

MINUTES

Regular Meeting of Council
Wednesday, September 2, 2020 @ 4:00 pm
Council Chambers

Present:

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

**Advisory and
Resource:**

J. Blackwood	Director of Engineering/CAO (A)
B. Hefford	Town Clerk
K. Hiscock	Director of Finance (A)
N. Newell	Director of Recreation & Community Services
T. Barron	Director of Municipal Works
R. Locke	Director of Development
H. Lowe	Director of Public Safety and Protective Services
K. White	Communications Officer

Regrets: P. Farwell Mayor

1. CALL TO ORDER

The Meeting was called to order at 4:00pm.

2. VISITORS/PRESENTATIONS

Fetal Alcohol Spectrum Disorder Awareness Week Proclamation

The Deputy Mayor proclaimed September 7 – 11, 2020 as Fetal Alcohol Spectrum Awareness Week in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #20-199

Approval of Agenda

Moved by Councillor Fudge and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on September 2, 2020 be adopted.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-200

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on August 12, 2020 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 Services report was presented by Councillor Fudge.

The Recreation & Community Services meeting was held on August 24, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services; B. Hefford, Town Clerk.

The following items were discussed:

Policy R022 - Community Partnership Fund

Following the 2020 funding decisions, there were recommendations brought forward from the Community Partnership Fund Review Committee for changes to the policy. These recommendations included:

- Allowing funding for new programs and initiatives, where the existing policy requires a group to be operating for two years. An eligible group may receive up to 25% of the maximum funding amount for that year.
- Expanding the eligibility guidelines so it would prioritize programs or services targeting youth and seniors.
- Allow membership or participation to residents of Gander.

The Committee recommends the policy be presented to Council for the first reading. This policy will be presented for its second and final reading at the Council meeting of October 14, 2020. Anyone wishing to express their concerns or objections are asked to do so on or before Oct 13, 2020.

Gander Golf Club Request

The Gander Golf Club had originally been conditionally awarded \$2,450 from the 2020 Community Partnership Fund. All funding commitments were conditional on the organization offering their programs within the spirit of their application for funding. It was anticipated that some programs would require modification resulting from COVID-19. The original grant was approved based on inclusive programming traditionally offered by the Gander Golf Club. The Gander Golf Club cancelled the Junior Program and provided no programming to youth. The Town of Gander previously advised that decision made them ineligible for funding.

The Executive Director has advised that free junior membership was offered to children of adult members who are under 18 years of age. They are requesting Council reconsider allocating the \$2,450 to them for this program. After much discussion, the Committee is recommending that the grant not be offered to the club as this was an added benefit to adult members and was not open to all youth in the community.

20th Anniversary of 9/11 Steering Committee

The Director presented the minutes from the July 7, 2020 Steering Committee meeting. The Committee was pleased to see members from various organizations in the community as well as ideas brought forward. At this time, there is still many unknowns with COVID-19 but the Committee felt it was important to still move forward with the Steering Committee unless there is further direction from the Provincial Government. The Committee also asked if there is funding from the Provincial/Federal Government for such a large event and asked this to be considered.

Variance Report

The Director presented the 2nd quarter variance report. There is approximately \$22,000 savings in special events due to the cancellation of events during COVID-19. There is also significant savings arising from the cancellation of the Festival of Flight. However, the closure of Steele Community Centre reduced ice rental revenues by \$130,000. Most of the variances are related to the pandemic and there is an overall departmental savings of approximately \$39,000. This is being referred to the Finance and Administration Committee for their consideration.

Integrated Service Delivery Update (ISD)

The Deputy Mayor updated the Committee on the Integrated Service Delivery (ISD) proposal. This program is being submitted by Choices for Youth, who would sponsor integrated hubs in regional centers across the province. They would be operating from a shared model and have an integration of clinical and community services targeted at harm reduction for youth. The focus would include family, engagement, harm reduction, housing, employment, and education reflective of local needs. The plan calls for eight regional hubs throughout the province, however, they will pilot four regional sites starting September 2021. The location for the central regional hub has not been established. Council would highlight the need in Gander and Area, as the youth are facing more complex socioeconomic challenges and currently there are limited resources in the community. The Committee was pleased with the work to date and looks forward to further updates.

B. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on August 26, 2020. The meeting was chaired by R. Anstey, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; L. Small, Administrative Assistant (teams).

The following items were discussed:

Busy Bee Cabs

The Economic Development Committee referred this item to Public Safety for input regarding safety concerns reduced hours of operation for the taxi operations.

Council understands the challenges faced by many businesses, including the taxi business during Covid-19. Council also has had a role in ensuring the taxi services in the community meet the needs of community. Recently, the Taxi and Limousine regulations were modified in consultation with the taxi operator to create a regulatory climate that was supportive of an industry that is important in the basic community transportation needs. At request of the operator, there were new requirements proposed, including the requirement that the business operate a taxi stand. The Committee felt that the recent modification may require review and consideration of the recent changes to the service. As the regulations have not been approved by the Minister, it was suggested that amended regulations be rescinded, allowing new ideas that may better aid in the sustainability of the industry.

Motion #20-201**Busy Bee Cabs – Rescind Motion 20-173 – Town of Gander Taxi and Limousine Regulations**

Moved by Councillor Dove and seconded by Councillor Anstey to rescind **Motion #20-173 - Town of Gander Taxi & Limousine Regulations.**

In Favour: 6 Opposing: 0

Decision: Motion carried.

The owner of Busy Bee Cabs will be contacted and advised of this change.

Policy ME-004 - Animal Control Policy - 2nd Reading

The Committee presents policy number **ME-004, Animal Control** for its second reading; no objections were received. The proposed changes are:

- the re-formatting of the “purpose” to a “policy statement”, page 1;
- updates to the process for disposing of dead animals, page 1;
- Elimination of a \$ 10.00 fee on page 1 and
- an update on responsibility for those using cat traps, page 2;

Motion #20-202**Policy ME-004 – Animal Control Policy – 2nd Reading**

Moved by Councillor Dove and seconded by Councillor Woodford that his policy be approved as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Animal Control Regulations

The Committee was presented the Animal Control Regulations for the second reading; no objections were received. The following proposed changes are indicated in the attached document:

- The addition of the Regulations statement on page 2
- The definition of “owner”, item (i) on page 3 has been updated
- The definition of stray cats and feral cats and dogs has been added on page 3
- Animal tag replacement fees have been changed from \$2 to \$5, page 4

- Section 3, item (5) euthanization of animals at large has been updated, page 4
- Section 16 on animal traps has been updated, page 6
- Section 17 on impounded animals has been updated, page 7
- An appeals process has been added on page 10

Motion #20-203

Animal Control Regulations

Moved by Councillor Dove and seconded by Councillor Fudge that the *Town of Gander Animal Control Regulations* be approved as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Traffic Complaint-77 Raynham

The Committee reviewed correspondence from the owner of 77 Raynham citing safety concerns in the area including speeding ATV's on sidewalks, dirt bikes, and excessive noise from modified mufflers. He requested increased enforcement from the Municipal Enforcement and the RCMP.

The Committee is waiting on more information from the Trails Sub-Committee as they are completing a review of the trail system to determine if changes should be recommended. The resident will be contacted and advised of the current status.

Splash Pad Safety Concerns

There have been a number of concerns expressed about parked vehicles adjacent to the Splash Pad and The Director of Public Safety and Protective Services felt that children playing in the area are at increased risk of being injured by a moving vehicle.

It was agreed that the elimination of three parking spaces near the splash pad entrance would improve the situation. It was also noted that an internal gate will be installed between the splash pad to the playground, allowing movement without entering the parking lot.

Tender- New Pumper Fire Truck

The Committee reviewed the results of the tender for the supply and delivery of one Pumper Fire Truck. Three tenders were received, and the Director advises that the lowest of the tenders that met specifications was submitted by **Carl Thibeault Emergency Vehicles** in the amount of \$734,608.50; this is reduced to \$666, 168. 54 with the H.S.T. rebate applied.

The Committee recommends that the tender be awarded to *Carl Thibeault Emergency Vehicles* and refers the Tender to the Finance Committee for its consideration.

Variance Report

The Committee reviewed the second quarter variance report for both the Fire Department and Municipal Enforcement.

