town could assist in their efforts in this program.

57 Raynham Avenue

The Committee reviewed correspondence from the owner of 57 Raynham Avenue regarding flooding which took place in the past storm events within the Town of Gander. The Director advised that he intended to contact the homeowner and invite him in to go through the planned infrastructure upgrades in that area of town and how it should benefit that resident.

FCM Antenna Tower

The Committee reviewed an information note from the FCM indicating that Industry Canada has announced a new process a company must follow when installing a radio communication antenna tower.

The changes closely mirror the joint protocol on Antenna Siting developed last year by the FCM and the Canadian Wireless Telecommunications Association. The Committee was pleased to see the FCM play a role in the placement of such infrastructure within a municipality and looks forward to being involved in the process.

Bell Mobility Tower Location Request

The Committee reviewed correspondence from a consultant representing Bell Mobility seeking permission from Council to place a 2nd communication tower just off Cooper Blvd. After reviewing the proposed location, the Committee is recommending that the consultant be invited to sit with town officials to discuss the proposed location, and the impact that it would have on the local residents, businesses, and also to discuss other possible locations for the facility.

Steele Communications

The Committee reviewed a development application from Steele Communications requesting the subdivision of approximately 19 acres of land situated at 501 TCH. The Director advised that the application has been reviewed by the Planning Department and the subdivision meets all Town of Gander Subdivision and Development Regulations. There was one potential area of concern regarding roadway access, however, all concerns have been alleviated through written communications with the Department of Transportation and Works.

Motion #14-035

Steele Communications

Moved by Councillor Parrott and seconded by Councillor Dove that the application for subdivision of land situated at 501 TCH be approved as presented, subject to road access to the property being reinstated.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Other – Installation of New Condenser

The Committee had a discussion about the installation of a new condenser at the Gander Community Centre and the possibility of heat recovery. The Committee is recommending that the Director discuss this infrastructure upgrade with the Director of Parks and Recreation and Honeywell to see if there are synergies to be accomplished throughout that installation.

The Committee had a general discussion on Town Policy and is recommending that at each future Committee meeting a selected policy relevant to Municipal Works be brought in for review.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on February 20, 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 Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE FEBRUARY 19, 2014

- | | | |
|----|--|-------------|
| 1. | Echologics Engineering
01-000-0080-1745, leak finder
Budget zero Spent to date zero | \$11,469.50 |
| 2. | R&D Construction
01-000-0080-1837, Claim #5, Cobb's Pond Bldg.
Contract \$833,233 Spent to date \$532,077 | \$72,711.01 |
| 3. | Tract Consulting
01-000-0080-1837, Cobb's Pond Development Phase 1
Contract \$368,811 Spent to date \$343,164 | \$11,604.04 |
| 4. | DMG Consulting Ltd.
01-000-0080-1925, Chlorination Study, Construct Booster Stn
Contract \$45,079 Spent to date \$4,639 | \$26,674.78 |

AS RECOMMENDED BY THE RECREATION COMMITTEE FEBRUARY 17, 2014

- | | | |
|----|--|-------------|
| 5. | Ron Fougere Associates
01-000-0080-1817, Multiplex Feasibility Study
Contract \$77,500 Spent to date \$58,125 | \$21,893.75 |
|----|--|-------------|

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE FEBRUARY 19, 2014Operating

6.	Central Newfoundland Waste Management 00-430-1000-7008, Curbside collection fee for January 2014 (increased) Budget \$290,000 Spent to date zero	\$23,408.00
7.	Central Newfoundland Waste Management 00-430-1000-7007, Wet/dry unsorted garbage collection January Budget \$374,500 Spent to date \$8,234	\$19,634.65
Total capital invoice for approval		\$144,353.08
Total operating invoices for approval		<u>\$43,042.65</u>
Grand total of invoices for approval		<u>\$187,395.73</u>

Motion #14-036**Invoices for Approval**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Purchasing Procedures Policy

Council has earlier indicated that they felt that once a tender is awarded there is no need for the actual invoice or contract payments to come back to Council for approval unless there is a change to the scope of the project. Accordingly, the Finance Committee is recommending this change be made to our Purchasing Procedures Policy.

Motion #14-037**Purchasing Procedures Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Purchasing Procedures Policy #F010 be amended as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

New Building Canada Fund

The Prime Minister recently announced that the Federal Government has put funding in place for a New Building Canada Fund which will total \$47 billion over the next ten years. The Committee is anxious to see what the details of the funding are as the Town is looking to access funding from this program to assist in financing construction of our new sewage treatment facility.

Telephone Listing

The Director of Finance advised that Management is recommending that we go away from the automated answering service to listing individual phone numbers in the phone book as is done by the Hospital.

The Committee agreed with this recommendation.

Request for Proposals – Strategic Plan

The Committee reviewed the draft Request for Proposals for provision of Strategic Planning Services. It is proposed that the RFP be advertised immediately with a closing date of March 28, 2014 and it is hoped to have the work completed by the end of this summer.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Certificate of Appreciation from Legion

Deputy Mayor Abbott attended the Royal Canadian Legion #8 AGM and they presented us with a Certificate of Appreciation.

Special Olympics

Deputy Mayor Abbott attended the Opening Ceremonies of Special Olympics and felt it was a wonderful event and commended everyone who participated in it.

Homelessness Committee Community Advisory Board Update

Deputy Mayor Abbott wanted to let Council know this group is comprised of churches and social groups and would be bringing updates forward as the meetings occur.

Gander International Airport Authority

The Mayor advised that the Town of Gander's two nominees on the Gander International Airport Authority Board are due to expire on March 1, 2014.

Motion #14-038

Gander International Airport Authority

Moved by Councillor Anstey and seconded by Councillor Dove that Queen Blundon and Debbie Anna Yannakidis be nominated as the Town of Gander's representatives on the Airport Authority Board effective March 1, 2014.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Anstey would also like to thank the outgoing Board members, Mel Thorne and Nick Connolly, for their service on the Board.

9. ADJOURNMENT

Motion #14-039

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:25pm.

C. Elliott, Mayor

G. Brown, Town Clerk