

MINUTES

Regular Meeting of Council
Wednesday, March 20, 2019 @ 4:30 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:**

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
R. Locke	Development Director
A. Janes	IT Support Specialist

Regrets:	P. Farwell	Mayor
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1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Dean Cull – Bronze Medal of the Czech Ministry of Foreign Affairs

The Deputy Mayor recognized Dean Cull of the Gander Airport Historical Society on receiving the bronze medal of the Czech Ministry of Foreign Affairs. He was awarded the medal by the Czech government for his work in developing the trail to and memorial to the Czech air crash which occurred in 1967.

Breastfeeding Pledge

The Deputy Mayor read a Breastfeeding Pledge which will create a supportive environment for our breastfeeding citizens and employees in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #19-042

Approval of Agenda

Moved by Councillor Brown and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on March 20, 2019 be adopted as amended.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-043

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on February 27, 2019 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

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

The Recreation & Community Living meeting was held on March 11, 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:

Delegation – Community Health

Amy Melendy and Joanne Saunders from Community Health attended the meeting to introduce the Breastfeeding Municipalities Tool Kit. This is a project of the Baby-Friendly Council of NL as a result of the Way Forward Program. This program was started to show the provincial governments support of municipalities to implement policies supporting healthy eating and breastfeeding.

Community Health's goal is to increase the number of mothers breastfeeding and normalize breastfeeding in communities including public spaces. Right now, Newfoundland and Labrador's breastfeeding initiation rate is increasing, however the rate of infants still being breastfed by 6 months falls short of the national average.

They are asking the Town of Gander to pledge their support to become a Breastfeeding-Friendly Community and help remove barriers around breastfeeding in public spaces. This can be achieved by adopting a policy to ensure staff are aware that we are a breastfeeding friendly community, display life size cutouts and signage around the community, at events, and in our municipal buildings, support breastfeeding in the public or provide a place for individuals to breastfeed discreetly if needed, and offering employees enough break time to either feed their child or pump their milk.

The Committee was very supportive of this initiative and is recommending that the Town of Gander pledge their dedication to become a member of the Baby-Friendly Council of NL.

The Director will also be referring this to Management to discuss adopting a Breastfeeding Policy.

The Committee thanked Ms. Melendy and Ms. Saunders for attending the meeting and wished them the best of luck with getting more municipalities onboard as Baby-Friendly communities.

Variance Report

The Committee reviewed the Variance Report for 2018. Some of the larger variances were due to the plant repairs from the ammonia leak which was over \$54,000, loss of \$70,000 in ice rentals due to the shutdown from the leak and there was a 20% increase in heating oil which was over \$25,000. However, there were some savings to offset these expenses so overall the Department was over budget by \$22,974. This report is referred to the Finance Committee for their review.

SuperVolley 50th Anniversary

Gander Collegiate will be hosting the School Sports Newfoundland & Labrador 50th Anniversary SuperVolley Tournament in December 2019. They wrote requesting the use of the Steele Community Centre on December 7th for their banquet and dance.

However, the Department had a call from the organizer before the Committee's meeting and they advised that they have found an alternate location and no longer require use of the Centre.

The Committee is happy to see volunteers in this community organizing such a large tournament as it will be a great economic benefit to Gander and the opportunity for citizens to watch some great volleyball.

Request for Funding re Tim Horton's Brier

A request was received from two previous residents of Gander who qualified to represent Newfoundland & Labrador at the Tim Horton's Brier from March 2 – 10, 2019. Since the two athletes no longer live in Gander, they do not qualify for a donation under the Grants, Subsidies and In-kind Services Policy.

Community Partnership Fund Evaluations

The Community Partnership Fund Committee forwarded their recommendations for the breakdown of the funding based on the information received from the applications and the policy.

The following is recommended:

Airport Nordic Ski Club	\$5,000.00
Gander Community Tennis Association	\$5,000.00
Airials Active Wellness Centre	\$3,000.00
Gander Boys & Girls Club	\$3,399.27
Gander Wings Special Olympics	\$3,900.00
Gander Minor Softball	\$1,400.00
Thomas Howe Demonstration Forest	\$5,000.00
SPCA	\$1,000.00
Women's Center	\$2,500.00
Gander Laker's Swim Club	\$3,300.00
Gander Minor Baseball	\$4,000.00
The Open Door Community Youth Network	\$1,200.00
Salvation Army Family Services	\$2,350.00

Motion #19-044

Community Partnership Fund Evaluations

Moved by Councillor Dove and seconded by Councillor Fudge that the Community Partnership Fund grants be approved as outlined above.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Upcoming events

- a) Mar 23: Gander Minor Hockey Tim Horton's Jamboree
- b) Mar 29-31: Gander Minor Hockey Novice Select Tournament
- c) Apr 11: Seniors Wellness Event

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 March 12, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: R. Anstey, Councillor; G. Brown, Councillor; H. Lowe, Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

Variance Report

The Committee reviewed the Fire and Municipal Enforcement Department's annual variance report for 2018 which indicated that combined, the departments were over budget by \$59,237. This was due to the replacement of the Fire Chief and operational changes to the Municipal Enforcement Department. There were savings in other areas such as the honourariums as the volunteer numbers were down, electrical consumption was also down and there was a delay in hiring for a position.

This item is now forwarded to the Finance Committee for its review and consideration.

Bennett Drive Turn

The Committee reviewed the issue of the turn at the bottom of Bennett Drive which has also been discussed at the Public Works and Engineering Committee meetings and has been referred back to Public Safety.

The Deputy Mayor provided the Committee with a photo of a "speed cushion" used in the Town of Torbay for an area with a similar problem.

The Committee asked that the Fire Chief speak with the Town of Torbay to determine how the speed cushion is affecting traffic and why they had it installed and report back to next Committee meeting.

Crossing Guard Schedule

The Fire Chief is requesting that the schedule for the crossing guard at the Airport Boulevard location be increased to four hours.

This guard had his hours recently reduced from three hours to one and a half as pedestrian traffic has ceased at the Airport Boulevard location at lunch time. This changed due to the children staying in for lunch, the new school opening across town, and the Boys and Girls Club cancelling their lunch program.

However, it has since been suggested that he cover the St. Martin's Crosswalk in the morning and afternoon and then cover the Airport Boulevard one by the Curling Club after school. He did a count and 36 children and 31 parents crossed at St. Martins in the morning and 25 children and 23 parents in the afternoon. Approximately 25 children crossed Airport Boulevard in the afternoon to go to the Boys and Girls Club. The Children do not walk over to that area until after the school buses have left the parking lot so he would have enough time to get over there before them. The Committee agreed and did see the merit in the increase.

Motion #19-045

Crossing Guard Schedule

Moved by Councillor Woodford and seconded by Councillor Brown that the crossing guard at Airport Boulevard have his hours increased from one and half hours to 4 hours per day.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Fire Extinguisher Training Program

The Fire Department has been receiving requests for Fire Extinguisher Training from outside organizations. We currently provide this for our employees as we have the equipment and personnel trained to do so.

The Department has the kit required and could provide this training at a cost recovery rate and issue a certificate for participants. Insurance coverage would have to be checked and whether or not there is a business in town already providing this service.

The Committee agreed this was a good program and advised the Fire Chief to proceed if insurance is in place and the town is not impeding the operation of another business in town.

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 March 13, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: R. Anstey, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Standing Offer SO19-04, Supply and Delivery of Soda Ash

The Committee reviewed the Standing Offer summary for the supply and delivery of Soda Ash in one thousand (1000) kg bags. Three (3) offers were received and the Director advised that the lowest of the offers that met specifications was submitted by Brenntag in the amount of \$1104.00 per bag, HST included.

Motion #18-046

Standing Offer SO19-04, Supply and Delivery of Soda Ash

Moved by Councillor Fudge and seconded by Councillor Anstey that the Standing Offer for the supply and delivery of Soda Ash be awarded to Brenntag at a price of \$1104.00/1000kg bag, HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender 19-04, Rental of Garbage Truck

The Director presented the tender summary for the supply and delivery of one (1) Garbage Truck Rental. Two (2) tenders were received and the Director advised that the lowest of the tenders that met specifications was submitted by Ridge G & P Services Ltd. in the amount of \$13,161.75 per week, HST included.

The Committee recommends that the tender for the supply and delivery of one (1) garbage truck rental be awarded to Ridge G & P Services Ltd. and refers the tender to the Finance and Administration Committee for its consideration.

Tender 19-07, Supply Control Panel and Two (2) Submersible Pumps

The Director presented the tender summary for the supply and delivery of one (1) Control Panel and two (2) submersible pumps. Three (3) tenders were received, with one being non-compliant. The Director advised that the lowest of the tenders that met specifications was submitted by Xylem Water Solutions Canada in the amount of \$37,958.10, HST included.

The Committee recommends that the tender for the supply and delivery of one (1) Control Panel and two (2) submersible pumps be awarded to Xylem Water Solutions Canada and refers the tender to the Finance and Administration Committee for its consideration.

Variance Report, 4th Quarter

The Committee reviewed and discussed the Municipal Works and Services Variance Report for the fourth quarter with the Committee. The department was \$102,090 under budget in 2018.

Some items noted in this variance report were brought forward from previous quarterly reports. Areas of savings included unbudgeted revenue from tipping fees and scheduled maintenance delays; with the largest savings being in wages due to time restraints associated with the hiring process.

Snow Clearing Operations

The Committee discussed a residential concern with the snow blowers clearing snow inside the curb. It was suggested the blowers remain on the street to avoid damage to the sidewalks, driveways and lawns that the equipment occasionally causes.

The Director informed the Committee the snow blowers are used to remove snow that is too high for the windrows to fall away from the plow during regular snow clearing operations of the streets and sidewalks. If blowers were to remain outside the curb, all other means of snow clearing would be ineffective.

The Committee agreed with the Director that the snow blowers are utilized, as required, for effective snow removal from the Town streets and sidewalks.

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 March 13, 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:

Painting of Traffic Control Boxes

The Tourism Development Officer presented the Committee with three options for painting the traffic control boxes throughout town:

- 1) Transferring an original artwork design onto vinyl wrap, then applying this wrap to the traffic control boxes.
- 2) Painting an original artwork directly onto a traffic control box, then wrapping it with a clear vinyl wrap for protection.
- 3) Painting an original artwork directly onto a traffic control box, then spraying it with a clear applied coating for protection.

The intent of decorating these otherwise industrial objects is to beautify our town by providing artists with a unique and creative outlet to showcase their pieces.

The Tourism Development Officer communicated that the above-mentioned options were researched in consultation with local artists, businesses and other communities that have completed similar projects.

After discussion and consideration, the Committee felt that painting the artwork directly onto the traffic control boxes then applying a clear protective coating would be the best option to proceed. Option 3 appears to be the most efficient and cost effective and is the option preferred by the artists and local businesses. It has been used by the City of St. John's on their infrastructure.

The Committee asked staff to draft a proposal outlining the process for artists engagement, submission and selection of artwork. This will be presented at the next Committee meeting.

The Committee is asking the Director of Municipal Works to contact the applicable staff with the City of St. John's to see what is required to prep the surface of the boxes and identify what the Town should provide to the artists (i.e. barricades, safety vests, etc.) during the day(s) that painting is taking place.

WelcomeNL Regional Pilot Program

The Director advised the Committee that WelcomeNL is a two and a half year (November 2017-March 2020) *Welcoming Communities* campaign in support of the province's current immigration action plan. It is a project led by Municipalities Newfoundland and Labrador (MNL) and funded under the Labour Market Partnership Program through the Department of Advanced Education, Skills & Labour (AESL).

This initiative aims to provide municipalities with the resources required to attract and retain newcomers. In keeping with the provincial action plan, the WelcomeNL Regional Pilot Program will support municipal implementation of *Welcoming Community* principles and programming.

As the Town of Gander has been selected as a pilot community to launch and develop a *Welcoming Regional Network*, Council has been asked to identify a sponsor who will be responsible for hiring a program Coordinator, providing administrative, payroll, purchasing and overall program oversight.

The department investigated potential sponsorship options and feels that the Gander & Area Chamber of Commerce is the best fit to carry out this pilot program.

Motion #19-047

WelcomeNL Regional Pilot Program

Moved by Councillor Brown and seconded by Councillor Anstey awarding WelcomeNL Regional Pilot Program sponsorship to the Gander & Area Chamber of Commerce.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Budget Reallocation Request

The Director advised the Committee that he would like to reallocate funds from the department's Travel Business and Advertising accounts to their Promotional Materials account.

The Director informed the Committee that the reason for this request is in response to feedback received from a local physician who recently attended the Canadian Resident Matching Service interviews. The physician identified the need to produce and distribute marketing materials specifically targeting physician recruitment efforts.

