

MINUTES

Regular Meeting of Council
Wednesday, February 6, 2019 @ 4:30 pm
Council Chambers

Present:	P. Farwell	Mayor
	T. Pollett	Deputy Mayor
	R. Anstey	Councillor
	G. Brown	Councillor
	B. Dove	Councillor
	O. Fudge	Councillor
	P. Woodford	Councillor

Advisory and Resource:	D. Chafe	CAO
	G. Brown	Town Clerk
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	H. Lowe	Fire Chief
	D. Quinton	Development Director (A)
	K. White	Information and Communications Coordinator
	E. Fisher	Youth Representative

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Scout-Guide Week Proclamation

The Mayor proclaimed February 18-24, 2019 as Scout-Guide Week in the Town of Gander.

Women's Institute Month Proclamation

The Mayor proclaimed February 2019 as Women's Institute Month in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #19-013

Approval of Agenda

Moved by Councillor Dove and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on February 6, 2019 be adopted as amended.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-014

Regular Minutes for Approval

Moved by Councillor Anstey and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on January 16, 2019 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #19-015

Special Minutes for Approval

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Minutes from the Special Meeting of Council on January 29, 2019 be adopted as presented.

In Favour: 7 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 Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on January 29, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Provincial Trail Race Update

The Director reported that she recently met with the Chairperson of the Trail Running Newfoundland and Labrador Committee to discuss their hosting of a race along the Cobb's Pond Rotary Park boardwalk this summer. He confirmed that the race will be a 24-hour event and it will take place on August 31st. They will not be requesting a monetary donation from the town; however, the Department will be providing in-kind support for this event.

Gander Minor Soccer Public Meeting Date

The Department has scheduled a meeting to elect a new Executive for Gander Minor Soccer. The meeting is being held on Tuesday, February 5th at 7 pm at the Steele Community Centre, meeting room #2.

Summer Ball Hockey League Expression of Interest

The Department has prepared an expression of interest for a summer ball hockey league to be held at the Steele Community Centre which would run from May to July 2019. Anyone interested in running this league can apply and the deadline is March 22, 2019 at 2 pm. For more information, please contact the Department at 709-651-5927.

Complaint re Closure of Washrooms at Cobb's Pond Rotary Park

The Director received a complaint from a citizen that the washrooms are not open during the winter months at the park. The citizen feels that this park is busy during the winter as well as the summer and washrooms should be accessible if the park is open to the public.

The Director explained that in order to keep the washrooms open it would require staff to be present at the park during the winter months to keep the walkways clear of ice and snow. The Department does not currently have the funding to keep staff on 12 months of the year at the park.

The Committee understands that the Park is being used all year but the budget for staff for this year has been finalized. However, the Committee asked that this be considered during the 2020 budget.

Matthew Sargent Foundation re Donation of Ice Time

The Committee reviewed a request from the Matthew Sargent Foundation asking for a donation of ice time for the upcoming Gander Minor Hockey Midget Hockey Tournament. The Committee does not feel that a donation is required for this tournament as there are other similar tournaments that are held by Minor Hockey throughout the year as well as Atom, PeeWee and Bantam. The Gander Minor Hockey Association receives a grant every year of 20 hours of free ice time during Minor Hockey Week and this grant totals approximately \$2,500.

The Committee feels that the Matthew Sargent Foundation is doing a wonderful job of helping youth in this community and is suggesting that they apply for other municipal and provincial grants that are available. The Department will send the information on these grants to the Matthew Sargent Foundation.

SnoBreak 2019 Schedule

A copy of the draft schedule for the Town of Gander's Winter Carnival entitled "SnoBreak" was reviewed. The final schedule will be released as soon as all events are confirmed.

Upcoming events

- a) Feb 7: Seniors' Wellness Day
- b) Feb 9-10: Gander Minor Hockey Novice Jamboree
- c) Feb 10: Kelly Ford Gander Flyers vs. GFW Cataracts
- d) Feb 15-17: Skate Canada NL Provincial Skating Championships
- e) Feb 21-23: SnoBreak 2019
- f) Feb 22-23: RCMP Hockey Tournament

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 January 29, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; A. Quilty, Fire Chief (A); L. Small, Administrative Assistant.

