

MINUTES

Regular Meeting of Council
Wednesday, May 20, 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
	K. White	Communications Officer

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

World Ovarian Cancer Day Proclamation

The Mayor proclaimed May 8, 2020 as World Ovarian Cancer Day in the Town of Gander.

Recreation Month Proclamation

The Mayor proclaimed June 2020 as Recreation Month in the Town of Gander.

Early Childhood Educators' Week Proclamation

The Mayor proclaimed May 24 to May 30, 2020 as Provincial Early Childhood Educators' Week in the Town of Gander.

H. Lowe, Fire Chief joined the meeting 4:35pm.

3. APPROVAL OF AGENDA

Motion #20-115

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on May 20, 2020 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-116

Regular Minutes for Approval

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on April 29, 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 May 11, 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:

Policy – R009 Cobb’s Pond Rotary Park Usage

The Director presented the proposed changes to Policy R009 Cobb’s Pond Rotary Park Usage to the Committee for its first reading.

The Committee suggested the following changes:

- Under procedure #4: expand walk to say 'charity walk'.
- Under Cost: expand the cost per rental to 'the cost per building rental'.
- Include the measurement of the space being rented.

These changes will be made, and the Policy will be forwarded back to Management for a second review.

Seniors and Family Play Area

The Director presented the layout for the new senior and family play area to be located next to the Gander Community Tennis courts. The Committee suggested the following:

- Instead of a croquet court look into the possibility of having mini golf. They feel this may get more use and could possibly be a revenue generator.
- Install a second access gate near the parking lot.
- Questioned whether there is a need for three bocce courts as it seems like there is a lot in this area. The Director explained that this was approved by users such as Special Olympics.
- Make sure there was some green space left for benches and trees or shrubs. The Director explained that the plan was to install shrubs along the fence which is adjacent to the neighboring residence and there are plans for benches.
- Netting maybe required to stop balls from the adjacent softball fields.
- Make sure the area is accessible for persons with mobility issues.

The Director will pass these suggestions along to the Gander Community Tennis Association and report back to the Committee.

Gander Rotary Club re QR Code for Tourism Information

The Cobb's Pond Redevelopment Committee has begun planning for a new project whereby QR Codes will be placed on small plaques throughout the park. Visitors to the park can scan these codes with their phone, which will lead them to the Cobb's Pond website providing information about birds and animals around the pond as well as information on the Town of Gander, the Aviation Museum, etc. They will be designing, making, and installing these plaques in approximately eight (8) locations around the pond and need the Town of Gander's permission to have the Rotarians or Town staff to install them.

The Committee felt this was a great addition to the park for the community and tourists. The Director will speak to the Redevelopment Committee regarding the location and installation of the plaques.

Variance Report

The Director presented the first quarter variance report and explained some variances due to implications from COVID-19. Since there will be no large gatherings for events and conventions, there will be a savings in the hiring of a special events person and also in hosting grants for events such as the Municipalities NL Symposium, Youth Conference (YC2020) and the Ride for Sight. There will also be a revenue loss in building and ice rentals since some special events and ice related activities will not be taking place.

The overhaul of the ice plant will reduce maintenance costs because of the new plant and compressor which are currently being installed. The overhaul will not be needed in 2020.

The Committee is referring the report to the Finance Committee for their review and consideration.

Gander Minor Soccer Executive

In 2018, the Gander Minor Soccer Executive stepped down and the Town of Gander put out a call for new members for 2019. At that time, there was not much interest, however, one person agreed to work with the Department, along with some help from a couple other citizens to keep the program running. The Town of Gander assisted by doing the payroll for their programs as well as some administrative duties. The individual that volunteered with the soccer program is no longer able to volunteer in 2021, however, the Department has interest from some other citizens to form an Executive. The Department will be putting out a call to anyone who is interested in a position on this Executive. A formal notice will be drafted within the coming weeks. If anyone would like more information, please contact the Department by emailing recreation@gandercanada.com.

Council would like to thank Ms. Starkes, and her members, who kept the Gander Minor Soccer Program running in in 2019.

COVID-19 Event Cancellations

The Director advised that due to the restrictions related to COVID-19 and the Chief Medical Officer's advice to not have mass gatherings, the Department is in the process of cancelling several events that were planned for the summer of 2020. These community events include Canada Day, Ride for Sight, Geek Fest and the Festival of Flight. The Director advised the Committee that the Department is still working on ways to host something for Canada Day and the Festival of Flight whether it be virtually or combining it with some other event in the future. The Committee agreed that it is still important to celebrate these events whether virtually or within the public's respective bubbles.

The Committee would like the public to forward any ideas that they may have to the Department by emailing recreation@gandercanada.com. An update on events will be provided as they become available.

20th Anniversary Steering Committee Terms of Reference

The Director presented the Terms of Reference for the 20th Anniversary Steering Committee. The Committee agreed with the terms including the mandate, membership, and composition as well as attendance and participation. The Committee is pleased and looks forward to the Steering Committee working together to provide the planning and execution of the 20th Anniversary of 9/11 commemoration event that will take place in September 2021.

Stewardship Association of Municipalities (SAM) Meeting

Councillor Woodford updated the Committee on the upcoming SAM meeting scheduled for June 12th & 13th in Deer Lake. Due to COVID-19, this meeting will now be held virtually on June 13th and Councillor Woodford will be attending.

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 May 13, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, 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:

Delegation- Busy Bee Cabs via Teleconference

The Committee met with Busy Bee Cab Company to discuss the proposed changes to the Taxi and Limousine Regulations. The owner was sent a copy of the regulations for review and agreed with the changes. The representative has a concern about taxi stands and suggested that the premises be inspected before approval is granted. He felt that all operations should abide by the same regulations with respect to a taxi stand.

The Committee agreed and the definition of the Taxi Stand has been modified to reflect this proposed change as indicated on page 4 and page 14.

Other changes included the addition of the Regulation Statement at the beginning and the Appeal process at the end, Schedule C-Taxi Driver Code of Ethics, and other operational items on pages 11, 12, & 13. The Regulations will be reviewed again at the next management meeting and brought back to Committee.

Policy FD-002 - Firefighter Uniforms

The Committee reviewed proposed changes to Policy FD-002 for Firefighter Uniforms as referred from Management. Changes included updated language and the addition of a dress hat for volunteers for formal occasions. This item will be incorporated to the current budget for uniforms and will not be an additional cost.

Motion #20-117

Policy FD-002 - Firefighter Uniforms

Moved by Councillor Dove and seconded by Councillor Fudge that Policy FD-002- Firefighter Uniforms be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

ME-001 Uniform and Required Equipment

The changes to this policy included the removal of the “purpose” to meet the new policy format, the addition of trousers and duty bat and removal of ties and head gear notation, removal of the Special Constables text, language updates, and responsibility update.

Motion #20-118

ME-001 Uniform and Required Equipment

Moved by Councillor Dove and seconded by Councillor Woodford that Policy ME-001, Uniform and Required Equipment be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

ME-002 Vehicles and Required Equipment

The changes to this policy included the removal of the “purpose” to meet the new policy format, item on parking of vehicles when off duty, the equipment list was updated, and the responsibility added.

Motion #20-119**ME-002 Vehicles and Required Equipment**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that Policy ME-002, Uniform and Required Equipment be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

First Quarter Variance Report

The Committee reviewed the first quarter variance report for 2020 for the Fire Department and Municipal Enforcement.

Gander Fire Rescue - There will be a timing adjustment of \$16,190 for the Combi Tool and a savings of \$5000 is anticipated due to COVID-19 restrictions on travel and training.

Municipal Enforcement-This quarter will be over budget by \$8, 666 as a result of unbudgeted expenses for wages in lieu to notice.

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

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 May 12, 2020. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Pollett, Deputy Mayor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

29 Nungesser Avenue

The Committee reviewed correspondence from the resident of 29 Nungesser Avenue expressing his concerns when contents of the sewer main backed up into his basement while the Town was completing flushing exercises to free a blockage in the sewer main. This is the second occurrence of a sewer backup when clearing a blockage. Whelan's Plumbing was called in for cleanup at that time and the resident feels the costs incurred should be the responsibility of the Town.