The Fire Department was under budget by \$10,128 due to less travel and training due to Covid-19 and less overtime paid out. The Municipal Enforcement Department is over budget by \$ 6, 842 due to lower than projected ticket revenue.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on August 25, 2020. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Pollett, Deputy Mayor; O. Fudge, Councillor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Little Harbour Maintenance

The Committee reviewed correspondence from a resident informing Council of conditions observed at the Little Harbour boat launch site. It was suggested the Town add calcium or an alternate dust control to the access road to minimize the dust generated travelling to and from the site. A concern with the low water levels in the center harbour was also mentioned as boaters occasionally strike bottom. It was suggested the Town consider dredging the harbour and further develop the area and promote as a recreation facility.

The Department has placed calcium on the access road since receipt of this correspondence as part of the routine road maintenance.

The more comprehensive upgrades require additional planning to consider the financial implications, environmental permitting, and a strategic vision for the area. This will be referred to other departments and consult stakeholders who use the area to develop a plan for Little Harbor improvements.

Ogilvie Street

The Committee reviewed correspondence from a resident of Ogilvie Street informing Council of concerns with the yellow line not extending to the end of the street. It not only provides motorist a reference point to the center lane but will assist snowplow operators to clear the streets evenly. Also noted were the drains on the section of road between the Trans Canada Highway and the Mailboxes are overgrown.

The Director advised that the concerns are operational in nature and will extend the center yellow line to the end of the roadway. The clearing of ditches/storm drains are incorporated in the fall maintenance program and are currently scheduled for the fall of 2020.

While Council makes every effort to keep abreast of issues as they arise, residents are encouraged to bring any concerns forward to ensure that matters are addressed in a timely manner.

Quarterly Water Report

The Director presented the Committee with the Town of Gander Tap Water Quality Report. This quarterly report shows the Town's water quality with reference to the Canadian Drinking Water Guidelines for each parameter.

A Water Quality Index (WQI) is a means by which water quality data is summarized for reporting to the public in a consistent manner. It is similar to a UV index or an air quality index, and tells us, in simple terms, the quality of water from a drinking water supply.

The most recent report is for the fourth quarter, Fall 2019, where the Town's Water Quality Index (WQI) had a rating of 97% - Excellent. A WQI Value of 95 - 100 tells us the water quality is protected with a virtual absence of impairment and conditions are very close to pristine levels. These index levels can only be obtained if all measurements meet recommended guidelines virtually all the time.

This testing is conducted by the Provincial Government and a detailed report of the analysis results may be viewed on the Department of Municipal Affairs and Environment website: <https://www.mae.gov.nl.ca/waterres/whatsnew/index.html>

Variance Report, 2nd Quarter

The Committee reviewed the Municipal Works and Services Variance Report for the second quarter with the Committee.

The Municipal Works and Services Department is currently operating under budget by \$266,769.00. The main contributing factors to this savings include reduced usage of electrical and chemicals at the new Wastewater Treatment Plant saving \$227,000, NL Power rebates and fuel prices reductions totaling \$50,000, Staff travel and training \$18,000. These savings were offset by increases: an emergency pump replacement, increased electrical associated with the delay in decommissioning the old sewage treatment plants, and higher consumption of soda ash at the Water Treatment Plant.

Notable Dates

- Upcoming Waste Transfer Station scheduled dates are September 12th and October 10th. Hours of operation are 8 a.m. – 4 p.m.
- Garbage Collection scheduled for the Civic Holiday, Monday September 7th, will now be collected on Wednesday, September 9th.
- Household Hazardous Waste Day is set for September 12th. This event will be held at the Town Square parking lot, on the corner of Elizabeth Drive and Airport Blvd, from 8:30 a.m. – 3:30 p.m.
- Curbside Giveaway Event is set for September 26th - 27th inclusive. Residents are encouraged to place good used items that are suitable for reuse at curbside with a “free” sign on items to identify they are free for the taking.
- Fall clean-up is set for September 28th - October 9th, inclusive. Cleanup refuse will be collected on the day of your scheduled household garbage day and must be at curbside no later than 8 a.m.

Details on these events can be viewed on the Town of Gander Website at www.gandercanada.com.

Councillor Anstey noted that the plastic bag ban was announced for October 1, 2020.

D. Development and Tourism Committee:

The Development and Tourism Committee report was presented by Deputy Mayor Pollett.

The Development and Tourism Committee meeting was held on August 25, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; R. Locke, Development Director; B. Hefford, Town Clerk; B. Williams, Tourism Development Officer.

Delegation: Graham Wood (WERAC), Tom Philpott (WERAC) and Jeri Graham, Secretary to Board (WERAC).

The following items were discussed:

Delegation: Wilderness & Ecological Reserves Advisory Council (WERAC)

Representatives from WERAC presented information to the Committee regarding the proposed protected areas plan for the island of Newfoundland. The plan identifies 32 areas to be protected across the island portion of the province. There are two areas identified that are regularly used by the residents of Gander, these are in the Rodney and Gambo Pond areas.

WERAC is currently in phase 1 of the consultation process and they are seeking public feedback and support from Council on or before October 1, 2020. Before providing feedback, the Committee wanted additional information as the plan could have an impact on recreation, economic development and tourism activities within the identified areas.

The delegation provided information on the role of the advisory council, the consultation process and potential activities that could be permitted within an ecological reserve.

The Committee communicated that they understand the need to protect areas of our province from intrusive and damaging activities. However, a balance is required to not discourage development or restrict recreational activities that are integral to the Newfoundland Lifestyle.

Council will formulate additional questions as it was felt there is many details to be clarified before, Council could issue its support.

At this stage, the Committee felt that the WERAC was unable to provide sufficient information regarding activities or development that would be permitted in the reserve and therefore is recommending that Council not support this initiative until more comprehensive information is provided.

The Committee recommends that Council submit formal representation outlining their concerns. Staff have been asked to draft a formal submission.

9/11 Monument

The Tourism Development Officer informed the Committee that the Compassion Monument Committee met on August 12th to discuss the Class "C" estimate provided by Mills and Wright Architects for the design and installation of a 9/11 monument. The concept which was intended to include a reflecting pool and respectful display of the World Trade Center (WTC) steel was estimated between \$200,000-\$400,000.

Given the scale, timeframe and financial commitment required for the above-mentioned project, the Committee is recommending proceeding with a previously discussed idea of a boulder/granite base, with a metal support column arising vertically that attaches to the WTC steel. An explanatory plaque with names of contributors will be designed and affixed to the boulder/granite.

Furthermore, this design will make the WTC steel the focal point on the monument and will be more economically feasible but respectful.

The Tourism Development Officer notified the Committee that the owner of Ocean Floor Granite is interested in donating the granite boulder for the monument which will include a smooth front facing to which a plaque could be affixed.

The Committee would like to advise Council that current proposal will be simple and easily allow the steel to be incorporated into a more comprehensive monument when the resources to achieve this vision are identified. It was noted that projects may be eligible for Heritage Canada funding for the 25th anniversary.

The Committee has asked staff to continue to work on sourcing materials and developing a final concept and cost estimate.

HBB Application-27 Cochran Street

The Committee reviewed an application from the resident of 27 Cochran Street to operate a home-based 1 Chair, 1 Customer aesthetics salon.

The advertising and discretionary use notices were posted with no formal objections received and it meets all the Town of Gander's Development Regulations.

Motion #20-204

HBB Application – 27 Cochran Street

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that Moonlit Nails be permitted to operate a home-based 1 Chair, 1 Customer aesthetics salon from 27 Cochran Street.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application-21 Rowsell Boulevard

The Committee reviewed an application from the resident of 21 Rowsell Boulevard to operate a home-based 1 Chair, 1 Customer aesthetics salon.

The advertising and discretionary use notices were posted with no formal objections received and it meets all the Town of Gander's Development Regulations.

Motion #20-205

HBB Application – 21 Rowsell Boulevard

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that Divine Beauty Studio be permitted to operate a home-based 1 Chair, 1 Customer aesthetics salon from 21 Rowsell Boulevard.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application-18 Russell Street

The Committee reviewed an application from the resident of 18 Russell Street to operate a home office for a drafting and consulting business.

The advertising and discretionary use notices were posted with no formal objections received and it meets all the Town of Gander's Development Regulations.

Motion #20-206

HBB Application – 18 Russell Street

Moved by Deputy Mayor Pollett and seconded by Councillor Anstey that Sheppard Draft Consulting Inc. be permitted to operate a home office for a drafting and consulting business from 18 Russell Street.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application-120 Ogilvie Street

The Committee reviewed an application from the resident of 120 Ogilvie Street to operate a home-based business making soaps, candles and other botanical products.

The advertising and discretionary use notices were posted with no formal objections received and it meets all the Town of Gander's Development Regulations.

Motion #20-207**HBB Application – 120 Ogilvie Street**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that Raw Island Botanicals be permitted to operate a home-based business to making soaps, candles and other botanical products from 120 Ogilvie Street.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Committee would like to note that all home-based businesses must abide by the current rules and regulations currently put in place by both the provincial and federal governments during the pandemic.

Little Harbour Re-Development

The Committee suggested the emphasis currently being placed on “Staycations” due to the pandemic has led to an uptake in the utilization of Little Harbour for boating, leisure and other recreational activities.

The Committee feels that “Staycations” may be the trend for the next couple of years and some upgrades to the facilities at Little Harbour may be warranted. Increased usage and upgraded facilities can have a significant impact on the economy and tourism sector.

The Director suggested a long-term strategic implementation plan could be developed. Such a plan would identify and outline short, medium and long-term goals for a phased-in approach for the successful completion of this project.

For the short-term, the Committee suggested that management investigate costs and options for access, security, washroom/change room facilities and a dedicated swimming area. These upgrades would greatly enhance user experience if put in place for the 2021 season.

The Committee would like to refer this item to Management for consideration and recommendation to Council

Variance Report Ending June 30, 2020

The quarterly variance report was reviewed by the Committee. The report reflects projected savings totaling \$41,206.00. These savings are due primarily to reduced wages due to a vacancies and reduced business travel and tradeshow attendance primarily resulting from COVID-19.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on August 28, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; J. Blackwood, Director of Engineering; B. Hefford; Town Clerk.

The following items were discussed:

Town of Gander Nuisance Regulations – 2nd Reading

The Committee reviewed the Town of Gander Nuisance Regulations for its second and final reading. Following the previous Committee meeting this item was forwarded to management to consider if personal fireworks should be included in the regulation. Management is recommending that, although personal fireworks can be at times problematic, their usage would be difficult to regulate and attempting to do so would require a more comprehensive evaluation about permitting processes, enforcement, and resources. It is recommended that fireworks not be included in scope of this regulation. The other amendments, which contemplate noise from air conditioners, heat pumps and other outside mechanical devices and the associated decibel levels that are deemed to be a nuisance are recommended as proposed in the first reading.

Motion #20-208**Town of Gander Nuisance Regulations – 2nd Reading**

Moved by Councillor Woodford and seconded by Councillor Anstey that the Town of Gander's Nuisance Regulations be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Paving on Penwell Avenue

The Committee reviewed correspondence from a homeowner located on the end of Penwell Avenue with concerns about the lack of pavement directly in front of their home and that it was causing damage to their cars, affecting their gardens and compromising the activity and safety of their children. The Director advised that this work was supposed to have been completed as part of Spruce Court Phase 6 which is currently in default. The Committee recommended that the developer be contacted to discuss options for alleviating the resident's concerns. Communication with the homeowner will ensure they aware of any corrective actions.

Drainage Ditch - 270 Garrett Drive

The Committee reviewed correspondence from the owner of 270 Garrett Drive regarding the open storm sewer ditch directly in front of that property. The property owner is asking Council to consider converting the current open channel flow to a closed channel, storm sewer pipe and to have the area backfilled to blend into the existing property.

The Committee is recommending that the department prepare some preliminary designs and associated cost estimates for consideration in the 2021 budget process.

Streetlight Installation – Baird Place

The Committee reviewed a letter of correspondence from a property owner on Baird Place indicating that there appears to be an increase of late-night activity in and around Baird Place and that there are currently no streetlights in that area. The Director presented to the Committee a drawing numbered 20-1053 depicting a proposed streetlight layout which would meet the current specifications for minimum spacing and would see approximately 12 new lights installed. The Committee recommends that Council proceed with the installation of these lights to enhance the security and safety of the street.