The following items were discussed:

Adoption of New Fire & Life Safety Codes

The Committee reviewed correspondence from the Fire Services Division of the Department of Municipal Affairs and Environment. The letter explained that an amendment to the **Newfoundland and Labrador Regulation 45/12 Fire Protection Services Regulation** identified the adoption of the National Building Code of Canada 2015 Edition and NFPA 101 Life Safety code 2018 Edition. This became effective on January 18th, 2019 however, the Town of Gander has already adopted these.

Going forward, any further code editions or amendments will be adopted six months following their publication date. It also gave a directive for design plans submitted to the Engineering and Inspections Division. In short, any plans currently in the approval process must follow the previous code editions and anything submitted after February 28, 2019 must follow the new adoption code editions.

Fourth Quarter & Annual Statistics

The Committee reviewed the 2018 fourth quarter statistics for both the Municipal Enforcement and Fire Department.

Gander Fire Rescue

From October 1 to December 31 the Fire Department received a total of 68 calls for service which included motor vehicle accidents, sprinkler activations, chimney fires, electrical fires, downed electrical lines, unauthorized burning, hazardous materials, and residential alarms to name a few. Seventy-four inspections were also completed in this quarter.

In total there were 250 calls for service for 2018 and 243 inspections were completed. Throughout the year there were numerous public consultations conducted as well as the Volunteer and Junior training programs, public engagements for daycares and the hospital, etc. and fundraising events.

Municipal Enforcement

The Municipal Enforcement Department received 156 calls for service for the fourth quarter of 2018 which included property and traffic complaints, suspicious activities, animal control and retrieval, abandoned vehicles, snow clearing complaints, and various miscellaneous calls for assistance. The annual total for 2018 was 1121 incidents for bylaws and other duties. There was a total of 505 citations issued in 2018.

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 January 30, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: R. Anstey, Councillor; G. Brown, Councillor; T. Pollett, Deputy Mayor; P. Woodford, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

School Zone, Magee Road

The Committee discussed the signage required for the newly designated school zone on Magee Road, near Gander Elementary school. It was recommended signage be consistent with that of the school zone at Gander Collegiate and St. Paul's Intermediate school, also on Magee Road. Staff will install the appropriate signage.

Yeager Street Walking Trail

The Committee discussed correspondence from a resident on Yeager Street concerning the potential for flooding of his property due to compressed snow on an access trail adjacent to his property. The resident's backyard had flooded back in 2015 during a winter thaw after which the town installed an additional culvert in the area to alleviate excess water runoff. It was recommended the resident continue to monitor the area and report any concerns to the Public Works Department for further investigation. To date, no incident or concern has been brought forward.

Council feels the issue has been resolved and requires no further attention at this time.

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 January 30, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; O. Fudge, Councillor; R. Locke, Development Director; B. Williams, Tourism Development Officer.

The following items were discussed:

Delegation: Melissa Francis

A local artist attended the meeting as a Delegation and presented her idea of painting a large mural on the exterior of a privately-owned building, when the weather permits.

Ms. Francis presented some of her artwork to the Committee and provided examples of murals she had completed for clients. She advised that to get her name out there, she would just require the Town of Gander to cover the costs of supplies and said that she would complete any future repairs if required.

The Committee felt that an artwork project is an initiative that they have some interest in pursuing as it would help enhance the aesthetics in town. Such a project would also stimulate community pride while showcasing the Town's heritage.

The Committee advised that although they have an interest in the project, currently there is no budget to support this initiative as well as other challenges to consider such as-but not limited to;

- Obtaining permission from the property owner
- Liability
- Occupational Health & Safety

The Committee instructed the delegation to obtain an estimate of the costs of completing the suggested mural and it would be brought forth at a future Committee meeting.

The delegation agreed and thanked the Committee for their time and consideration.

The delegation and Tourism Development Officer left the Committee meeting.

The Committee discussed the painting of traffic control boxes which is a project that has been budgeted for in 2019.

The Committee asked the Director to investigate the possibility of wrapping a painted traffic control box in a transparent material which would have the same effect of transferring artwork onto a wrap and then applying it to a dedicated surface as discussed as an option at a previous meeting.

The Director is to report his findings at a future meeting.

Shipping Container Regulations: Request for Feedback

The Director presented to the Committee a timeline in which Council has been trying to gather feedback from the community relating to the draft Shipping Container Regulations. This process was initiated in May of 2018.

During this process, Council used various mediums (social media and correspondence with the local Chamber of Commerce) to engage with both residents and the business community. The Committee would like to acknowledge that some feedback has been received to date.