The Director advised the Committee that the Town was in the vicinity clearing a blockage in the sewer main. It was determined the blockage was caused by pipe failure and has since been repaired. It is recommended that the resident follow the standard protocol for such instances and file a claim with his insurance company.

The Committee agrees and recommends the resident be informed of the standard procedures to follow in this circumstance.

Transfer Station Dates

The Director informed the Committee he recently spoke with a representative of PBO and discussed the Transfer Station scheduled dates. Based on the availability of Personal Protective Equipment (PPE), the upcoming Transfer Station Dates will remain as previously scheduled. Dates for the events that were cancelled in April are tentatively set for June 27th and July 25th.

With the safe distancing protocol in place, residents will be required to offload refuse in the appropriate dumpsters without the assistance of staff. A drop box will be available to deposit the payment for the service. Residents are advised to bring a cash payment in the correct amount as there will be no exchange of monies onsite.

Councillor Anstey provided information alternate dates for the Waste Transfer Stations. They are June 27 and July 25. In addition, he noted there may be some procedural changes including the request for exact change and the fact that site staff will no longer assist in removing items from vehicles.

Rainbow Crosswalk, Town Hall

The Committee discussed the reinstatement of the rainbow crosswalk located in front of the Town Hall. In previous years it has been a joint effort between various community groups.

The Director advised he has been in contact with representatives of the groups willing to provide the resources for reinstatement of the crosswalk and will confirm their participation for 2020.

The Committee agrees Council will continue to support the reinstatement of the rainbow crosswalk for 2020.

Septic Disposal Pit

The Director informed the Committee that the sludge pit located at the Town of Gander landfill site is no longer an operational requirement for the Town with the commissioning of the new Waste Water Treatment Plant. It is recommended the Town contact Service NL to advise that the Town no longer requires the use of a sludge pit for operations.

The Committee agrees the maintenance and upkeep of the facility is an unnecessary expense to the Town if the site is no longer needed for operational purposes. The Committee recommends the site be closed for sludge disposal.

Mayor Farwell asked if there were alternatives in Central. Councillor Anstey stated that to date, there is no alternative, and this was essentially a regional site. The Town of Gander no longer requires the site with the commissioning of the Wastewater Treatment Plant and would not subsidize this regional service.

Quarterly Water Report

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

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

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

This testing is conducted by the Provincial Government and a detailed report of the analysis results may be viewed on the Department of Municipal Affairs and Environment website:

<https://www.mae.gov.nl.ca/waterres/whatsnew/index.html>

Mayor Farwell questioned where are these samples collected?

Councillor Anstey stated it is collected at various points throughout the Water Distribution System and it was verified by the Director of Municipal Works that the representative testing method is utilized.

Variance Report – 1st quarter

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

The Municipal Works and Services Department is currently operating under budget by \$28,100.00. The savings are directly associated with the delay in hiring staff and savings from reduced travel during the pandemic.

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. The summer maintenance programs including street & sidewalk sweeping, lawn repair, asphalt repair, line painting and water main flushing is now in progress. 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 residents for their patience and understanding during these challenging circumstances.

Notable Dates

Upcoming Waste Transfer Station scheduled dates are May 30th and June 13th.

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

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 May 12, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; R. Locke, Development Director; B. Hefford, Town Clerk.

The following items were discussed:

9/11 Memorial-Council Recommendation

The Committee discussed Council's recommendation to establish a Sub-Committee for the execution of a 9/11 Memorial to respectfully present the World Trade Centre Steel donated to the Town of Gander.

There was a passenger stranded in Gander who expressed interest in spear heading the project. However, there is concern that the project may be delayed. The goal is to ensure the project is completed prior to the 20th Anniversary of 9/11. It was suggested that outside parties including the passenger be offered input to the Committee.

The Director further informed the Committee that the Tourism Development Officer will be looking to schedule a Sub-Committee meeting.

"Sense of Arrival" Banners

The Director informed the Committee that there are funds remaining in the budget allotted for the "Sense of Arrival" project previously undertaken in partnership with the Gander and Area Chamber of Commerce and in consultation with a local Tourism Steering Committee.

This project saw the creation and installation of directional and interpretive signage placed in strategic locations throughout town. This will be developed as a self-guided tour for tourists looking to visit sites that played an integral part during the events of 9/11. Some of these sites include schools, the Royal Canadian Legion, Town Hall, Fire Hall and the Steele Community Centre.

In co-operation with funding partners (ACOA & TCII) and the Tourism Steering Committee additional "sense of arrival" signage and banners will be sourced with the remaining funds. These include, street pole banners, point of entry signage and a banner to be placed outside the Tourist Chalet.

The Committee would like to note that the additional signage will be purchased at no additional cost to the Town.

Potential Student Initiative

The Committee Chair brought forward an item regarding a potential opportunity for the local business community to avail of federal student funding programs currently launched in response to COVID-19. As some funding programs provide financial assistance at little to no cost to the employers, businesses could employ students to complete projects that might have been otherwise neglected or delayed due to the current pandemic.

For example, businesses could hire students to conduct basic property maintenance thereby improving visual appeal and aesthetics.

It was suggested that a partnership opportunity be explored whereby the Chamber of Commerce would promote the various funding programs through their membership and other advertising platforms.

The Committee was advised that the Director and the Committee Chair have a meeting scheduled with the Chamber to discuss this opportunity.

The meeting took place and the businesses have a challenge in housing and accommodating the additional staff. We will continue to work with the Chamber of Commerce.

The discussion also included how Council can assist with the transition through COVID-19 opening stages. We will continue to evaluate how Council may be able to assist.

Mayor Farwell agreed that the Municipality may have a role in adjusting how the public spaces are utilized. He referenced the City of St. John's exploring the use of sidewalks/streets for food embellishments to maintain density required to be economically viable.

Variance Report Ending March 31, 2020

The quarterly variance report was reviewed by the Committee. The report reflects a budget variance in the form of projected savings totaling \$27,050. These savings are due primarily to reduced wages due to a staffing shortage and projected savings in business travel due to pandemic restrictions.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on May 13, 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:

Parking – 127 Sullivan Avenue

The Committee reviewed correspondence from the Canadian Forces Housing Agency (CFHA), requesting Council's approval to install a parking lot, preferably three parking spaces, at the front of their office located at 127 Sullivan Avenue. Currently, there are five parking spaces for CFHA located at the rear of the building and they have indicated that all spaces are occupied at any given time leaving visitors nowhere to park.

The Director advised the Committee that the CFHA office exists as non-approved, non-conforming Government use located in a Residential Medium Density zone. The current Town of Gander Development Regulations state that no part of any off-street parking area shall be closer than 1.5m to the front lot line in any zone. The request as presented would place the parking lot outside of the lot line and on the municipal road right of way, which is not permitted.

After discussion, the Committee agreed that they cannot permit the request as presented and recommends that the Director notify the Canadian Forces Housing Agency of Council's decision.

Status Update – Municipal Town Plan

The Director advised the Committee that our consultant has made repeated attempts to obtain a status update on the new Municipal Town Plan, which was submitted to the Provincial planning office for review in August 2019. However, there has been no response received to date. There is no indication that there are any technical issues with the plan however, it was identified that there are several other Municipalities experiencing the same issue with their plan submittals.

Nuisance Regulations – Noise Levels

The Director advised the Committee that his department have been dealing with complaints of noisy heating and cooling units in recent months. In the absence of a permitted decibel level for these units, the enforcement of this regulation is quite subjective. The Committee discussed the possibility of a stand-alone regulation for heating and cooling units however, the Committee felt it was unwarranted at this time.

The Committee is recommending that the department research existing municipal regulations from other communities and bring forward a recommended decibel level to be added to the existing nuisance regulation to make it more objective.

Tenders – Infrastructure Upgrading

Medcalf Street

The Town issued a tender call for infrastructure upgrading to Medcalf Street. Four (4) bids were received and the Director advised that the lowest bid that met specifications was submitted by **H. Wareham & Sons** at a bid price of \$137,439.95 HST inclusive.

The Committee recommends that the tender for infrastructure upgrading to Medcalf Street be awarded to **H. Wareham & Sons** and refers the tender to the Finance and Administration Committee for its review and consideration.

Roe Avenue

The Town issued a tender call for infrastructure upgrading to Roe Avenue. Two (2) tenders were received and the Director advised that the lowest bid that met specifications was submitted by **Exploits Valley Paving Ltd.** at a bid price of \$239,939.34 HST inclusive.

The Committee recommends that the Tender for infrastructure upgrading to Roe Avenue be awarded to **Exploits Valley Paving Ltd.** and refers the tender to the Finance and Administration Committee for its review and consideration.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on May 13, 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:

Hiring Policy

The Committee reviewed Management's proposed amendments to Policy P048-Hiring including the addition of a procedure for hiring summer students, changes in the assignment of responsibilities and the addition of a new "limitations" statement.

The Committee feels that these changes further strengthen the policy and Council's commitment to an effective and transparent hiring process. The Committee presents Policy P048, amended as attached, for its first reading.

Those wishing to provide comment or feedback on this policy may do so by contacting the Town office at info@gandercanada.com. The second and final reading will be held during Council's regular public meeting scheduled for June 10th.

June 10, 2020 does not meet the six week requirement for public input. Follow up will be verified prior to presentation of 2nd reading.

Property Tax Reduction

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

**Motion #20-120
Property Tax Reduction**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Supply and Delivery of Trees

The results of the tender for the supply and delivery of trees was presented to the Committee. With three bids received, the lowest bid that met specifications was submitted by Sheridan Nurseries in the amount of \$18,815.73 HST inclusive.

**Motion #20-121
Tender – Supply and Delivery of Trees**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the tender for the Supply and Delivery of Trees be awarded to Sheridan Nurseries in the amount of \$18,815.73 HST included be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender #20-08, Infrastructure Upgrading 2020, Contract #5 – Roe Avenue

The results of the tender for the infrastructure upgrade for Roe Avenue was presented to the Committee. The project includes resurfacing approximately 330 meters of roadway including associated subgrade work and a section of curb replacement.

With two bids received, the lowest bid that met specifications was submitted by Exploits Valley Paving Ltd. in the amount of \$239,939.34 HST inclusive.

Motion #20-122

Tender #20-08, Infrastructure Upgrading 2020, Contract #5 – Roe Avenue

Moved by Councillor Brown and seconded by Councillor Anstey the tender for the Infrastructure Upgrading for Roe Avenue be awarded to Exploits Valley Paving Ltd. in the amount of \$239,939.34 HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender #MA12272 Infrastructure Upgrading 2020, Contract #3 – Medcalf Street

The results of the tender for the infrastructure upgrade for Medcalf Street was presented to the Committee. The project includes replacing 100 meters of sanitary sewer main and associated reinstatement.

With four bids received, the lowest bid that met specifications was submitted by H. Wareham & Sons in the amount of \$137,439.95 HST inclusive.

Motion #20-123

Tender #MA12272 Infrastructure Upgrading 2020, Contract #3 – Medcalf Street

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the tender for the Infrastructure Upgrading for Medcalf Street be awarded to H. Wareham & Sons in the amount of \$137,439.95 HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Continuation of Benefits

Should the current pandemic continue for an extended period, it may become necessary to issue temporary layoffs. To mitigate some of the impact this will have on the affected individuals, Council has agreed to pay 100% of the premiums for the continuation of individuals group benefits up until the sooner of their recall to work or December 31st of this year. The cost of continued coverage would be accommodated through savings in payroll resulting from the layoff. The additional cost would range between \$100 to \$200 a month per employee depending on single or family coverage of group benefits.

Motion #20-124

Continuation of Benefits

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that employees who become temporarily unemployed as result of the COVID-19 pandemic have their group benefits premium costs fully covered until the sooner of their recall to work or December 31st of this year.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Brown stated that this is a reality that Council does not want to consider, but there may come a point where it is forced to consider layoffs. To date, there have been no layoffs. Council also recognizes that management and staff have exercised flexibility in modifying their workplans to ensure the staff are being assigned effective and productive duties.

M&J's Eavestrough Response

The Economic Development Committee agreed to refund the security deposit for 110 Baird Place due to the cancellation of the Purchase and Sale Agreement. This item was referred to Finance for consideration.

Due to the economic hardship and uncertainty resulting from the COVID-19 pandemic, M&J's Eavestrough requested to cancel their Offer to Purchase.

Motion #20-125

M&J's Eavestrough Response

Moved by Councillor Brown and seconded by Councillor Fudge to refund the security deposit of \$18,000 to M&J Eavestrough due to the cancellation of the Purchase and Sale Agreement for 110 Baird Place without prejudice.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Demolition of Existing WWTP's

The Engineering Committee referred a proposal from CBCL to the Finance Committee for consideration. The proposal provides engineering services and project management associated with the demolition and site remediation of the Magee Road and Beaverwood Wastewater Treatment facilities to the Finance Committee for consideration.

The demolition was originally included in the project and is eligible for cost sharing with the Provincial and Federal Governments. The total project is currently under budget.

The item was reviewed for technical specification by the Engineering, Planning, and Control Committee and are recommending that CBCL Limited be offered the engineering services and project management associated with the demolition work as attached.

Motion #20-126

Demolition of Existing WWTP's

Moved by Councillor Brown and seconded by Councillor Anstey that the Town of Gander wishes CBCL Limited to provide a Level of Effort price and breakdown for the scope of work required to complete the engineering design work associated with the project " Demolition of Existing WWTP's - 17-NRP-17-00006".

In Favour: 7 Opposing: 0

Decision: Motion carried.

Formal Engagement of "CBCL Limited" through a Prime Consultant Agreement will only occur if the pricing obtained for this service is considered fair and reasonable by the Department of Municipal Affairs and Environment. Council will provide documentation as required by PPA and have this available to PPA representatives if required in the future."

Quarterly Variance Report

The Committee was presented with the unaudited operating report for the first quarter of 2020. The revenues less expenses resulted in a deficit of \$61,115. The major variances for all Departments that contributed to the variance were as follows:

- Commercial land sales revenue is \$100,000 under budget due to the cancellation of the Sale Agreement for 110 Baird Place

- Interest on tax arrears revenue is \$15,000 under budget due to the extension of the deadline for payment of taxes by three months
- Wages are under budget by \$43,000 due to the delay in hiring and unpaid leave
- Ice and building rentals revenue at the Steele Community Centre is underbudget by \$49,000 due to cancellations caused by COVID-19
- Travel and training are underbudget by \$33,000 due to cancellations caused by COVID-19

Acting Appointment

In early January of this year, the Town's former Director of Finance/Town Clerk retired after a career servicing his community. At that time, and in accordance with Council's Acting Assignments and Appointment Policy-F024, the Supervisor of Accounting was assigned the position of Director of Finance (Acting) for a period not exceeding 16 weeks.

This assignment was made to allow Council the opportunity to undertake a review of the Town's operations and organizational structure prior to hiring a permanent replacement. Since then, a few factors including the completion of a Strategic Plan update and the present pandemic have delayed a formal review.

Ms. Kelly Hiscock has held this position as an Acting assignment since January 6th and it is the Committee's wish that she continues in that role.

In accordance with Policy F024, Council now has the option of appointing Ms. Hiscock to the position of Director of Finance for a period of up to two years.

Motion #20-127

Acting Appointment

Moved by Councillor Brown and seconded by Councillor Anstey that Ms. Kelly Hiscock be appointed to the position of Director of Finance effective, Thursday, May 21, 2020 for a term of up to two years.

In Favour: 7 Opposing: 0

Decision: Motion carried.

As Chair of Finance Committee, Councillor Brown feels Ms. Hiscock has been capability filled in the interim.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS**Maintenance Barge - Waste Water Treatment Plant**

The Director of Municipal Works has advised Council that the Town's new Wastewater Treatment Plant will require a maintenance barge for routine work within the lagoons.

This was an unbudgeted item and was not included in the main contract for the facility as it is a maintenance item. This piece of equipment is not eligible for cost sharing with the funding partners and as such will be 100% funded by the Town. The Director advised that this is a critical piece of equipment to provide a stable work platform for staff to safely and efficiently carry out maintenance on the Lagoon's.

Local design firms were contacted for the provision of design of this structure; however, it was determined that the services of a naval architect would be required. A proposal was obtained from Marine Services International Ltd. as attached to provide a detailed design for a Maintenance Barge as per the Town's specifications and in compliance with Section 465 of the OHS Regulations – Floating Work Platform. The Project Management Team has indicated that the proposal is fair pricing for the scope of work and has recommended that Marine Services International Ltd. be engaged to provide the scope of work as detailed in their proposal.

Motion #20-128**Maintenance Barge - Waste Water Treatment Plant**

Moved by Councillor Woodford and seconded by Councillor Brown that Marine Services International Ltd. be engaged to provide detailed design of a Maintenance Barge, as per the attached Quotation #P-2020-017-R0 in the amount of \$15,467.50 HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Contract Change Order Contract #1 – Street Subgrade and Resurfacing

Early this spring, Town Staff noticed a sink hole located in the shoulder of the road in front of 8 Magee Road. Upon investigation, it was determined to be the result of a failed storm sewer pipe.

The site has been safely barricaded and although the replacement of this storm sewer was not anticipated and not included in the scope of work for the contractor working in the area at this time, it is in close proximity and operationally efficient to include the work with the existing contractor through a Change Order. The Change Order before Council was prepared by the Town and agreed upon by the contractor to include all labour, plant and materials to complete the installation of 74m of 450mm HDPE storm sewer in the area as indicated on the attached drawing 20-306-CO1. Work shall include the excavation, removal and disposal of the existing CMP, any additional excavation or fill and compaction required in the trench to accommodate the grade of the new pipe, supply, install and connect at both ends the new HDPE system, supply and install bedding material, backfill, and reinstate area to equal or better than original condition.

The Project is currently under budget and the proposed change will have no impact on the schedule.

Motion #20-129

Contract Change Order Contract #1 – Street Subgrade and Resurfacing

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that Council approve Contract Change Order #1 as attached in the amount of \$13,800.00 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender Summary #20-02, Steele Community Centre Door Replacement

The Town issued a tender for the Steele Community Centre Door Replacement. Ten (10) tenders were received and the lowest bid that met specifications was submitted by Brook Construction (2007) Inc. in the amount of \$62,100, tax inclusive. This was \$33,685.56 under budget.

Motion #20-130

Tender Summary #20-02, Steele Community Centre Door Replacement

Moved by Councillor Fudge and seconded by Councillor Woodford that the tender to supply the Steele Community Centre Door Replacement be awarded to Brook Construction (2007) Inc. at a cost of \$62,100 tax inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

It was clarified that the emergency exits are on the side of building.

Councillor Dove left the meeting prior to discussion and vote due to conflict of interest.

2B Memorial Drive

Council has undertaken a traffic study to assess traffic controls on Cooper Boulevard. The findings have been presented and identify Memorial Drive and Cooper Boulevard intersection as first priority for upgrades. Preliminary designs have been provided and indicate potential impacts on 2B Memorial Drive. The property was listed for sale and Council entered negotiations to purchase the property. A conditional offer has been agreed upon.

Funds for this project have been identified in the 2020 Capital Out of Revenue Budget, earmarked for Cooper Boulevard traffic controls. Council also plans to evaluate the possibility of reselling the house and land once the upgrades have been undertaken. This may allow Council to recover some of the purchase price.

Motion #20-131

2B Memorial Drive

Moved by Councillor Brown and seconded by Councillor Anstey that Council purchase the residential property located at 2B Memorial Drive, Gander as per the terms and conditions detailed in the attached "Offer to Purchase".

In Favour: 6 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #20-132

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:06 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk