

MINUTES

Regular Meeting of Council
Wednesday, April 29, 2020 @ 4:30 pm
Virtual Meeting

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

Advisory and Resource:	D. Chafe	CAO
	B. Hefford	Town Clerk
	K. Hiscock	Director of Finance (A)
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	R. Locke	Director of Development
	H. Lowe	Fire Chief

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

National Denim Day Proclamation

The Mayor proclaimed May 12, 2020 as National Denim Day in the Town of Gander.

Mental Health Week Proclamation

The Mayor proclaimed May 4 – 10, 2020 as Mental Health Week in the Town of Gander.

Day of Mourning

The Mayor announced that April 28, 2020 was the Day of Mourning dedicated to remembering those who have lost their lives or suffered injury or illness on the job or due to a work-related tragedy. The Town of Gander would normally participate in a wreath laying ceremony held at the Town Hall, however, due to the business interruption association with COVID-19, this event was not possible. The Mayor recognized the event on behalf of Council.

3. APPROVAL OF AGENDA

Motion #20-101

Approval of Agenda

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Agenda for the Regular Meeting of Council on April 29, 2020 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-102

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on April 8, 2020 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #20-103

Special Minutes for Approval

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

The Recreation & Community Services report was presented by Councillor Fudge.

The Recreation & Community Services meeting was held on April 21, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Hefford, Town Clerk; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Shipshape Skate Sharpening Contract Renewal

The owner of Shipshape Skate Sharpening advised the Department that he had a successful first year at the stadium despite the closure of the Steele Community Centre due to COVID-19. The owner is asking to extend his contract for the 2021-22 season. The Director advised that there were no problems this past year and the conditions of the contract were met. The Director is recommending extending the contract for another year with a review at the end of next season.

The Committee agreed with renewing the contract for another season under the same terms and conditions. It should be noted that the contract does not allow the sale of apparel from the Community Center location. If the lessee would like to sell apparel, a Request for Proposals (RFP) will have to be issued since this was not the intent of the original RFP and other local businesses may be interested.

Mayor Farwell asked if there were provisions for a renewal clause. Councillor Fudge advised that the Agreement signed in 2019 had a renewal and extension clause included.

Concern for Seniors during COVID-19

Members of Council recently met with 9 Wing Gander staff. One item discussed was the concern for seniors in the community during COVID-19. 9 Wing Gander has resources available to assist seniors with a variety of tasks such as picking up and delivering items such as grocery and pharmaceutical supplies.

The Committee asked the Department to check with Central Health and the Gander 50+ Club to identify seniors in the community requiring this assistance, and to pass along the information to 9 Wing Gander. The Committee also suggested that the Community Events Coordinator look into doing a virtual call with the Seniors Advisory Committee to discuss concerns facing seniors, especially if the pandemic continues for a longer period of time.

Gander Community Tennis Association Requests

The Gander Community Tennis Association is requesting in-kind assistance from the Engineering Department for two projects, their covered tennis court, and family/seniors' green space. The in-kind request includes site layout and planning.

The projects have been approved by Council and the Director wanted to ensure that the Committee is aware that this in-kind work is being completed by the Engineering Department this season. The Committee agrees with this work being done and refers it to the Engineering Committee for further consideration.

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 April 22, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: R. Anstey, Councillor; 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.

The following items were discussed:

Correspondence- Department of Municipal Affairs and Environment

The Committee reviewed two letters from the Department of Municipal Affairs and Environment. The first letter was regarding a request that all municipalities refrain from holding public parades and the second was a guideline for the storage of gasoline in response to concerns of stockpiling in various types of containers.

The Town of Gander has already requested, via social media, that residents refrain from organizing parades in town. A notice will be also posted on the website and social media regarding the safe location for gasoline containers and the correct types for storage.

Magee Road Traffic Complaints

The Committee reviewed two pieces of correspondence citing concerns of speeding on Magee Road as well as close calls, no sidewalks, washed-out shoulder areas and safety concerns for children walking to school.

The Committee agreed that Municipal Enforcement will be asked to increase patrols on Magee Road. In the meantime, a request for input on the cost of sidewalk installation in this area as well as costing for the extension of the green painted sidewalk and possible traffic calming measures will be forwarded to the Engineering Department.

Complaint-Social Distancing at Local Business

The Committee reviewed a complaint regarding the lack of social distancing protocol at a local business. The complaint originated online and forwarded to the Town by a concerned resident.

The Committee noted that this issue was first noted almost three weeks ago and understand the company has since implemented appropriate social distancing measures.

Mayor Farwell advised that though the Town of Gander shares the concern about correct social distancing procedures. However, wanted to note that the Town of Gander and the Municipal Enforcement Officers do not have jurisdiction in enforcing the Public Health Regulations. He did advise that there is a portal for reporting violations on the Government of NL Website and any resident directing concerns to the Town of Gander would be provided this information to ensure their concern is reported to the correct authority.

First Quarter Statistics

The Committee reviewed the first quarter statistics for Municipal Enforcement and Gander fire Rescue.

Municipal Enforcement issued 121 citations for a range of infractions including speeding, illegal parking, cell phone use, winter parking violations, failing to stop at red lights, and a mix of other non-moving violations. They recorded 236 incident reports including animal complaints, traffic complaints, mischief, property complaints, motor vehicle collisions, and snow machine complaints to name a few. The number of citations is up significantly from the same time last year. The Committee was pleased with the report and work completed by the officers.

Gander Fire Rescue responded to 59 calls, including motor vehicle collisions, medical assists, residential structure fire, stuck elevators, chimney fires and electrical fires. There were 58 inspections completed which include oxygen and commercial inspections and 360 public consultations.

The consultations are up significantly from last year which indicates that residents are calling the Fire Hall more frequently for advice and information on a variety of subjects related to home safety and fire related issues.

The first quarter statistics also indicate that there was an increase from last year in the number of times that volunteers responded to the fire hall multiple times in the same day. This year had 12 days of two-calls per day compared to nine last year and five days of 3 -calls per day compared to none last year for the same time period. The Committee will continue to monitor this trend.

Councillor Dove advised that he is concerned for the volunteers who have to leave their place of work to respond.

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 April 21, 2020. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Fall Cleanup

The Committee discussed hosting a fall clean up in place of the annual spring cleanup that was postponed due to the Covid-19 restrictions in place for employees.

The Director is recommending the fall cleanup be tentatively scheduled held September 28th – October 9th inclusive. Refuse will be collected the same day as the scheduled garbage day in the area. Guidelines for the fall cleanup will remain the same as the annual spring cleanup and will be made available to residents.

The Committee agrees with the Director and recommends the fall cleanup be tentatively set for September 28th – October 9th inclusive. The recommendation will be re-evaluated as the approaches and the circumstances of COVID-19 become clearer.

SO20-02 Sand and Anthracite

The Director presented the summary bid received for a standing offer to sand and anthracite. Two offers were received, and the Director advised that the lowest of the offers that met the specifications was submitted by Anthrafilter Media & Coal Ltd. In the amount of \$14,855.70, HST included.

The Committee recommends that the standing offer be approved as attached and forwards the results to the Finance and Administration Committee for consideration.

Covid-19, Municipal Works Operations Update

Management and Staff of the Municipal Works Department are currently working through operational hurdles with new safety protocols to accommodate restrictions in place due to the COVID – 19 pandemic. We are optimistic that seasonal maintenance work can proceed in a safe and productive manner while keeping our staff and the community safe. This week will see both the street & sidewalk sweeping start along with asphalt repair and traffic painting programs. Water and sewer operations have remained unchanged with some reduction in work capacity to account for crew separation. Council, management, and staff are making every effort to maintain service standards in all Municipal Works Operations.

Though some adjustments are required to accommodate the restrictions in place, every effort is being made to minimize the impact on residents. Council thanks the residents for patience and understanding during these challenging circumstances.

The Mayor also thanked Management and Staff for their efforts creative solutions to ensure municipal services are maintained during these difficult circumstances.

Notable Dates

The Waste Transfer Station scheduled for April 25th is cancelled. Alternate solutions/ dates are being evaluated with the company providing this service.

The Spring Cleanup Event is postponed until Fall, tentative dates September 28th - October 9th, inclusive.

Garbage collection scheduled for May 18th will now be collected on Wednesday, May 20th due to Monday, Victoria Day Holiday.

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 April 21, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; D. Chafe, CAO; R. Locke, Development Director; B. Hefford, Town Clerk.

The following items were discussed:

Pricing of 2020 Promotional Items

The Director presented a list of Town of Gander branded promotional items that have been ordered for sale and distribution during the 2020 tourism season. Council provides these items to local retailers on a cost recovery basis.

The 2020 souvenir portfolio will include drinking glasses, mugs, lapel pins and a selection of popular apparel items. If you are a local business and interested in carrying Gander branded items please contact the Tourism Development Officer at bwilliams@gandercanada.com.

9/11 Memorial-Management Recommendation

The Committee reviewed Management's recommendation for the design and installation of a 9/11 Memorial which would encompass the World Trade Centre steel currently on display at Town Hall.

There has been previous correspondence with a passenger that was stranded in Gander during 9/11 who expressed interest in designing and installing a monument as a thank you to the residents of Gander. However, in recent communication, he asked that the Town arrange donations of supplies and services required for the project essentially placing the bulk of the work on staff.

Management feels that this new approach would delay project completion with no assurance that the monument would be ready in time. As a result, Management is recommending that this project be done in house.

The Committee discussed Management's recommendation to complete this project with the resources available, and agrees with it, however, they would like staff to remain in contact with the individual in case they would like to contribute where possible.

The Committee has advised staff to research possible funding opportunities for this project. The Director suggested that a final concept should be determined by Council.

The Chair advised that Council has struck a Sub-Committee to develop a proposal and move the project forward.

Economic Opportunity

The Committee reviewed correspondence from a resident suggesting Council revisit an initiative to establish an emergency supplies warehouse and distribution centre for medical supplies and other safety equipment.

Department staff have located and will be reviewing records for the establishment of a National and International Relief Distribution Centre which was first envisioned in the early 2000's.

The Committee asked staff to continue with their review and contact previous steering committee members who were involved with this initiative. Staff will report findings during a future Committee meeting.

Home Based Business Application – 257 Elizabeth Drive

The Committee reviewed an application from the resident of 257 Elizabeth Drive to operate a home-based 1 Chair, 1 Customer nail 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 #20-104

Home Based Business Application – 257 Elizabeth Drive

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that Marsha's Manicures be permitted to operate a home-based 1 Chair, 1 Customer nail salon from 257 Elizabeth Drive.

In Favour: 7 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.

Home-Based Businesses

The Committee further engaged in a general discussion regarding the Town of Gander's Home-Based Business program and whether changes should be incorporated to address issues facing the local business community.

Where applicable, the Home-Based Business Program provides a platform for new businesses start-ups with the intention that they will grow to the point where a commercial location is warranted.

The Committee asked staff to research other Home-Based Business Programs, by-laws and enforcement procedures implemented by other municipalities and report findings during a future Committee meeting.

The Mayor stated Council should be prepared to acknowledge that the pandemic identifies the ability to conduct routine business from home. This may be a paradigm shift in the way that business is conducted.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on April 22, 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; B. Hefford; Town Clerk; J. Hillier, Administrative Assistant.

The following items were discussed:

Building Permit Guidelines/Regulations

The Director advised that there are several regulations, each at varied stages of approval within the Engineering Department currently under review. At the request of Council, these regulations were forwarded to Management and again to Council to determine which ones could be temporarily postponed, given the current situation related to COVID-19.

Shipping Container Regulation

The Committee reviewed correspondence received in response to Council's draft Shipping Container Regulation. The correspondence requested clarification on the proposed minimum separation requirements presented in the document and that Council reconsider these criteria.

The Committee is requesting that the Director research other municipalities to determine what their regulations state for minimum separations and that this be presented prior to the Shipping Container Regulation being brought forward for its final reading and adoption by Council.

Accessory Building Regulation

The Committee had a general discussion about the proposed changes to the Accessory Building Regulations and reviewed correspondence related to maximum allowable sizes. The correspondence indicated that the proposed change, however reasonable in many circumstances fails to accommodate certain circumstances and questioned Council's recommendation to remove the ability for Council to use their discretion based on the application.

The Committee discussed the proposed changes and agreed that the changes were more enabling in nature than restrictive but, if warranted, could be changed through a motion of Council.

In the absence of a change in the regulation, Council can provide a variance to any single numerical value within the regulation up to but not exceeding 10% of that written, such as a side yard or structure height. The Committee will have further discussions before the Accessory Building Regulation is brought forward for its final reading and adoption by Council.

Non- Residential Landscape Regulation

The Committee discussed the timing of the second reading of this regulation and recommends that it be brought forward at a future meeting for further discussion prior to its adoption.

The Committee is recommending that the adoption process for approving these regulations be deferred until such time that the required stakeholder engagement can be undertaken. These regulations will have an impact on businesses and the community in general and Council committed to the engagement process.

Cooper Boulevard Transportation Plan

The Director presented a draft report of the Cooper Boulevard Transportation Plan submitted by Crandall Engineering.

The report outlines improvement options with the functional and modification requirements for all sections of Cooper Boulevard. It outlined options to improve the intersection of Memorial at Cooper which was identified as nearing the level of service that would justify traffic calming in the near future and further detailed the requirements, benefits, and drawbacks to installing either traffic lights or a roundabout. The report provides recommendations for the improvement of pedestrian movement along the corridor through the enhancement of multi-use trails and the continuation of sidewalk along the sections of Cooper from Edinburgh to Airport.

In anticipation of this report, Council budgeted money in the 2020 budget process to implement measures from the report. After discussion, the Committee was pleased with the work carried out thus far and agrees that a roundabout at the Cooper/Memorial intersection would be the priority measure to help with traffic movements in that corridor. Other recommended measures will be considered in the 2021 budget process.

The Director will advise Crandall Engineering of Committee decision and request their final report which will then be brought forward for review and consideration by Council. The Director will also request a cost estimate for the proposed roundabout and begin the procurement process for design and construction services related to that infrastructure.

It is important to note that this is not a final decision, it is simply identifying that the Memorial/Cooper Blvd. intersection is the priority and the engineer is recommending that the roundabout be the preliminary recommendation. The final decision is subject to final engineering being prepared and approved by Council.

Councillor Anstey stated this will also provide a long-term plan for future upgrades to Cooper Boulevard.

Tender – Infrastructure Upgrading 2020, Corrigan Street

The Town issued a tender call for infrastructure upgrading to Corrigan Street. Four (4) tenders were received and the Director advised that the lowest bid that met specifications was submitted by **GERGAR Enterprises Limited** at a bid price of \$382,954.60 HST inclusive.

The Committee recommends that the Tender for infrastructure upgrading to Corrigan Street be awarded to **GERGAR Enterprises Limited** and refers the tender to the Finance and Administration Committee for its review and consideration.

Quarterly Construction Statistics

The Committee reviewed the Quarterly Construction Statistics from January 1, to March 31, 2020. Seven (7) residential building permits have been issued to date which is slightly higher than the same period in 2019 and that a total of seven commercial permits which is slightly lower than for the same period in 2019. The Director advised that there appears to be some construction activity around town and is optimistic that activity will increase as COVID-19 is hopefully brought under control and as the weather becomes more conducive to construction activities.

Development Application – Tennis Association

Notice is hereby given that the Town Council of the Town of Gander has received an application from the Gander Community Tennis Association to erect a building over the existing court, adjacent to the splash pad, near the intersection of Elizabeth and Memorial.

A second application has been received by the same organization to construct a seniors and family play area near the existing clay court, directly adjacent to the residence of 97 Memorial Drive.

The location in question is currently zoned **Open Space Recreation** and the proposal is permitted as a Discretionary Use in this zone as per the Town of Gander Development Regulations.

The Committee feels that these developments will have minimal impact on the adjacent Splash Pad and the Baseball Field. The Tennis Association has requested in-kind services from the Engineering Department to complete a site plan and provide layout for the facilities. The Director advised the Committee that the department would do their best to accommodate the request along with their existing projects.