The Committee is recommending hosting a meeting with representatives of the business community before final adoption of the draft Shipping Container Regulations.

The Committee is referring this item to the Engineering, Planning and Controls Committee for their follow up and consideration.

HBB Application - 17 Rickenbacker Road

The Committee reviewed an application from the resident of 17 Rickenbacker Road.

WHEREAS an application has been received from “Matt’s Computer Shop” to operate a home-based computer repair service.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of January 29th, 2019 and it meets all of the Town of Gander’s Development Regulations.

Motion #19-016

HBB Application – 17 Rickenbacker Road

Moved by Councillor Brown and seconded by Councillor Dove that “Matt’s Computer Shop” be permitted to operate a home-based computer repair service from 17 Rickenbacker Road.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Woodford stated there was a concern about traffic in the area due to the narrowness of the street.

Investment Incentive Policy-2nd and Final Reading

The Committee reviewed the proposed *Investment Incentive Policy* for the 2nd and final reading.

Since the 1st reading, revisions have been incorporated into the policy most of which is related to the suggested policy name change.

This policy has been established to support Council’s mandate which is to encourage significant new business investment within the Town of Gander while helping to diversify the economy and stimulate new private sector jobs.

The Town of Gander Investment Incentive Policy applies to individuals, investors, cooperatives or corporate bodies interested in establishing or expanding a commercial, industrial or research and development enterprise within the municipal boundaries of the Town of Gander.

The terms of the Investment Incentive shall be negotiated on a case-by-case basis and specified in an Investment Incentive Agreement. The extent and duration of any granted Investment Incentives shall be at the sole discretion of Council.

The Town of Gander Investment Incentive Policy may be offered in conjunction with, or independent of, other federal or provincial incentive programs.

Any incentive approved by Council must not give the business a direct advantage over other existing businesses in the Town of Gander.

Motion #19-017

Investment Incentive Policy – 2nd and Final Reading

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Investment Incentive Policy be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Friends of Gander Recognition Policy

The Director presented a draft *Friends of Gander Recognition Policy* for their review and feedback.

This policy has been established to publicly recognize the contributions of people, groups, businesses and organizations who are not residents of Gander but have assisted in a tangible or intangible manner, resulting in a valued contribution to the Town and our residents.

The Committee felt that a policy is required to outline a process in recognizing non-residents who have made valued contributions to the Town and our residents.

The Committee is presenting this policy for its first reading.

If you would like to provide feedback regarding this policy as presented, please contact R.J. Locke, Director of Development at 651-5912 or via email: rjlocke@gandercanada.com.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on January 30, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; P. Woodford, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Shipping Container Regulations

The Committee discussed the Shipping Container Regulation and it was noted, by reference from the Economic Development Committee, that correspondence has been received from the Chamber of Commerce requesting a meeting with Council and the local business community to discuss the proposed regulation.

The Committee is recommending that, prior to adopting a regulation, they will meet with the Chamber and the business community to get their thoughts on the regulation.

Discretionary Notice – 117A Memorial Drive

Notice is hereby given that the Town Council of Gander has received an application from the owner of the above noted property to renovate the existing residence and incorporate a subsidiary apartment into the dwelling.

It is noted that this area is zoned **Residential Low Density** in the Gander Municipal Plan and **Subsidiary Apartment** is permitted as a Discretionary Use under the Town of Gander Development Regulations.

The Director advised that no objections were received by the advertised deadline.

Motion #19-018

Discretionary Notice – 117A Memorial Drive

Moved by Councillor Anstey and seconded by Councillor Woodford approval for the discretionary use at 117A Memorial Drive, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Design Standards 2019

The Director of Engineering informed the Committee that at the beginning of each year, the Engineering Department reviews its Design Standards for Streets and Subdivisions to ensure that it is up to date with current building practices, design standards and materials. The document is also forwarded to all local design firms and developers for their review and consideration.

During that process this year several proposed changes were brought forward by both staff and outside firms. Following that, a meeting was called by the Chair of the Engineering Committee and attended by Engineering staff and outside firms to discuss the proposed changes.

The Director presented the proposed changes, as a draft document, to the Committee with recommendations on each item.

Motion #19-019

Design Standards 2019

Moved by Councillor Anstey and seconded by Councillor Fudge approval for the revisions to the Design Standards for Streets and Subdivisions as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

141 Bennett Drive

The Committee discussed the vacant lot at 141 Bennett Drive, currently owned by Sobeys Land Holdings Limited. It appears that this property has a roadway delineated with large boulders and is being maintained to provide access for delivery trucks entering the adjacent property at the Fraser Mall.

Councillor Brown indicated that over the past few months several vehicles have gotten stuck on this roadway and have had a difficult time getting their vehicles removed. She would like to see something done about the deteriorating condition of that property or look at potentially closing access for the safety of the public.

During a recent meeting between the Mayor and representatives from Sobeys the property in question including the use of large boulders on the property was discussed. The property owner indicated that they had no immediate plans for the property. Because they were at a remote location, they had suggested that the Town could keep an eye on the property and make them aware of any concerns that arose.

Councillor Brown had an issue with that and feels it is not the responsibility of town staff to carry out this work for the property owner and feels that Sobeys should be routinely carrying out inspections and subsequent repairs as necessary with their own resources.

The Committee would like the Director of Engineering to investigate existing development regulations and bylaws to ensure the property is being maintained in a compliant manner.

Council expressed concerns about the boulders being left on the property.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on January 31, 2019. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; T. Pollett, Deputy Mayor; G. Brown, Director of Finance; D. Chafe, CAO; J. Blackwood, Director of Engineering.

The following items were discussed:

20 Raynham Avenue

The Committee discussed the issue of the land sale at 20 Raynham Avenue. The residents attended the last Committee meeting to discuss the matter and since that time it has been forwarded to Engineering to see what land is available.

They indicated that we could sell the full 4.6 meters of land to the homeowner. There was also sufficient land adjacent to the property to sell a residential building lot. This could be done if the zoning of the property is changed.

A lengthy discussion took place on the matter discussing the pros and cons. Mr. Blackwood indicated he felt that we should not sell the land that the resident is encroaching on, as it is just rewarding the bad behavior.

Motion #19-020

20 Raynham Avenue

Moved by Councillor Dove and seconded by Councillor Woodford that the Town would retender the land adjacent to 20 Raynham Avenue with two options.

1. To sell the minimum amount of land required for the homeowner to do his development.
2. To sell the full 4.6 meters of land that he is encroaching on now.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Council discussed the matter and the motion was withdrawn with the mover and seconders consent as Council wished to hold off until they consider the Encroachment Policy.

Invoice for Approval

OPERATING

1. Municipalities Newfoundland and Labrador	
Acct: 00-100-1000-7040 – 2019 Membership Fees	\$12,422.56
Spent: \$0.00 Budget: \$16,100	
Total operating invoices for approval	\$12,422.56

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

Motion #19-021

Invoice for Approval

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Woodford left the meeting.

Land Encroachment Policy

The Committee reviewed a draft Policy dealing with how the Town will handle land encroachments. It outlines the process that will be followed to deal with encroachments on Town property by residents and businesses. It's Council's intent to become more vigilant in dealing with encroachments on Town owned land.

The Policy is presented for its first reading. Anyone wishing to comment on the Policy should contact the Town Clerk's office at 651-5901.

Councillor Woodford returned to the meeting.

Asset Management Policy

The Committee reviewed a proposed Asset Management Policy for the Town. The Policy covers the scope and the extent of the proposed Asset Management Program and provides guidelines around its use. It is being adopted as part of the Town's issue to come into compliance with the requirements of the federal Gas Tax Regulations with regard to Asset Management.

Motion #19-022

Asset Management Policy

Moved by Councillor Dove and seconded by Councillor Fudge adoption of the Asset Management Policy as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – 10 New Computers

The Committee reviewed the tender results for the purchase of 10 new computers. Three bids were received. The preferred bidder was CDW Canada Corp.

Motion #19-023

Tender – 10 New Computers

Moved by Councillor Dove and seconded by Councillor Woodford that the tender for 10 New Computers be awarded to CDW Canada Corp. at a price of \$12,119.28 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This item is \$5,264.82 under budget.

Safe Talk

Councillor Brown indicated that Roads to End Violence is prepared to offer training in the Safe Talk Program on Suicide Prevention to Town staff. It is a three hour course and is offered for free other than the fact the Town will have to pay for the cost of the workbooks which is very minimal. A proposal letter has been sent by the organization to the Town. The CAO advised that this is on Management's agenda for discussion.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Councillor Brown

Councillor Brown let the residents know that effective next week she will be out of Town for the next month and returning on March 12th.

Motion #19-024

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:50 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk