

MINUTES

Regular Meeting of Council
Wednesday, February 5, 2020 @ 4:30 pm
Council Chambers

Present:

P. Farwell	Mayor
T. Pollett	Deputy Mayor
G. Brown	Councillor
O. Fudge	Councillor
P. Woodford	Councillor

Advisory and Resource:

D. Chafe	CAO/Town Clerk
K. Hiscock	Director of Finance (A)
J. Blackwood	Director of Engineering
B. Freeborn	Director of Recreation & Community Services (A)
T. Barron	Director of Municipal Works
D. Quinton	Director of Development (A)
H. Lowe	Fire Chief
K. White	Communications Coordinator

Regrets:

R. Anstey	Councillor
B. Dove	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Scout -Guide Week Proclamation

The Mayor proclaimed February 17 – 23, 2020 as Scout-Guide Week in the Town of Gander.

Women's Institute Month Proclamation

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

Gander Fire Rescue Australia Presentation

The Gander Firettes commissioned a banner that was designed, and subsequently donated by PJ Sports, in aid of the Fire Fighters in Australia who have been continuously battling the wildfires in that country. Residents can donate \$5.00 for the opportunity to sign the banner with all funds raised being sent to the Australia fire association along with the banner.

Residents can expect to soon see this set-up at various locations in town. Please show your support by signing and donating to this worthy cause.

3. APPROVAL OF AGENDA

Motion #20-011

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on February 5, 2020 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-012

Regular Minutes for Approval

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on January 15, 2020 be adopted as presented.

In Favour: 5 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 Fudge.

The Recreation & Community Living meeting was held on January 27, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Youth Advisory Committee

The minutes from the Youth Advisory Committee were reviewed. They are currently working on hosting a Youth Forum in October 2020.

This will be a one-day event inviting students from St. Paul's Intermediate, Gander Collegiate, and College of the North Atlantic. More information will be provided at a later date.

Senior Advisory Committee

The minutes of the first Senior Advisory Committee held on January 10th was discussed. There were three members present and are currently looking at suggestions for new members. The Committee thought it would be beneficial to have someone with knowledge on palliative care, home support, and affordable housing on the Committee. Some local citizens names were also brought forward. The Director will forward these suggestions to the Senior Advisory Committee.

The Director advised that the Age Friendly NL Communities Program Application is due on Friday, January 31st. This application can provide up to \$10,000 in funding for the Town of Gander to do an age-friendly assessment which is needed when applying for future provincial funding. If this funding is received, 20% can be used to hire an employee to help with the assessment. The Committee agreed that the Department should apply for the funding.

Gander Community Tennis Association

Staff met with the Gander Community Tennis Association to clarify what support the Town is able to provide with regard to the two projects, the covered tennis courts and the new outdoor play area at 99 Memorial Drive. They are asking if the Engineering Department can help provide in-kind services for both facilities with regards to site plans, mapping and permits. The Committee feels that this is a reasonable request but is referring it to the Engineering Committee for their consideration.

SnoBreak 2020

The Director presented a tentative schedule for SnoBreak 2020 taking place from Feb 20th - 22nd. There are a number of events that have not yet been finalized. An official schedule will be posted on the town website and Facebook page on February 7th.

Ice Helmet Policy

The Town's Ice Helmet Policy requires all persons on the ice surface at the Gander Community Centre and outdoor rink wear a helmet.

However, the Town's insurance provider has suggested that we remove the reference to the outdoor rink as we are not able to enforce the policy at that location. The Committee agreed with this recommendation and was forwarded to Council for its first reading.

Questions and input on this Policy should be forwarded via email to info@gandercanada.com or directed to the Town Clerk's Office at 651-5920.

Cobb's Pond Rotary Park

The Committee discussed what appears to be an increasing amount of garbage being disposed of in the parking lot at Cobb's Pond Rotary Park. Citizens are advised that there are no permanent garbage cans located at the park during the winter months and that such items be disposed of at home. The Municipal Enforcement Officers have been asked to monitor the area.

Upcoming events

Feb 7 - 9:	Co-op Bantam Hockey Invitational
Feb 14 - 16:	Minor & Midget Midget Hockey Tournament
Feb 16:	Gander Flyers vs. Grand Falls-Windsor Cataracts
Feb 18:	Central Health Influenza Clinic
Feb 20 – 22:	SnoBreak 2020
Feb 21 – 22:	RCMP Hockey Tournament

B. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on January 29, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: R. Anstey, Councillor; H. Lowe, Director of Protective Services/Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

Fourth Quarter Statistics 2019

The Committee reviewed the fourth quarter statistics covering the period from October 1st to December 31st, 2019.

