

MINUTES

Regular Meeting of Council Wednesday, October 17, 2018 @ 4:30 pm Council Chambers

Present:	T. Pollett R. Anstey G. Brown B. Dove O. Fudge P. Woodford	Deputy Mayor Councillor Councillor Councillor Councillor Councillor
Advisory and Resource:	D. Chafe G. Brown J. Blackwood N. Newell T. Barron H. Lowe R. Locke K. White	CAO Town Clerk Director of Engineering Director of Recreation & Community Services Director of Municipal Works Fire Chief Development Director Information and Communications Coordinator
Regrets:	P. Farwell	Mayor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Children's Vision Month Proclamation

The Deputy Mayor proclaimed October 2018 as Children's Vision Month in the Town of Gander.

World Breastfeeding Week Proclamation

The Deputy Mayor proclaimed October 1 – 7, 2018 as World Breastfeeding Week in the Town of Gander.

3. APPROVAL OF AGENDA

Council reviewed the agenda and approved as attached.

Motion #18-257**Approval of Agenda**

Moved by Councillor Woodford and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on October 17, 2018 be adopted as amended.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL**Motion #18-258****Regular Minutes for Approval**

Moved by Councillor Fudge and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on September 26, 2018 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:**A. Recreation & Community Living:**

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

The Recreation & Community Living meeting was held on October 9, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; B. Dove, Councillor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Senior's Accessible Transportation

Council had asked the Department to look into the possibility of providing transportation to seniors in Gander in response to a request from the 50+ Seniors Group. The Community Events Coordinator provided his findings on whether or not other communities in Central had transportation for seniors and if so, the cost of providing this and the type of vehicle used.

There are three nearby communities that all have a 15 passenger accessible bus or van. Two have busses that belong to Central Health and one that was purchased through grants. They are driven by volunteers with the exception of one which is paid \$20,000 (through grants) to drive and coordinate the schedule. The cost is either \$2 per ride or by donation.

The 50+ Club has indicated that they could have the volunteers to drive the van. Therefore, the Committee asked that the Department work on grants as well as partnerships within the community to possibly purchase an accessible van and report back with their findings.

Steele Community Centre Ice Cancellation & Subletting Policy

At the last Committee meeting, Council asked that the Ice Cancellation Policy be amended to reflect a 14 day cancellation policy instead of a no cancellation policy. The Director presented the attached policy and the Committee was in agreement with this new policy.

Therefore, the Committee puts forth the Steele Community Centre Ice Cancellation & Subletting Policy as attached for its first reading.

Gander Rotary Club re Lookout Memorial

The Director and Chair met with the Gander Rotary Club to discuss a new project they would like to complete at Cobb's Pond Rotary Park. This would be a new lookout situated near the 1300 metre mark from the Airport Boulevard entrance. This is intended to be a rest/quiet contemplation area with a memorial for a former Rotarian.

Rotary would like to start the design and budget for this as soon as possible with the work to begin in the spring. They are asking for in-kind support from the Engineering Department to help with the design work and are hoping that they will be able to have the labour donated by another organization in Gander.

The Committee feels that this is a great project and is referring it to the Engineering Committee for their review and response on providing in-kind support for the design and budget.

Duck Signs for Cobb's Pond Rotary Park

The Department has been reviewing the feeding of the ducks at Cobb's Pond Rotary Park. As most are aware, feeding ducks bread is harmful to them and the environment. Ducks Unlimited and the Wildlife Department recommend not feeding them at all because it can cause issues such as overcrowding, nutritional problems, and habitat degradation, however, they do realize that people like to feed ducks in areas such as parks.

The Committee feels that the Department should post signage advising not to feed the ducks bread and the danger of this but bird seed is ok. They also asked that the Department to look into the cost of bird seed dispensers that could be located at areas in the park and patrons can purchase seeds at a minimal cost.

Central Newfoundland Powerlifting and Bench Press Championships

The Championships for Powerlifting and Bench Press in Central Newfoundland is being held in Gander on November 24, 2018 at the Joseph R. Smallwood Arts & Culture Centre. This competition will bring 80 athletes, including 12 Special Olympians and all but 4 will be travelling to Gander. Along with the Athletes, there will be a host of referees, coaches, and volunteers to run the Meet.