Furthermore, this budget reallocation request is to prepare for the 2020 Canadian Resident Matching Service interviews (and other related events). It is felt at this point production of marketing materials is more beneficial than attending the Conference of Atlantic Canadian Medical Students which is primarily a training event focused towards 1st & 2nd year medical students. The Canadian Resident Matching Service interviews targets advanced level medical students currently seeking residency placements within the province.

The Committee agreed with this request.

Referral: Engineering, Planning & Controls Committee-141 Bennett Drive

The Committee reviewed a referral from the Engineering, Planning & Controls Committee regarding the condition of the access road to 141 Bennett Drive. The Engineering, Planning & Controls Committee also asked for the Director of Development to contact the property owner to get clarification as to whether the roadway access is required.

The Director informed the Committee that in the process of reviewing past correspondence with the land owner, they indicated that this access road is part of a Shared Access Agreement and must remain open.

The Director also advised the Committee that correspondence was sent to the land owner on March 7th, 2019 advising of the condition of the access road, suggestions for mitigating safety concerns and Council's willingness to work towards a mutually beneficial solution.

The Director will report any correspondence received at a future Committee meeting.

Variance Report: December 31st, 2018

The Committee reviewed the department's variance report ending December 31st, 2018 which shows a savings of \$65,578.00. These savings can be attributed to savings in Wages, Travel-Business, and Promotion & Entertainment accounts.

Gander Community Fund Policy -1st Reading

The Committee reviewed the recommended changes to the Gander Community Fund Policy. This policy has been established to guide the acceptance, management, and distribution of funds donated to the community. Council will administer and disperse them in a fair, equitable and transparent manner. Resources available in this fund will be used to offer, but not limited to, the following; recreation, culture and socially inclusive programming, special events, projects or initiatives which benefits the residents of the Town of Gander.

The Committee agreed with the proposed changes and is presenting this policy for its first reading as attached.

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.

Friends of Gander Recognition Policy-2nd & Final Reading

The Committee reviewed the Friends of Gander Recognition Policy and presents it to Council for its 2nd and final reading.

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.

Motion #19-048

Friends of Gander Recognition Policy – 2nd & Final Reading

Moved by Councillor Brown and seconded by Councillor Fudge that the Friends of Gander Recognition Policy be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on March 14, 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:

Detached Office Building – 220 Baird Place

The Committee reviewed a request from the owner of 220 Baird Place wishing to construct a detached office building separate from the repair garage located on the above noted property.

The Director advised that Baird Place is zoned *Industrial General* and an office building independent from the repair garage is not permitted in that zone, however, an attached office to the garage is permitted.

The property owner is requesting that Council consider reviewing this during the Municipal Town Plan review, to either rezone a portion of the land to *Commercial General* or allow “office” as a discretionary use in an *Industrial Zone* in order to accommodate his request.

After discussion, the Committee is not in agreement to rezone a portion of land to accommodate this request, however, recommends this be forwarded to our Municipal Town Plan Consultants for their professional opinion and rationale for adding *office* to the discretionary use class in an *Industrial Zone*.

The Committee recommends that the Director of Engineering report back to the Committee once he receives this information from our consultants.

Design Standards

The Director advised that following the most recent adoption to the revisions to the Town of Gander’s Design Standards for Streets and Subdivisions, correspondence has been received from a local developer with some concerns regarding the revisions.

The developer expressed concerns that currently the requirement for the installation of temporary turnarounds is two years from substantial completion and they feel this is not reasonable. They have requested that this be changed to two years after total completion of phase two. The Committee is not in agreement with this and recommends no change to the Design Standards.

The second item raised was the completion of curb and asphalt in instances where a corner lot exists on a right of way for a future phase of development. The Committee reviewed scenarios in which this type of circumstance could occur and agreed that when right of ways are left for future development such as the end of Briggs then the developer would not be responsible to carry the infrastructure to the end of the lot.

The third request was to have the Town’s Resident Inspector approve daily construction activity and assist in the as-built information. The Director advised the Committee that the current role of the Inspector included, but was not limited to, ensuring the materials and construction practices used by developers meet or exceed our design standards. Their role does not include providing supervision of the project or directing field crews including the collection of as-built information. The Committee was comfortable with the current role of the Town’s Resident Inspectors and is not recommending expanding them at this time to accommodate the request as presented.

Walkway – 41&43 Yeager Street

The Director advised that this item has been referred from the Public Works and Services Committee for the Engineering Department to investigate the above noted property with regards to the storm infrastructure surrounding this area. The homeowner of 41 Yeager Street has expressed concerns of improper drainage behind his property, as well as, along the walkway adjacent to his house which he feels could cause flooding to his property.

The Director of Engineering advised that there is currently a storm drainage ditch at the rear of the property which crosses under the walkway directly adjacent this property. This infrastructure was designed and installed by the developer in compliance with the design standards of that time. As with any drainage system, there exists the possibility of blockages and the Director advised that the current configuration of closed channel flow through a storm pipe could be changed to include an open channel under the walkway to provide a better opportunity of runoff to take place without blockages. The Committee also suggested the possibility of relocating the point of access to the Public Works Depot, so it does not align with the walkway between 41&43 Yeager Street.

The Committee recommends that the Engineering Department explore the options discussed and prepare cost estimates to have this work carried out.

The Committee also discussed the walkway adjacent to these properties and suggests forwarding this to the Trails Sub-Committee for further discussion with regards to designation of this walkway.

The Committee recommends that the Director of Engineering contact the homeowner of 41 Yeager Street to discuss the suggestions brought forward and discussed by the Committee.

Project Management Services Proposal – Wastewater Treatment Plant

The Director informed the Committee that on March 29, 2019, our current Project Manager, from Colliers Project Leaders, for the Wastewater Treatment Plant will be resigning. He also informed that the Town has received correspondence from Colliers Project Leaders with a proposed alternate to assume the role as Project Manager immediately following the resignation. In addition, CBCL Limited, the Town's Technical Consultant for the Project, has also provided a proposal requesting to assume the role of Project Manager while continuing with their duties as Technical Consultant.

The Director advised that the Technical Consultant from CBCL Limited has been involved with the project since 2014 and has great knowledge about the project. There would be synergies associated with project management and technical consulting being done by the same entity.

Motion #19-049**Project Management for the Wastewater Treatment Plant**

Moved by Councillor Anstey and seconded by Councillor Dove appointing Project Management for the Wastewater Treatment Plant to CBCL Limited as per their proposal dated March 5, 2019, as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #19-050**Cancellation of Colliers Project Leaders**

Moved by Councillor Anstey and seconded by Councillor Brown to cancel the Project Management contract, with Colliers Project Leaders, effective March 29, 2019.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Departmental Variance Report

The Director presented the departmental variance report to December 31, 2018 and advised that the department is under budget by \$84,010. The majority of the variance can be contributed to a higher than expected commercial building permit revenue.

The Committee was pleased with the variance report and forwards it to the Finance and Administration Committee for their review and consideration.

Purchase Back land – 6 Ratcliffe Place

The Committee reviewed correspondence from the homeowners of 6 Ratcliffe Place requesting to purchase approximately 15M of Town owned land at the rear of their property. In addition, the homeowners are asking that this portion of land be rezoned from *Open Space Recreation to Residential Medium Density* during the Municipal Town Plan review in order to accommodate their intended use.

Council is currently undertaking an investigating of land encroachments on Town owned property and are in the process of writing a Policy to address such occurrences. The committee recommends that this request, along with others of this nature, not be actioned until such time as the new Policy is adopted. Once the policy has been finalized, a response to the request will be provided to the homeowners of the above noted property.

Lane Configuration – Cooper Boulevard at Catalina and Roe

The Director advised the Committee that traffic flow has increased significantly on Cooper Boulevard. It was discussed last year that this area would require an alternate lane configuration therefore, money was placed in the budget to have this work completed during the 2019 construction season. The Director presented drawing number 19-1012c which indicates that the current bypass lane, located near Catalina Drive, will be eliminated and new asphalt and road bed will be installed to create an additional lane for traffic entering Roe Avenue from Catalina and Cooper. In addition to this, new asphalt, road bed and new curb and sidewalk will be installed to the turning lane from Cooper Boulevard onto Edinburgh Avenue to increase the traffic flow in that area. The Director advised that if Council agrees with the project, it will be forwarded to the Department of Municipal Affairs for approval.

Motion #19-051

Lane Configuration – Cooper Boulevard at Catalina and Roe

Moved by Councillor Anstey and seconded by Councillor Brown approval for the lane configuration on Cooper Boulevard as presented in drawing number 19-1012c.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Honeywell Proposal – Phase 2 Review

The Director advised the Committee that the Town has received an Opportunity Assessment proposal from Honeywell for Phase 2 as a follow up to their phase 1 upgrades five years ago.

The Director presented a proposal from Honeywell to carry out a high-level assessment for all of the Town of Gander's buildings to determine the best possible long-term energy efficient solutions.

The Committee agrees with Honeywell's Phase 2 proposal and recommends forwarding this to the Finance and Administration Committee for their review and consideration.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on March 14, 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.

The following items were discussed:

Evangel Pentecostal Church re: 59 Elizabeth Drive

The Committee reviewed correspondence from the Evangel Pentecostal Church regarding the taxation of 59 Elizabeth Drive which is the old church. In 2019, the Town billed property and water taxes on the building as it is no longer being used as a church. The letter stated that the building is currently being used for the staging area for the construction crew of the new building being built adjacent to it. They indicate that they are not generating any revenue from the building and feel they should not have to pay full taxes on the property and are asking for a reduction.

The Committee discussed the matter and felt that as the property is no longer being used for a church that the full taxation should be paid on the property.

Evangel Pentecostal Church re: Tax Exemption on 55 Elizabeth Drive

The Committee reviewed correspondence from the Evangel Pentecostal Church requesting a tax exemption for the property at 55 Elizabeth Drive. This is the new building that was constructed for a low income seniors affordable housing unit. Last year, Council adopted a Policy that if the property meets certain criteria then it would be tax exempt. The Church has provided information showing that all the requirements have been meet.

Motion #19-052

Evangel Pentecostal Church re: Tax Exemption on 55 Elizabeth Drive

Moved by Councillor Dove and seconded by Councillor Brown that the Evangel Pentecostal Church property located at 55 Elizabeth Drive be exempt from property and water & sewer taxation for 2019.

In Favour: 6 Opposing: 0

Decision: Motion carried.

48 Elizabeth Drive

The Committee reviewed a letter from the owner of 48 Elizabeth Drive regarding her Home Based Business taxation. Several years ago, Council decided to approve hair salons to be operated as home based businesses under certain conditions. One of the conditions was that a separate business tax classification be set up with a minimum tax of \$500. Most of the other home based businesses in town pay a \$200 minimum tax.

The Committee did not agree that the separate higher business tax classification should have been set up. It feels that the home based personal services businesses should be treated the same as the other Home Based Businesses.

Motion #19-053
48 Elizabeth Drive

Moved by Councillor Dove and seconded by Councillor Brown that the Town's Business Tax Class 10 be abolished.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – HD Video Nozzle Camera

The Committee reviewed the tender results for the supply of one HD Video Nozzle Camera. One bid was received from FST Canada Inc. O/A Joe Johnson Equipment.

Motion #19-054
Tender – HD Video Nozzle Camera

Moved by Councillor Dove and seconded by Councillor Woodford that the tender for the Supply of One HD Video Nozzle Camera be awarded to FST Canada Inc. O/A Joe Johnson Equipment at a price of \$17,802.00 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$143.47 over budget.

Tender – Rental of Garbage Trucks

The Committee reviewed the tender results for the Rental of Garbage Trucks. Two bids were received. The preferred bidder was Ridge G&P Services Ltd.

Motion #19-055
Tender – Rental of Garbage Trucks

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for the Rental of Garbage Trucks be awarded to Ridge G&P Services Ltd. at a price of \$26,323.50 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$3,676.50 under budget.

Tender – Supply and Installation of Information Technology Core Infrastructure at the Town Hall

The Committee reviewed the tender results for the Supply and Installation of Information Technology Core Infrastructure at the Town Hall. One bid was received from Dell Canada Inc.

Motion #19-056

Tender – Supply and Installation of Information Technology Core Infrastructure at the Town Hall

Moved by Councillor Dove and seconded by Councillor Woodford that the tender for the Supply and Installation of Information Technology Core Infrastructure at the Town Hall be awarded to Dell Canada Inc. at a price of \$222,757.84 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$47,995.44 under budget.

Tender – Supply only Town Hall Network Infrastructure Replacement

The Committee reviewed the tender results for the Supply of Town Hall Network Infrastructure Replacement. Five bids were received. The preferred bidder was Bell Canada.

Motion #19-057

Tender – Supply only Town Hall Network Infrastructure Replacement

Moved by Councillor Dove and seconded by Councillor Brown that the tender for the Supply of Town Hall Network Infrastructure Replacement be awarded to Bell Canada at a price of \$21,579.70 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$30,430.77 under budget.

Tender – Supply Control Panel and Two Submersible Pumps for Industrial Park Lift Station

The Committee reviewed the tender results for the Supply Control Panel and Two Submersible Pumps for the Industrial Park Lift Station. Three bids were received. The preferred bidder was Xylem Water Solutions Canada.

Motion #19-058

Tender – Supply Control Panel and Two Submersible Pumps for Industrial Park Lift Station

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for the Supply Control Panel and Two Submersible Pumps for the Industrial Park Lift Station be awarded to Xylem Water Solutions Canada at a price of \$37,958.10 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

This item is \$7,578.28 under budget.

Moving Allowance – Harold Lowe

Council has a Policy of providing a moving allowance for new employees in certain circumstances. Fire Chief Lowe has requested that he be paid the moving allowance as he just became the permanent Director of Public Safety and Protective Services/Fire Chief. Under the conditions of Council’s Policy, the moving allowance is only granted to new employees and technically, Chief Lowe is not a new employee as he has been acting in a temporary basis in the position until the status of Fire Chief Fudge was finalized. Given the circumstances, the Committee feels that Fire Chief Lowe should not be refused the moving allowance.

Motion #19-059

Moving Allowance – Harold Lowe

Moved by Councillor Dove and seconded by Councillor Brown that Chief Lowe be paid a moving allowance of \$2,500.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Committee reviewed five residential tax reduction applications which was submitted in accordance with Council’s policy on tax reductions for residential property.

Motion #19-060

Property Tax Reductions

Moved by Councillor Dove and seconded by Councillor Fudge that the five property tax reductions be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Honeywell Proposal – Phase 2 Review

The Committee reviewed the recommendation from the Engineering Committee that the Town engage Honeywell to carry out Phase 2 of an energy retrofit project on Town facilities. As indicated in the Engineering meeting the initial project was carried out five years ago and technologies are changing rapidly with regard to saving energy.

Motion #19-061

Honeywell Proposal – Phase 2 Review

Moved by Councillor Dove and seconded by Councillor Anstey that the Town sign a Letter of Intent with Honeywell to carry out Phase 2 of our energy retrofit project.

In Favour: 6 Opposing: 0

Decision: Motion carried.

2018 Financial Statements

The Committee reviewed the Unaudited Financial Statements for 2018. At the end of 2018, Council is projecting a surplus of \$263,860. Major variance for the year includes the following:

1. Wage spending throughout the organization was \$225,000 under budget.
2. Permitting revenue was \$114,000 over budget.
3. The Steele Community Centre incurred \$124,400 in additional expenses and lost revenue due to the ammonia leak last March which caused the building to be shut down prematurely.
4. Salt costs was \$30,000 over budget due to the weather patterns in 2018.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Taxi Stand Application – Ragged Runner Cab Co.

Council has received an application from Ragged Runner Cab Company to operate a taxi stand with two licenses from 261A Airport Boulevard. The vehicles will be identified with a black and white decal running down the side of the vehicle.

Motion #19-062

Taxi Stand Application – Ragged Runner Cab Co.

Moved by Councillor Woodford and seconded by Councillor Fudge that the Taxi Stand Application from Ragged Runner Cab Company be approved.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Change Order #7 – WWTP Design Build Contract

The Committee reviewed Change Order #7 for the Wastewater Treatment Plant Design Build project. This Change Order was generated at the request of the Town to design, supply and install services to and in the Chlorination Building in the amount of \$170,371.36.

Motion #19-063

Change Order #7 – WWTP Design Build Contract

Moved by Councillor Dove and seconded by Councillor Anstey that the Town approve Change Order #7 for the Waste Water Treatment Plant Design Build contract with Pomerleau in the amount of \$170,371.36, HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Change Order #10 – WWTP Design Build Contract

The Committee reviewed Change Order #10 for the Wastewater Treatment Plant Design Build project. This Change Order includes the supply and installation of the Aerzen Blowers and all associated components in the amount of \$502,251.29.

Motion #19-064

Change Order #10 – WWTP Design Build Contract

Moved by Councillor Dove and seconded by Councillor Anstey that the Town approve Change Order #10 for the Waste Water Treatment Plant Design Build contract with Pomerleau in the amount of \$502,251.29, HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

50th Wedding Anniversary

The Deputy Mayor wished her parents a Happy 50th Wedding Anniversary this Friday, March 22nd.

Motion #19-065

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:55 p.m.

T. Pollett, Deputy Mayor

G. Brown, Town Clerk