The Municipal Enforcement Department issued 99 citations and reported 163 action items which included fire calls, motor vehicle collisions, property complaints, abandoned vehicles, mischief, and ATV complaints. These numbers are slightly down from last quarter mainly due to a reduced number of officers during that time.

The Fire Department responded to 65 calls including residential fires, chimney fires, burnt food, brush fires, motor vehicle collisions, propane leaks and aircraft emergencies. They also completed 79 inspections, and responded to 288 inquiries and public consultations, which has jumped from 55 last quarter.

Fire Hydrant Clearing

The Committee would like to remind people that the Town of Gander has a snow plan in place that deals with clearing of the fire hydrants. Most of the fire hydrants are set back from roadways and usually outside the windrow of snow created by snow clearing operations. The Director of Protective Services/Fire Chief has reported that some citizens are clearing the fire hydrants as needed and the Committee would like to thank them for their assistance.

Department Activity-Update

Banner for Australia - The Director advised that he and some of the Gander Firettes commissioned a banner that was designed, and subsequently donated by PJ Sports, in aid of the Fire Fighters in Australia who have been continuously battling the wildfires in that country. Residents can donate \$5.00 for the opportunity to sign the banner with all funds raised being sent to the Australia fire association along with the banner.

Residents can expect to soon see this set-up at various locations in town. Please show your support by signing and donating to this worthy cause.

Fire Fit Challenge - This event is generating a lot of interest and will take place at the Kelly Ford parking lot on Laurel Road July 17 & 18th. Teams are signing up; sponsors are coming forward and fundraising is going ahead.

If anyone would like to volunteer to assist with this first-time event for Gander, please call the fire hall at 256-8887 and ask for Dave Shea or Josh Gillingham, the event coordinators.

The Committee was pleased with the progress and asked about traffic services for the event so that there is no issue with congestion in the area. The Director will discuss traffic control for the two days with the coordinators and report back later.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on January 28, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; R. Anstey, Councillor; T. Barron, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Policy MW002, Low Water Pressure, 2nd and final reading

The Committee reviewed the proposed changes to Policy MW002, Low Water Pressure. The changes, as indicated on the attachment, will bring the policy up to date and includes updated contact numbers and responsibilities as well as some minor grammar changes.

This is the second and final reading.

Motion #20-013

Policy MW002, Low Water Pressure, 2nd and Final Reading

Moved by Councillor Brown and seconded by Councillor Woodford that the amendments Policy MW002, Low Water Pressure, be accepted as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Broadening Horizons Recycling

The Committee reviewed correspondence from Broadening Horizons Recycling requesting the Town allow them to deposit its waste at the transfer site at a reduced rate.

Council offers the waste transfer site service as supplement to regular curbside garbage collection. This allows the residents to drop off additional refuse in Town, rather than drive to the Central NL Waste Management (CNWM) site in Norris Arm for disposal.

The service is provided by a third party under contract with the town and as such Council is not in a position to allow organizations to avail of the service at special rates.

The Committee recommends Broadening Horizons Recycling contact the contractor (PBO) with their request.

Provincial Participation: Loader/Blower combo sent to St. John's to assist in State of Emergency (SOE) clean-up efforts

The Town provided the City of St. John's with a loader/blower unit, including four Heavy Equipment Operators, to help in the snow clearing efforts during the State of Emergency (SOE) this past week. This was in conjunction with the provincial effort to assist the City in opening roads to a functional capacity.

2020 Annual Spring Cleanup Dates

The Director is recommending the Annual Spring Curbside Cleanup be held May 4th – 15th inclusive. Refuse will be collected on the same day as the scheduled garbage day in the area. Guidelines for the Spring Cleanup will be made available to residents.

The following are suggestions to be included in the 2020 Spring Cleanup brochure for residents:

- Small items must be contained.
- Items must be at curbside on collection day not later than 8 a.m.
- Refuse not properly sorted will not be collected.
- Highlight the line **Cleanup refuse will be collected on the day of your scheduled household garbage collection.**

Council is also considering holding a “Trade-up” day the week prior to the spring cleanup. This would be an opportunity for residents to acquire used items their neighbours no longer want or need. This is a common practice for many municipalities and an effective way to keep good used items from going to the landfill site.