The Committee for this competition is asking for a donation towards the event. The Grants, Subsidies & In-kind Services Policy does have a hosting policy whereby the amount of the donation is based on the number of days the event is being held and the number attending, however, it is for youth groups. Even though this is not a youth competition, it is the first time for the event so the Committee would like to provide a donation of \$250. There is funding available in the Grants, Subsidies & In-kind Services budget. The Committee feels it is important to encourage more groups to bring their events to Gander.

Motion #18-259

Central Newfoundland Powerlifting and Bench Press Championships

Moved by Councillor Dove and seconded by Councillor Fudge that a donation of \$250 be provided to the Central Newfoundland Powerlifting and Bench Press Championships being held in Gander on November 24, 2018.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Kelly Ford Gander Flyers Contract

The Kelly Ford Gander Flyers will be playing again this season at the Steele Community Centre. As in the past, a contract will be signed to set the price that the Flyers organization will pay for home games.

The Committee was presented with the past contract which requires the Flyers to pay the Steele Community Centre \$1,287 plus HST per game. The Town does provide the Flyers with a subsidy which varies depending on the attendance per game. The Committee feels that the Town should only increase the rate by 5% since this is what the ice rate was increased this year. Therefore, the cost per game would be \$1,350 plus HST.

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

Upcoming events

- a) Oct 20 – 21: Rebecca Pack Skating Competition
- b) Oct 25 - 26: Haunted House
- c) Oct 26 & Nov 2: Gander Collegiate vs. Exploits
- d) Oct 27: Free Halloween Skate

B. Public Safety & Protective Services Committee:

The Public Safety & Protective Services Committee report was presented by Councillor Woodford.

The Public Safety & Protective Services Committee was held on October 9, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; W. Jenkins, Municipal Enforcement Officer in Charge; H. Lowe, Fire Chief, L. Small, Administrative Assistant.

The following items were discussed:

Brush Clearing

The Committee met with the Director of Public Works and Services to discuss the request from this Committee to conduct brush clearing in certain areas of town that have been become known as potential trouble spots or potential hang outs.

The Committee agreed that this should be handled on an individual basis as not all areas are the same and may require just some thinning while others may require tree's taken down etc.

It was agreed that if a complaint is received, it will be reviewed by the Municipal Enforcement and Public Works and Services Departments at the time to determine the correct course of action.

Bonfire Site

This item was discussed at the last management meeting and it was recommended that the Town Bonfire should be held on Friday, November 2nd, 2018.

Resources will be made available to break apart the remnants of the fire with a front-end loader and Gander Fire Rescue will then completely extinguish it. The Public Works Department will also reduce the size of the debris with the wood chipper prior to the event; this will ensure the fire is out before the school opens on the following Monday.

The Committee agreed and scheduling the event on the weekend before or after November 5th and deploying resources to remediate the site will become the new process for Bonfire Night going forward. Gander Elementary will be contacted and updated on Council's decision in response to complaints they had received from parents.

Needle Disposal

The Fire Chief reported that he had recently met with Central Health representatives who were pleased to see that the Town of Gander is being pro-active regarding the disposal of used needles; there has been some concern from residents who have seen discarded needles in the community and are wondering what can be done.

Information on what to do should you find a needle is attached here and will be placed online for the public through the Town's media department. Parents should speak to their children about this issue and the Town will be contacting the schools to see they are providing any program information.

It was also brought forward that Municipal Enforcement, Public Works and the Fire Department personnel should have proper disposal units available and processes in place. The Department of Communicable Disease with Central Health has not seen any trends yet, however they do suggest we track the areas of concern.

The Officer in Charge will be gathering further information and will work with other organizations, the Occupational Health & Safety Officer and the Fire Chief to provide follow-up on this issue. If residents have any questions regarding needle disposal they should contact the Municipal Enforcement Office at 256-4065. Residents are reminded however, that if the call is urgent or criminal in nature, please call the RCMP at 256-6841.

Neighbourhood Watch Update

The Officer in Charge reported that the most recent Neighbourhood Watch public information session at the Fire Hall on October 4th was very well attended with close to three hundred residents along with council members, Minister Haggie, the RCMP and Co-operators Insurance Company to provide information. Council is very pleased to see residents taking an active role in protecting their properties and looking out for their neighbours.