Accessory Building - 22 Edinburgh Avenue

The Committee reviewed a request from the property owner of 22 Edinburgh Avenue requesting an exemption from the Town of Gander's existing Accessory Building Regulation. After carefully reviewing the applicant's request and a site plan provided by the Town's Building Inspector showing the current building location and acceptable location under the existing regulation, the Committee is recommending that the Director contact the applicant to further discuss their request.

Commercial Development Inquiry Communication

The Director briefed the Committee on recent discussions between the Engineering and Economic Development Departments on Commercial Development and how the entire organization could improve on interdepartmental communications and overall customer service to their clients. The Director advised that one of the biggest challenges is the existing permitting software which is inefficient and outdated. The departments are collaboratively going to make recommendations for both the short and long term to improve customer service. The Committee recommends that this item be forwarded to management as part of a larger discussion on how Council and staff can improve their services to clients.

Departmental Variance Report

The Committee reviewed the second quarter Departmental Variance Report. To June 30, 2020 the department was \$24,157 over budget. There were unbudgeted expenses related to the Cooper Boulevard traffic Study and reduced revenues arising from lower permitting and housing starts. These factors were offset by operational savings as a result of reduced travel and training attributed to the pandemic. The Committee recommends that this item be forwarded to Finance and Administration Committee for their review and consideration as part of the overall Municipal Variance Report.

Councillor Brown left the meeting due to conflict of interest.

Sign Extension Request – Jumping Bean

The Committee reviewed a letter of correspondence from the new owners of Jumping Bean Gander requesting Council's approval for an extension to their existing sign permit for signage on Town Property. The applicants have exhausted the total allowable duration of their signage under the existing sign regulations. They have indicated that the past few months have been challenging for many small business owners and they have certainly struggled as new business owners to adjust to the new realities of operating a business during a pandemic.

The Committee, after careful review of the existing sign policy, feels that it is fair to all businesses to have time constraints on any given business for advertising. However, agrees with the applicant that in the event there is no other business requesting to use the space then Council could use their discretion to extend the current sign permit. The Committee recommends that the current policy be amended to reflect this change and brings it forward, at this time, for its first reading as attached. Anyone wishing to express concerns with this change is encouraged to contact the Engineering Department for Council's review and consideration prior to the second and final reading.

Councillor Brown returned to the meeting.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on August 27, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; R. Anstey, Councillor; T. Pollett, Deputy Mayor; K. Hiscock, Director of Finance (A); B. Hefford, Town Clerk.

The following items were discussed:

Municipal Assessment Agency – Taxpayer Representatives

The Finance Committee reviewed correspondence from the Municipal Assessment Agency advising of the addition of two new Taxpayer Representatives to the Board of Directors.

Joining the Municipal Assessment Agency's Board of Director's are:

Mr. Gerald Thompson of Grand Falls-Windsor and Ms. Carol Ann Smith from the Town of Torbay.

Mr. Thompson is well known in the Central region for his role with the Exploits Regional Chamber of Commerce where he serves as the Executive Director and Ms. Smith is a former Town Councillor with the Town of Torbay and is a long-time community leader.

The Finance Committee welcomes Mr. Thompson and Ms. Smith to their new roles with the Municipal Assessment Agency.

MNL – Safe Restart Funding

The Finance Committee reviewed correspondence from MNL advising that they are working closely with the Department of Municipal Affairs and Environment to determine if funding is available to aid in the safe restart of municipal facilities.

The need for funding municipal operations has been identified and must be distributed quickly and without administrative burden for municipalities.

A federal initiative announced for municipalities is the COVID-19 Resilience funding stream worth up to \$3.3 billion under the Investing in Canada Infrastructure Program (ICIP).

The ICIP funding is distributed by provincial governments through an application process and is a cost shared program for capital projects. MNL is working with Municipal Affairs and Environment to clarify the criteria required for members to avail of this funding.

MNL is hoping to have additional information soon.

GIAA – Pending Vacancies on Airport Authority Board of Directors

The Finance Committee was presented with correspondence from the Gander International Airport Authority advising that Mr. Des Dillon, Chairperson and Mr. Mel Thorne, Secretary/Treasurer will be stepping down from the Board of Directors effective September 7 and 17th respectively.

The Board of Directors will undertake a review of their governance model to determine the best structure for the future and are contemplating a potential reduction to their current 13 board members.

Due to the review, the Board will not be requesting the Town provide a replacement nominee until the report is complete.

Property Tax Reduction

The Committee reviewed one application for a residential property tax reduction that met Council's policy based on income criteria.

Motion #20-209

Property Tax Reduction

Moved by Councillor Brown and seconded by Councillor Fudge that the property tax reduction be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – New Rescue Pumper Apparatus

The Public Safety Committee referred the results of the tender for a new pumper apparatus to the Finance Committee for consideration. With three bids received, the lowest bid that met specifications was submitted by Carl Thibault Emergency Vehicles in the amount of \$734,608.50 HST inclusive.

The Town has been approved to receive funding from Municipal Affairs and Environment in the amount of \$209,478.00 towards the purchase, resulting in a net cost to the Town of \$456,690.00.

Motion #20-210

Tender – New Rescue Pumper Apparatus

Moved by Councillor Brown and seconded by Councillor Anstey that the tender for a new pumper apparatus be awarded to Carl Thibault Emergency Vehicles in the amount of \$734,608.50 HST included be approved.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Request for Quote – Meraki Wi-Fi at Steele Community Centre

The request for quote for Meraki Wi-Fi at the Steele Community Centre was presented to the Committee for consideration. One bid that met specifications was received from Bell Canada in the amount of \$50,070.95 HST inclusive.

The budget for the project is \$65,000. The Town has been approved to receive 90% funding from ACOA resulting in a total savings of \$60,646.

Motion #20-211

Request for Quote – Meraki Wi-Fi at the Steele Community Centre

Moved by Councillor Brown and seconded by Councillor Woodford that the quote for Meraki Wi-Fi be awarded to Bell Canada in the amount of \$50,070.95 HST included be approved.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Variance Reports

The Committee was presented with the Unaudited Operating Report for the second quarter of 2020. The revenues less expenses resulted in a surplus of \$269,023. The major variances for all departments that contributed to the variance were as follows:

- Electrical savings of \$50,000 due to a one-time rebate received from NL Power.
- The electrical and chemical expenses at the new Wastewater Treatment Plant is under budget by \$227,000 due to a high budget estimate provided by an outside consultant.
- Wages are under budget by \$109,000 due to the delay in hiring and an unpaid leave of absence of a staff member.
- The reduction of events at the Festival of Flight resulted in savings of \$27,500.
- The ice and building rental revenues at the Steele Community Centre is estimated to be under budget by \$145,000 due to cancellations caused by Covid-19.
- Travel and training are underbudget by \$59,000 due to cancellations caused by Covid-19.

G. Other Reports:

None

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS**2020 Council Schedule**

As part of the Town of Gander COVID Operational Plan, the hours of operation in administrative offices have been modified to close at 4pm. This change is reflective of the elimination of staff breaks to limit personal interactions. The result is the need to modify the Council meeting schedule to have the Regular Meetings of Council start at 4pm for the remainder of the year.

Motion #20-212**2020 Council Schedule**

Moved by Councillor Brown and seconded by Councillor Dove that the modified 2020 Council Schedule be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Military Family Appreciation Day

Council received an invitation from the Together We Stand Foundation, an organization that honours and recognizes the families of the Canadian Armed Forces, to participate in the "Home Fort Challenge."

To show support for Canada's Military Family community, residents are invited to participate in the coast-to-coast "Home Fort Challenge" by building a pillow fort with their families or colleagues to honour those who maintain life at their home fort while their person is away. Using the hashtag #HomeFortChallenge, post your photo to social media between September 1-18, 2020 and make sure to challenge family and friends to do the same.

More information can be found at twsfoundation.ca.

The Deputy Mayor wanted to acknowledge that the children will be returning to school next week. She asked that children, parents and staff be patient and work towards a safe return to school.

10. ADJOURNMENT

Motion #20-213

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:05 p.m.

T. Pollett, Deputy Mayor

B. Hefford, Town Clerk