The Committee agrees with the suggested dates and modifications to the brochure to best inform the residents. The concept of hosting a trade up day for the week prior to the scheduled spring cleanup is believed to be a benefit to both the Town and residents alike. The Committee recommends the Director present the requirements of hosting such an event at the next Committee meeting for further discussion and recommendation to Council.

Notable Dates

The next Waste Transfer Date is set for March 14th.

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 January 28, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

Town of Gander Calendar Proposal

The Committee reviewed correspondence from Donald Sirianni, a United States citizen and self-described world traveler indicating his interest in coming to Gander to create a Gander, NL calendar for mass production with proceeds from sales of the calendar returning to the Town.

Mr. Sirianni discussed his own quest for adventure and global awareness by travelling around the world, meeting new people, learning, teaching and creating. Having followed the Gander 9/11 story for years and witnessing the global exposure resulting from this, Mr. Sirianni believes that there is an opportunity here for Gander and that he would be happy to play a major role in moving it forward. Mr. Sirianni sent along a copy of a recent calendar which he worked on and indicated that he is open to discussing this further if the Town is interested. The Committee is appreciative of this good will gesture and like other recent offers from outside groups wishing to show appreciation and gratitude, they feel it is worth following up on. Development Department staff will follow up with Mr. Sirianni to further explore this opportunity and report back to Committee for further consideration.

Appleton Winterfest Event Sponsorship Request

The Town of Appleton Winterfest will take place from February 10th - 16th, 2020. The Appleton Winterfest Committee has requested support for this event from the Town of Gander in the form of sponsored advertising. Sponsorship options range from Bronze sponsorship at \$100 or less to Platinum sponsorship at above \$300. In recognition of the success of this popular and unique festival often attended by Gander residents, the Committee recommends, as in past years, that the Town support this festival by being a silver sponsor at the cost of \$150.

Motion #20-014

Appleton Winterfest Event Sponsorship Request

Moved by Deputy Mayor Pollett and seconded by Councillor Woodford that the Town of Gander purchase a \$150 ad in the 2020 Appleton Winterfest event program.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Kiwanis Club Event Sponsorship Request

The Kiwanis Club of Gander will be holding the 43rd Annual Kiwanis Music Festival from March 19 to the 27, 2020. This is an eight-day event taking place at seven venues, featuring 1300 young performers and viewed by approximately 2500 audience members.

Such events rely heavily on community support to ensure their success and as such, the Kiwanis Club has made available several sponsorship options ranging from Bronze sponsorship for a \$100 contribution to a Diamond sponsorship for a contribution of \$1000 or more. The Committee recognizes the value in encouraging and supporting youth participation in the performing arts and acknowledges the Kiwanis Club's long standing and active involvement with enhancing opportunities for youth throughout our region. The Committee recommends that the Town support this event by being a Gold Sponsor at the cost of \$250.

**Motion #20-015
Kiwanis Club Event Sponsorship Request**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Town of Gander purchase a \$250 ad in the Gander Kiwanis Club 43rd annual Kiwanis Music Festival event program.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Memorial University Family Practice Residency Programs Central Stream Residents Retreat

The Committee discussed correspondence from Dr. Carmel Casey on behalf of Memorial University Central Stream Family Medicine Resident Retreat event committee. This is a biannual event last held in Gander in 2018. These events occur twice per year in fall and winter and take place in four communities throughout central NL. As a result, Gander gets the honour of hosting the event every second year.

Currently there are 11 medical residents training in central scheduled to attend this event as well as up to 16 physicians and several support staff for approximately 30 participants in total.

The retreat involves both an educational and social component with the educational portion taking place during the day and the social portion taking place during the evening hours.

Hosting this retreat provides Gander a chance to show the residents a bit about this community that they would not have otherwise been exposed to.

It also sends the message that the community is supportive of them and to hopefully encourage them to consider working in Gander or at least sharing positive messages about their experience in Gander to associates and colleagues.

The Committee reviewed the sponsorship request from Dr. Carmel Casey on behalf of Memorial University Central Stream Family Medicine Resident Retreat event committee.

Motion #20-016

Memorial University Family Practice Residency Programs Central Stream Residents Retreat

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Town of Gander sponsor the 2020 Memorial University Central Family Medicine Resident Retreat in the amount of \$1000.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Broadening Horizons Request

The Committee discussed correspondence received from Broadening Horizons regarding their successful bid to become the official Gander Recycling Depot, replacing the current Recycling Depot run by Nova Recycling. The Broadening Horizons service will commence on February 17, 2020 and will operate from the current location at 325 Garrett Drive for the time being.

Looking forward towards ensuring that the Recycling Depot remains a viable operation, Broadening Horizons is anticipating that they will need to secure an alternate location within the next year or so with which to operate the Recycling Depot.

As this type of business is required to operate within an industrial zone only, Broadening Horizons has found it difficult to identify or secure suitable alternate locations within the Town. Also, the contract issued by the Multi-Materials Stewardship Board (MMSB) has specific building/site requirements not commonly available, adding further to the challenge.

As such, Broadening Horizons has requested that the Town of Gander provide any possible guidance and support to assist them in identifying and securing a new location from which to operate the Recycling Depot.

The Committee is pleased that Broadening Horizons has secured this opportunity to enhance its overall organization and most importantly to increase client services and employment opportunities for its members. The Committee requests that the Development Department stay in close contact with Broadening Horizons in the coming months providing all possible supports to assist with this matter.

HBB Application - 75 Raynham Avenue

The Committee reviewed an application from the resident of 75 Raynham Avenue – The Fat Quarter to operate a home-office for a mobile quilting business.

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

Motion #20-017

HBB Application - 75 Raynham Avenue

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that The Fat Quarter be permitted to operate a home-office for a mobile quilting business from 75 Raynham Avenue.

In Favour: 5 Opposing: 0

Decision: Motion carried.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on January 29, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Design Standards for Streets and Subdivisions

The Director informed the Committee that the most recent approved and adopted proposed changes to the Design Standards for Streets and Subdivisions were forwarded to all local design firms and developers for their review. He advised that correspondence was received from a developer with concerns regarding the changes to the sidewalk requirements. He feels that the additional cost associated with the changes will be incurred by the developer, resulting in, an increased cost for building lots.

The Director advised the Committee that the changes to the sidewalks are not necessary however, these standards have been followed in the Town’s Capital Works Projects for the past number of years for streets and roads that require sidewalks. The additional rock that is installed underneath creates a better foundation for stability and durability.

The Director also presented a cost estimate for the additional infrastructure which will on average, show an increase of just over \$200.00 per building lot.

After discussion, the Committee agrees with the new sidewalk requirement as it will provide better infrastructure.

Motion #20-018

Design Standards for Streets and Subdivisions

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the revisions to the Design Standards for Streets and Subdivisions be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Policy A012 – Key Control

The Committee reviewed recommended changes to Policy A012-Key Control. The proposed changes are required to update the policy and bring it in line with current practices. It is also requested that the policy be moved from the Administration Department to Engineering.

The Committee agreed with the proposed changes as presented and its recommendation for its reclassification as an Engineering policy.

Motion #20-019

Policy A012 – Key Control

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the amended Policy A012 be adopted as Policy ENG014.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Engineering Permits – Fee Structure

The Director advised the Committee that upon review of the current Engineering fee structure, it was noted that there have been some inconsistencies throughout the different platforms within the organization. The Director presented a list of the inconsistencies and is requesting Council’s approval to move forward with correcting the fee structure to make it more standardized and consistent.

The Committee agreed with the suggested changes, therefore, recommends that the Engineering Department update the organizational platforms where this information is displayed.

Discretionary Notices

The Committee reviewed proposed changes to the Discretionary Notice section of the Communications Policy A021. It was recently discussed in a Management meeting with suggestions that Discretionary Notices be hand delivered by Town staff to all property owners within 50M of a development, however, it was agreed that the current practice of mailing these notices continue due to the lack of mailboxes on some residential homes, as well as, absence of homeowners during regular working hours.

The Director advised that response time for any objections to the discretionary notice is seven days and the Engineering Department feels that extending response times could potentially create longer wait times for Council's decision as Council only meets every three weeks.

After discussion, the Committee recommends that no changes be made the Discretionary Notice section of Policy A021 at this time.