If anyone would like further information on the program they can call 256-4065 or email at neighbourhoodwatch@gandercanada.com.

New Policy- Fire Service Charges for Responding to False Alarms

The Committee brought forward the new policy for *Fire Service Charges for Responding to False Alarms* for the second and final reading.

There were no objections received by the posted deadline date.

Motion #18-260

New Policy – Fire Service Charges for Responding to False Alarms

Moved by Councillor Woodford and seconded by Councillor Brown that this policy be approved as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Cannabis Education

The Town of Gander would like to remind residents that it is important to become educated on the new rules and regulations for legalization of recreational Cannabis on October 17th.

For information on the safe and legal use of cannabis please visit the province's website at www.gov.nl.ca/cannabis or the federal site at www.canada.gc.ca/cannabis.

Fire Smart program

The Fire Chief brought forward a document outlining a Fire Smart Program to determine if this would be a good fit for Gander. This program is designed to help residents make their properties fire safe in terms of brush clearing and maintenance etc. and would require evaluations by the fire department which would aid in the maintenance of problem areas and fire hydrants as well.

There is only one representative in Newfoundland and no group formed yet, however a presentation can be provided.

The Committee agreed that the program may have some merit and advised the Fire Chief to proceed with further investigation.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on October 10, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; T. Pollett, Deputy Mayor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Tender – Bird Netting

The Committee reviewed the results of the Tender for the supply and delivery of Bird Netting for the Municipal Works Depot salt shed. Three (3) bids were received and the Director advised that the lowest of the tenders that met specifications was submitted by Rentokil Steritech in the amount of \$25,875.00, HST included.

The Committee recommends that the tender for the supply and delivery of bird netting be awarded to Rentokil Steritech, and refers the tender to the Finance and Administration Committee for its consideration.

Fall Protection System – Roof Lifelines, Municipal Works Depot

The Director advised the Committee the Department is now ready to purchase the fall protection system for the Municipal Works Depot, as was budgeted in 2018. It has come to the attention of the Department there has been an increase for the item in the amount of \$2,800.00 since it was originally quoted in 2017.

This will require a reallocation of funds in the Capital budget to accommodate the extra costs. The Director is requesting that Council consider combining the funds allocated for the fall protection system intended for Municipal Works Depot and Water Treatment Plant. This would also require the request for fall protection system for the Water Treatment Plant to be submitted during the 2019 budget process.

The Committee agrees with the Director to reallocate funds within the Capital Budget for the supply and delivery of fall protection system for the Municipal Works Depot.

Snow Plan

The Director reviewed the 2018/19 Snow Plan with the Committee giving an overview of the operations as it applies to the plan. The Snow Plan acts as a guideline to ensure snow and ice removal are completed in an effective and timely manner. It is important to recognize each snowfall is different and will require a different approach when planning effective snow removal. Conditions such as temperature, wind and the duration of the snowfall are all factors that will determine the best operations method for snow and ice removal.

The Committee agrees with the standards set in the 2018/19 Snow Plan as outlined in the attachment.

D. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee meeting was held on October 10, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; R. Locke, Development Director; B. Williams, Tourism Development Officer.

The following items were discussed:

2018 Tourist Information Centre numbers

The Committee reviewed a press release from the Gander and Area Chamber of Commerce indicating another successful year at the Tourist Information Centre.

The number of visitors to the Centre increased 20% over 2017, much of which was attributed to the over-whelming success of the musical "Come From Away" currently playing in Toronto and on Broadway. Visitor numbers from Ontario are up 58% from the previous year.

Even into the fall season, visitors are dropping by the centre looking for information on the area and/or looking to chat about what happened in Gander on the days following 9/11.

The Centre is open year round to greet visitors so people can obtain information by dropping in at 109 Trans Canada Highway or by calling 709-256-7110.

The Committee is pleased with the 2018 numbers and looks forward to working with the Chamber on future projects.

HBB Application - 11 Blair Place

The Committee reviewed an application from the resident of 11 Blair Place.

WHEREAS an application has been received from “Perfect Ten Nail Parlour” to operate a one client home-based personal service esthetic business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of October 1st, 2018 and it meets all of the Town of Gander’s Development Regulations.