**Motion #20-105
Development Application – Tennis Association**

Councillor Anstey asked about the impact the structure may have on sun exposure of the splash park. The Engineering Director advised that the proponent had engaged a consultant to complete a sun study and it revealed minimum impact.

The Director of Engineering advised that the deadline for public representation has expired and no objections have been received. Therefore, the motion should be amended to state:

Moved by Councillor Woodford and seconded by Councillor Fudge approval for the discretionary notice as attached pending there are no objections received by the advertised deadline. Approval of the Discretionary Notice as attached as there were no objections received by the deadline.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Magee Road Traffic Complaints

The item was referred from the Public Safety and Protectives Services Committee as they have received several complaints of speeding along Magee Road.

It has been suggested that the Engineering Department review traffic calming measures and consider installing a concrete sidewalk or a painted sidewalk from the Country Inn Park to Gander Elementary.

The Director advised that the Engineering Department will provide preliminary design and cost estimates to complete this infrastructure and bring it forward in the 2021 Budget process for Council's review and consideration. It was also noted that shouldering will be completed on that section of road this year which should enhance pedestrian travel along this section of road.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on April 23, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; T. Pollett, Deputy Mayor; D. Chafe; CAO; B. Hefford, Town Clerk; K. Hiscock, Director of Finance (A).

The following items were discussed:

Invoice for Approval

OPERATING

- 1. Municipal Assessment Agency \$33,462.00
 00-120-1000-7200 – Second Qtr Assessment Fees
 Budget: \$138,000 Spent to date: \$33,462

Total operating invoice for approval \$33,462.00

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

Motion #20-106

Invoice for Approval

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Department of Municipal Affairs – 2012-2014 Multi Year Capital Works Program

The Town has amended its Multi Year Capital Works Agreement to reallocate savings from completed projects to fund infrastructure upgrades to Brock Crescent and Rowsell Boulevard. The projects will include the removal of existing asphalt and subgrade, supply and placement of new Class A and Class B, replacement to sections of curb, gutter and sidewalk and two lifts of asphalt.

Motion #20-107

**Department of Municipal Affairs – 2012-2014 Multi Year Capital Works Program
Infrastructure Upgrades to Brock Crescent**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that approval be given to reallocate \$370,360 from the 2012-2014 MYCW portion of the unallocated funds to project # 17-MYCW-21-00040 for infrastructure upgrades to Brock Crescent. The Town of Gander agrees to provide \$100,757 in funding for this project.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Brown explained that there were savings in projects originally covered under the 2012-2014 MYCW Program. The funding partners have agreed to amend that agreement to include the additional work as this is funded under more favourable terms than the current programs available. Existing programs are cost shared on a 50-50 basis compared to 70-30, saving the taxpayers of Gander approximately \$85,000.

Motion #20-108

**Department of Municipal Affairs – 2012-2014 Multi Year Capital Works Program
Infrastructure Upgrades to Rowsell Boulevard**

Moved by Councillor Brown and seconded by Councillor Anstey that approval be given to reallocate \$474,850 from the 2012-2014 MYCW portion of the unallocated funds to project #17-MYCW-21-00039 for infrastructure upgrades to Rowsell Boulevard. The Town of Gander agrees to provide \$129,183 in funding for this project.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Prior to the vote, Councillor Fudge advised that he lives on Rowsell Blvd identifying the potential Conflict of Interest. The mayor stated that the proposed work was based on an approved road maintenance schedule and he does not feel that general maintenance to existing infrastructure poses personal economic gain. He thanked Councillor Fudge for disclosure. No other Councillors expressed their opinion of conflict.

Councillor Brown wanted to identify that the source of funding that was earmarked from the previous budgets associated with the Multi Year Capital Works program.

Property Tax Reductions

The Committee reviewed four applications for residential property tax reductions that met Council’s policy based on income criteria.