Temporary Trailway Relocation – Long-Term Care Facility

The Director advised the Committee that the Department of Transportation and Works have submitted a site plan for the temporary re-routing of the trailway around the new Long-Term Care Facility. The contractors have placed barricades and proper signage around the construction site; however, the Town would like to remind motorists to use caution as this is active construction site.

Building Permit Guidelines

The Director presented a newly proposed format for the Town of Gander's Building Permit Guidelines including regulations for, Residential Landscaping, Sign/Advertising Devices, Accessory Buildings, Non-Residential and Residential for new building, extension and renovations.

The Director advised that wording changes have been made to keep the guidelines consistent such as adding the *Intent Section* at the beginning of all regulations, as well as, a statement for an appeal process. The Committee reviewed each regulation in detail and had some concerns with removing Council's discretion from the Accessory Building Regulation.

The Committee agreed that they would like to retain Council's ability to allow for discretion depending on individual situations. The Director advised that he will provide a recommendation from the Engineering Department at the next Engineering Committee meeting.

Overall, the Committee is pleased with the new format as presented, and agreed with the revisions, however, is recommending that changes to Council's Discretion to the Accessory Building Regulation be brought forward for further discussion prior to adoption of the regulation.

Gander Community Tennis Association

The Director advised that the Gander Community Tennis Association recently met with Recreation and Community Services staff to discuss two projects that they are proposing to construct near the Tennis Courts. The Association is requesting that the Engineering Department provide in-kind services with regards to developing site plans and permits.

The Director informed the Committee that the Engineering Department has a very busy upcoming construction season with many capital works projects, however, are willing to work with the Recreation Department and the Tennis Association to provide in-kind services, as requested.

The Committee agrees and recommends that further discussions with the Recreation Department and the Tennis Association be scheduled to discuss timelines for the projects.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on January 30, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; D. Chafe, CAO/Town Clerk; K. Hiscock, Director of Finance (A); M. McWhirter, Deputy Municipal Clerk.

The following items were discussed:

Invoices for Approval

OPERATING

1. Municipal Assessment Agency	\$33,462.00
00-120-1000-7200 – 1 st Qtr Assessment Fees	
Budget: \$138,000 Spent to date: \$0.00	
2. Cal Legrow	\$185,506.75
00-120-1000-7215 – Municipal General Insurance	
Budget: \$185,000 Spent to date: \$0.00	
Total operating invoices for approval	\$218,968.75

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

Motion #20-020
Invoices for Approval

Moved by Councillor Brown and seconded by Councillor Fudge that the invoices be paid as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The Gander Curling Club Association Agreement

The Committee was presented with an Agreement between the Town and the Gander Curling Club regarding forgiveness of monetary amounts owed to the Town of \$266,372.40.

The conditions of this Agreement include the following stipulations:

- The property be transferred to the Town for \$1 should the Curling Club stop using the facility for the purpose of a Curling Club,
- With any future sale of the property by the Gander Curling Club, the Town reserves the right to void this Agreement and the monetary amounts forgiven will immediately become due in full,
- The Club will not use the property as security for any form of borrowing without the consent of the Town, and
- The Club will continue to pay water & sewer tax annually.

Motion #20-021
The Gander Curling Club Association Agreement

Moved by Councillor Brown and seconded by Councillor Fudge the agreement between the Town and The Gander Curling Club to forgive the amount owing of \$266,372.40 be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

P018 – Conference Attendance for the Mayor and Councillors

There were several cost saving measures announced in the 2020 budget that require amendments to some of Council’s policies including Policy P018 – Conference Attendance for the Mayor and Councillors. This Policy covers Council’s participation at three annual conference events; the Federation of Canadian Municipalities (FCM), Municipalities Newfoundland and Labrador (MNL), and the Canadian Parks and Recreation Association (CPRA).

Management is recommending that this policy be rescinded as Council's travel is approved during the budget process. The Committee agrees with this recommendation.

Motion #20-022**P018 – Conference Attendance for the Mayor and Councillors**

Moved by Councillor Brown and seconded by Councillor Woodford that Policy P018 – Conference Attendance for the Mayor and Councillors be rescinded.

In Favour: 5 Opposing: 0

Decision: Motion carried.

F005- Capital Expenditures

During the budget process, Council discussed Policy F005 Capital Expenditures which states the criteria and procedures for ensuring that all Capital Expenditures are given proper review and approval.

Council requested the policy be updated as follows:

- all Capital Budget reallocations be referred to the Finance & Administration Committee for final consideration and then forwarded to Privileged for approval.
- Deletion of the procedure whereby Capital Expenditures with a value of less than \$1,000 be budgeted as Capital Out of Revenue.
- Only Capital Expenditures greater than \$5000 are to be capitalized as per our Capital Asset Policy.

Motion #20-023**F005 – Capital Expenditures**

Moved by Councillor Brown and seconded by Councillor Fudge that Policy F005- Capital Expenditures be updated as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

A012-Key Control – Rescind Motion

The Engineering, Planning and Controls Committee adopted a new Policy for Key Control which replaces Policy A012- Key Control. This change reflects the current administration of the Policy. Due to the creation of a new Key Control Policy, A012 is to be rescinded.

Motion #20-024**A012-Key Control – Rescind Motion**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that Policy A012 - Key Control be rescinded.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Special Recognition Policy

The Committee reviewed and discussed the draft of a new Policy “Special Recognition”. This Policy establishes guidelines and procedures for Council recognition of special milestone birthdays and anniversaries of community residents and businesses. The Committee believes that provisions within the Policy are consistent with Council’s expectations and presents it here this evening for its first reading.

Questions and input on this Policy should be forwarded via email to info@gandercanada.com or directed to the Town Clerk’s Office at 651-5920.

Tax Write-Off

The Committee reviewed an outstanding account recommended for write off. The account was placed with our Collection Agency for recovery, but they were unable to collect the amounts owing as the business was no longer operating.

Motion #20-025**Tax Write-Off**

Moved by Councillor Brown and seconded by Councillor Fudge that the Town write off \$5,136.08 on the outstanding account as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Kelly Ford Gander Flyers Contract

Council reviewed the recommendation regarding the contract and rental rates for the Kelly Ford Gander Flyers for the 2019-2020 ice season. Council is recommending that the contract remain the same as last season with a rate of \$1,350 plus tax per game.

Motion #20-026

Kelly Ford Gander Flyers Contract

Moved by Councillor Fudge and seconded by Councillor Woodford that the Kelly Ford Gander Flyers contract be approved as attached with a per game rental fee of \$1,350 plus tax.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Gander Collegiate Prom Contract

Council reviewed the rental rate for the 2020 Gander Collegiate Prom scheduled for May 8, 2020. It was recommended that the rental rate remain the same for 2020 at a cost of \$652.17 plus tax.

Motion #20-027

Gander Collegiate Prom Contract

Moved by Councillor Fudge and seconded by Deputy Mayor Pollett that the Gander Collegiate Prom contract be approved as attached with a rental fee of \$652.17 plus tax.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Contract Change Order – Memorial Drive

Council reviewed Contract Change Order number 10 for Memorial Drive, Project number 17-MYCW-13-12105. This change order is required to reconcile final contract values for submission to our Provincial funding partner for approval.

The associated funds have been previously disbursed to the applicable recipients and this motion is required prior to a request from Council to redistribute funds under the Multi Year Capital Works program.

Motion #20-028
Contract Change Order – Memorial Drive

Moved by Councillor Woodford and seconded by Councillor Brown approval of Contract Change Order number 10, Memorial Drive, project number 17-MYCW-13-12105 in the amount of \$345,440.00 HST inclusive to reconcile final contract values.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Eastgate Phase 8

Council reviewed a request from Cecon Development Cooperation requesting that Eastgate Phase 8 be exempt from the design standard requirement of curb and first lift of asphalt prior to the issuance of building permits provided all other requirements of the standards are met. They had indicated that a single owner, VLE Development would be developing this phase and that they are in agreement that, although building permits would be issued prior to the placement of curb and asphalt, no occupancy permits would be issued until such time as this work and all other requirements under their development agreement were completed.

The Director advised that the security held by Council for this development would have to be adjusted to reflect the change to the agreement and advised that the last phase was carried out in this manner very successfully.

Motion #20-029
Eastgate Phase 8

Moved by Councillor Woodford and seconded by Councillor Brown that Eastgate Phase 8, Development Agreement be written such that building permits may be issued prior to the placement of concrete curb and first lift of asphalt, however occupancy permits would be withheld until such time as this work and all other requirements of the Development agreement are met.

In Favour: 5 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #20-030

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:45 p.m.

P. Farwell, Mayor

D. Chafe, CAO/Town Clerk