Motion #18-261**HBB Application – 11 Blair Place**

Moved by Councillor Brown and seconded by Councillor Dove that “Perfect Ten Nail Parlour” be permitted to operate a one client home-based personal service esthetic business from 11 Blair Place.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application - 48 Elizabeth Drive

The Committee reviewed an application from the resident of 48 Elizabeth Drive.

WHEREAS an application has been received from “Hair on the Move” to operate a one client mobile personal service hairstyling business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of September 24th, 2018 and it meets all of the Town of Gander’s Development Regulations.

Motion #18-262**HBB Application - 48 Elizabeth Drive**

Moved by Councillor Brown and seconded by Councillor Fudge that “Hair on the Move” be permitted to operate a one client mobile personal service hairstyling business from 48 Elizabeth Drive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Small Business Week

Councillor Brown advised that this is Small Business Week and the Town in conjunction with the Chamber of Commerce hosted an event at The Jumping Bean. She thanked the owner's for hosting the event.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on October 11, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Correspondence – Conditions of Grandy Avenue

The Committee reviewed correspondence from a resident expressing concerns with the road conditions of Grandy Avenue and inquired as to why the road was not completely rebuilt years ago when the sidewalk was installed.

The Director advised the Committee that a few years back, Grandy Avenue was selected for the sidewalk replacement program because the roadway was in good shape however, the sidewalk was presenting considerable safety concerns. Once this work was carried out and the warranty period had expired, any issues with the roadway, as described in the correspondence, would be considered maintenance and carried out by the Town's Municipal Works crews.

After discussion, the Committee recommends that the Director provide written correspondence to the resident explaining how the work was carried out on that street and also recommends forwarding this item to the Public Works Department for further investigation on the condition of the roadway as described in the correspondence.

Rezoning – 305 Baird Place

The Committee reviewed correspondence from the business owner of 305 Baird Place requesting Council's permission to install an asphalt plant at 305 Baird Place.

The Director of Engineering advised that the existing development regulations do not permit this type of operation in this area and recommends against entertaining a plan amendment at this time as the Town is in the final stages of adopting a new Town Plan.

It was recommended that this request be forwarded to the next Town Plan Steering Committee meeting for further discussion.

The Committee is in agreement therefore, would like the Director to notify the business owner that this item will be forwarded to the next Town Plan Steering Committee meeting for review and further discussion.

Eastgate Development Green Space – Briggs Street

The Committee reviewed correspondence from a local land developer expressing their concern with the Town's existing Development Regulations as it pertains to the requirement for a minimum of 10% green space in each phase of development. They are requesting that this be amended to allow the green space allocation to fall short of that requirement on individual phases provided there is sufficient allocation on the entire comprehensive development.

The Committee was generally in agreement with the request provided the intent of the green space allocation was maintained however, were not willing to recommend a regulation change at this time. The Engineering Department reviews its development regulations annually and will include this request along with others brought forward prior to the start of the next construction season. The developer will be written and notified of the Committee's decision and will be invited to submit any concerns they may have at the regulation review meeting scheduled for early in the new year.

Gander Rotary Club – Memorial Lookout

This item was referred from the Recreation and Community Living Committee with a request from the Gander Rotary Club to install a lookout at Cobb's Pond Park in memory of a recently deceased member. They are requesting support from the Town in the form of in kind services and a financial contribution. The Committee generally had no objection to the proposal however, were unclear as to what exactly was being requested from the Engineering Department.

The Committee is requesting that the Recreation Department seek clarification from the organization on the exact scope of work the Rotary Club intends to have completed so that a proposal can be brought forward in the 2019 budget process.

Subdivide Property – 57-59 Elizabeth Drive

The Director advised the Committee that the Engineering Department has received a request to subdivide the property of 57-59 Elizabeth Drive to create two legal properties as indicated on the attached drawing #C-1.01 submitted on October 11, 2018. The Director advised that the subdivided properties would meet all required Development Regulations and recommends its approval to the Committee.

Motion #18-263**Subdivide Property – 57-59 Elizabeth Drive**

Moved by Councillor Anstey and seconded by Councillor Brown approval to subdivide 57-59 Elizabeth Drive as per DMG Drawing # C-1.01.

In Favour: 6 Opposing: 0

Decision: Motion carried.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on October 11th, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

Invoice for Approval**OPERATING**

1. Municipal Assessment Agency Inc.
Acct: 00-120-1000-7200 – 4th Quarter Assessment Fees \$34,890.75

Spent: \$108,479 Budget: \$141,000

Total operating invoice for approval \$34,890.75

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

Motion #18-264**Invoice for Approval**

Moved by Councillor Dove and seconded by Councillor Fudge that the invoice be paid as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Policies

The Supervisor of Human Resources is in the process of reviewing the Town's Personnel Policies and modifications to these Policies will be brought forward to Council. Some of them have not been changed in quite a while.

Concurrent Employment Policy

The Committee reviewed the proposed changes to the Concurrent Employment Policy. This Policy is put in place to outline circumstances under which Town employees can hold a second job. Those changes to this Policy are essentially minor formatting changes and there was no significant change made to the Policy.

Motion #18-265

Concurrent Employment Policy

Moved by Councillor Dove and seconded by Councillor Woodford approval of Policy #P002 Concurrent Employment, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Use of Town Vehicles Policy

The Committee reviewed the Use of Town Vehicles Policy which outlines which individuals are allowed to use Town vehicles and to take them home. Once again the changes to the policy are very minor in nature.

Motion #18-266

Use of Town Vehicles Policy

Moved by Councillor Dove and seconded by Councillor Fudge adoption of Policy P003 Use of Light Vehicles, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Christmas Party Policy

The Committee reviewed the Christmas Party Policy. This Policy has not been updated in many years and outlines who is invited to the Town's Annual Christmas Party. Essentially it is open to all Town of Gander staff both permanent and part time, as well as volunteer firefighters and elected officials. Council also invites those who are off on Worker's Compensation or disability, as well as retirees.

Motion #18-267

Christmas Party Policy

Moved by Councillor Dove and seconded by Councillor Fudge approval of Policy P004 Christmas Party, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Long Service Employees and Volunteer Awards Policy

The Committee reviewed the Long Service Employees and Volunteer Awards Policy for staff and volunteer firefighters. There are some minor modifications being proposed to this Policy as well including making the gifts available once staff goes on permanent Long Term Disability or permanent Worker's Compensation. They would not have to wait for retirement in these cases.

Motion #18-268

Long Service Employees and Volunteer Awards Policy

Moved by Councillor Dove and seconded by Councillor Anstey approval of Policy P015 Long Service Employees and Volunteer Awards, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Alcohol and Drugs Policy

The Committee reviewed the Alcohol and Drugs Policy. Numerous changes are being proposed to this Policy. It outlines repercussions for inappropriate use of drugs and alcohol in the workplace and has to be modified as a result of the legalization of cannabis. It also adds a section on the use of medical marijuana which was previously not included in the Policy. The Committee wanted one item added to the Policy which was that no one can operate a Town vehicle unless it has been at least 8 hours since they ingested marijuana.

Medical marijuana is allowed to be used in the workplace and the Policy has been modified to fit the criteria surrounding the law on this matter.

Motion #18-269**Alcohol and Drugs Policy**

Moved by Councillor Dove and seconded by Councillor Fudge approval of Policy P006 Alcohol and Drugs, as attached.

In Favour: 5 Opposing: 1 – Councillor Woodford

Decision: Motion carried.

2019 Assessment Roll

The Town of Gander has received the Assessment Roll for 2019. Assessment notices has been sent to all property owners in Town and the appeal date is no later than October 31, 2018. Anyone wishing to appeal should contact the Municipal Assessment Agency.

This is a reassessment year so all properties in Town have been reassessed. This occurs every three years and the increase in residential assessment in 2019 is 2.5%.

2019 Meeting Schedule

The Committee reviewed the proposed meeting schedule for 2019. It is being proposed that the first cycle of Committee meetings be held the week of January 7th and that the first Council meeting be held on January 16, 2019 at 4:30pm.

Motion #18-270**2019 Meeting Schedule**

Moved by Councillor Dove and seconded by Councillor Anstey the 2019 Meeting Schedule be adopted, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Salt Shed Bird Netting

The Committee reviewed the tender results for Salt Shed Bird Netting. Three bids were received. The preferred bidder was Rentokil Steritech.

Motion #18-271**Tender – Salt Shed Bird Netting**

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for Salt Shed Bird Netting be awarded to Rentokil Steritech at a price of \$25,875.00 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Sale of Land at 315 Magee Road

The Committee reviewed the tender results for the Sale of Land at 315 Magee Road. One bid was received. The only bid was from F&M Holdings Ltd.

Motion #18-272**Tender – Sale of Land at 315 Magee Road**

Moved by Councillor Dove and seconded by Councillor Brown that the tender for the Sale of Land at 315 Magee Road be awarded to F&M Holdings Ltd. at a price of \$84,500.00 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Firefighter Protective Clothing (Bunker Gear)

The Committee reviewed the tender results for Firefighter Protective Clothing. Three bids were received. The preferred bidder was MicMac Fire & Safety Source Ltd.

Motion #18-273**Tender – Firefighter Protective Clothing (Bunker Gear)**

Moved by Councillor Dove and seconded by Councillor Woodford that the tender for Firefighter Protective Clothing be awarded to MicMac Fire & Safety Source Ltd. at a price of \$13,524.00 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Job Description – Director of Public Safety & Protective Services/Fire Chief

The Committee reviewed the Job Description for the Director of Public Safety & Protective Services/Fire Chief who is currently the head of Fire and Emergency Services. It is being proposed that the Director will now be responsible for the supervision of the Municipal Enforcement Department, as well as the Fire Department and modifications have been made to the Job Description to reflect that.

Motion #18-274**Job Description – Director of Public Safety & Protective Services/Fire Chief**

Moved by Councillor Dove and seconded by Councillor Anstey adoption of the revised Job Description for the Director of Public Safety & Protective Services/Fire Chief, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Change to the Town of Gander's Rules of Procedure

The Committee reviewed a proposed change to the Town of Gander Rules of Procedure. It has to do with adoption of by-laws, regulations or amendments. Currently, in most cases two readings are required for a bylaw, regulation or amendment to be adopted. Our past practice had been to bring the first reading forward and then three weeks later bring back the item for second reading and adoption. It was found this did not give adequate time for public input for any proposed changes. As such, it is being recommended it be at least six weeks between the first reading and second reading of any proposed by-laws or regulations or amendments to them.

Motion #18-275**Change to the Town of Gander's Rules of Procedure**

Moved by Councillor Dove and seconded by Councillor Woodford adoption of the modification to the Town of Gander's Rules of Procedures, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Kelly Ford Flyers Rental Rates

The Committee reviewed the recommendation from the Recreation Committee regarding the rental rates for the Kelly Ford Flyers for the upcoming season. Last year, they were charged \$1,287 per game plus tax and the Committee is recommending increasing that by 5% to \$1,350 plus tax per game. Last season, the Town subsidized the Flyers in the amount of approximately \$7,400.

Motion #18-276

Kelly Ford Flyers Rental Rates

Moved by Councillor Dove and seconded by Councillor Fudge that the Kelly Ford Gander Flyers be charged a per game rental fee of \$1,350 plus tax for the 2018-2019 season.

In Favour: 6 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None.

7. ADMINISTRATION

None.

8. CORRESPONDENCE

City of Hopkinsville, Kentucky

The Town Clerk read a copy of a Municipal Order sent to the Town by the City of Hopkinsville, Kentucky. In the order the city renamed the Fort Campbell Memorial Park as the Gander Memorial Park. A letter of thanks will be sent to the City of Hopkinsville.

9. NEW BUSINESS

Request for Proposals #18-02 – Prime Consultant Services

The Town has issued a Request for Proposals for Prime Consulting Services related to the site selection, geotechnical work and design/project management for the construction of an artificial turf soccer field and running track. 5 bids were received on the project.

The Town will be submitting a grant application under the recently announced Investing in Canada Program just announced by the Federal and Provincial governments and this work has to be done in order to complete the application.

Motion #18-277**Request for Proposals #18-03 – Prime Consultant Services**

Moved by Councillor Dove and seconded by Councillor Anstey that the Town award RFP #18-03 Prime Consultant Services to CBCL Ltd.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #18-278**Adjournment**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:43 p.m.

T. Pollett, Deputy Mayor

G. Brown, Town Clerk