Motion #20-109

Property Tax Reductions

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the property tax reductions be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Standing Offer # S20-02 Supply & Delivery of Sand and Anthracite

The results of the Standing Offer for the Supply and Delivery of Sand and Anthracite was presented to the Committee. With two bids received, the lowest bid that met specifications was submitted by Anthrafilter Media & Coal Ltd. in the amount of \$14,855.70 inclusive of HST.

Motion #20-110

Standing Offer # S20-02 Supply & Delivery of Sand and Anthracite

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Standing Offer for the Supply and Delivery of Sand and Anthracite be awarded to Anthrafilter Media & Coal Ltd. in the amount of \$14,855.70 HST included be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender Summary MA12218, Infrastructure Upgrading 2020, Contract #2 – Corrigan Street

The results of the tender for the Infrastructure Upgrade for Corrigan Street was presented to the Committee. The project includes the replacement of curb and sidewalk on one side and milling and recapping asphalt.

With four bids received, the lowest bid that met specifications was submitted by GERGAR Enterprises Limited in the amount of \$382,954.60 inclusive of HST.

Motion #20-111

Tender Summary MA12218, Infrastructure Upgrading 2020, Contract #2 – Corrigan Street

Moved by Councillor Brown and seconded by Councillor Woodford the tender for the Infrastructure Upgrading for Corrigan Street be awarded to GERGAR Enterprises Limited in the amount of \$382,954.60 inclusive of HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Strategic Planning Update

Earlier this year, Council began a review of its Strategic Plan, a process that was to include significant community engagement by way of roundtable discussion sessions. Unfortunately, the current pandemic makes in-person sessions impossible. Staff have investigated the possibility of conducting virtual sessions and feel it is a viable alternative but with some obvious limitations, including the public's access to the necessary technology. The Committee feels that, though not ideal, virtual sessions can work and has directed staff to proceed with virtual sessions. A call for participants will be issued in the very near future via the Town's website and social media pages.

The Mayor reiterated that public engagement is a critical part of this process.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Gander International Airport Authority Board Nomination

Council is the nominator for three positions on the Gander International Airport Authority's Board of Directors. Current appointees are Des Dillon, Melvin Thorne and Gene Hedges. Mr. Hedges' term expired on April 15, 2020. Council is now required to extend Mr. Hedge's term or submit a new nominee. Council reviewed and discussed this matter and is recommending that Mr. Hedge's be appointed as the Town's nominee.

Motion #20-112

Gander International Airport Authority Board Nomination

Moved by Deputy Mayor Pollett and seconded by Councillor Anstey that The Town of Gander nominate Gene Hedges to the Gander Airport Authority's Board of Directors.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Deputy Mayor Pollett left the meeting at 5:47pm due to conflict of interest.

35 Hawker Crescent

The Director presented the Committee with an invoice from the property owner of 35 Hawker Crescent requesting reimbursement for the costs incurred to investigate a blocked sewer lateral. It was determined the blockage was at the manhole in the main line and falls within the Policy MW030 guidelines for reimbursement. It is recommended the owner of 35 Hawker Crescent be paid \$700.00 for the costs incurred to investigate a blocked sewer lateral.

Motion #20-113

35 Hawker Crescent

Moved by Councillor Anstey and seconded by Councillor Brown that the owner of 35 Hawker Crescent be reimbursed \$700.00 for the costs incurred to investigate a blocked sewer lateral.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Woodford asked for clarification if the \$700 which is maximum reimbursement of a larger invoice. It was confirmed that Council's policy allows for a maximum reimbursement of \$700 and any amounts over and above that prescribed maximum was not eligible for reimbursement.

COVID-19

The Mayor wanted to thank Municipal Staff for their efforts under these difficult circumstances. It should be noted that technology has been of great assistance in allowing many Town functions to continue with minimal interruption employees provide front line services. He also wanted to thank all workers who are working through this event and their efforts are appreciated in allowing the community residents to obtain products and services in a safety and effective manner.

The reduction of numbers is very positive and encouraging, it still does not mean we are out of the woods. The residents need to be commended in their effort to follow the direction of Dr. Fitzgerald and other officials providing guidance to residents.

10. ADJOURNMENT

Motion #20-114

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:56 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk