

MINUTES

Regular Meeting of Council
Wednesday, June 12, 2019 @ 4:30 pm
Council Chambers

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
	G. Brown	Town Clerk
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	D. Quinton	Development Director (A)
	K. White	Communications Coordinator

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Philippines Independence Day Proclamation

Representatives of the Philippine community joined the Mayor as he made the proclamation.

The Mayor proclaimed June 12, 2019 as the 121 Years Anniversary of the Philippines Independence Day.

Recreation Month Proclamation

The Mayor proclaimed June to be Recreation Month in the Town of Gander.

Joan Smeltzer, Interpretive Ambassador of Flight 93 National Memorial Presentation

On Friday, June 7th, Ms. Joan Smeltzer, Interpretive Ambassador at Flight 93 National Memorial in Shanksville, Pennsylvania, and her husband paid a visit to Gander and the Town Hall, to learn of the events that took place in Gander following the 9/11 attacks. She also presented the Town of Gander with two books that tell the story of Flight 93, “Heroes Were Made” by Tom Ridge and “Flight 93” by Tom McMillan. Council was pleased to exchange stories with her and thanks Ms. Smeltzer and her husband for taking the time to visit.

Adventure Central Tourism Award

The Mayor stated the Town of Gander was presented a Municipalities Tourism Champion Bergy award from Adventure Central.

3. APPROVAL OF AGENDA

Motion #19-117

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on June 12, 2019 be adopted as amended.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-118

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on May 22, 2019 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #19-119

Special Minutes for Approval

Moved by Councillor Dove and seconded by Councillor Fudge that the Minutes from the Special Meeting of Council on May 27, 2019 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 Living report was presented by Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on June 3, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: B. Dove, Councillor; P. Woodford, Councillor; N. Newell, Recreation Director; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Festival of Flight

Parade

The Committee reviewed the results of a survey that the Department completed regarding the business communities' interest in participating in the Festival of Flight parade. The survey was sent out to businesses by email, put on the Department and Town's Facebook pages and the Chamber of Commerce also sent it out via their business email list. There were 91 businesses who answered the survey; and even though most thought the parade was an essential part of the festival, only seven plan on entering a float in this year's parade. This was due to several reasons such as the cost, time it takes to complete, shortage of staff available and busy time of year.

Last year, there were only a few floats in the parade even after Department staff visited a lot of businesses to encourage them to participate. The Department feels that they have spent countless hours trying to bring the parade back to what it used to be, but the interest is just not there anymore. Therefore, they are recommending to Council that the parade be discontinued from the Festival of Flight schedule.

The Committee agrees with this recommendation.

Motion #19-120
Festival of Flight Parade

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Festival of Flight parade be cancelled.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Festival of Flight Schedule

The Special Events Coordinator circulated a copy of the tentative festival schedule. Most of the events on the schedule are the ones being organized by the Department except for the Derby. There are several other events which will be added but they are waiting for a final confirmation from the groups who will be hosting these events. The deadline to have the information to the Department is June 19th.

The Director noted that the Derby, which is run by the Gander Boys & Girls Club is a big attraction with revenues historically shared with the Town on a 70/30 basis. Most of the organization is done by the Boys & Girls Club except for the Town Depot helping to get the pit ready and moving the cars from the pit after the event. The Department is recommending that the Boys & Girls Club should receive 100% of the profit from the Derby and the Town still provide it's support in-kind.

The Committee agrees with this recommendation.

Motion #19-121
Festival of Flight Schedule

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Boys & Girls Club receive 100% of revenue generated by the Festival of Flight Demolition Derby.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Expressions of Interest – Event Bar Concessions

As in past years, the Department put out an expression of interest to any group who would be interested in running the bars during the town's events this summer. There were three received for the Ride for Sight Dance and the Ride for Sight Committee decided to award it to the Gander & Area SPCA.

There was only one expression of interest received for the Kitchen Party and Crossroads Entertainment bars, so this was awarded to the Gander Senior Flyers.

Since no one was interested in the Gander Day Beer Tent, it will be operated by Festival staff.

Breastfeeding Policy

Central Health's Lactation Consultant met with Council on March 11th to introduce the Breastfeeding Municipalities Tool Kit which 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.

The provincial government is asking municipalities to pledge their support to become a Breastfeeding-Friendly Community and help remove barriers around breastfeeding in public spaces. The Committee was very supportive of this initiative and had asked the Director to work on a Breastfeeding Policy for the Town of Gander.

In consultation with the Lactation Consultant, the Department completed the attached Breastfeeding Policy and puts it forth for the first reading.

Variance Report

The Department's variance report for the first quarter was reviewed. There were no significant variances reported at this time.

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

Stewardship Association of Municipalities

The Stewardship Association of Municipalities (SAM) meets twice a year, spring and fall. The fall meeting for 2019 was being held in Gambo, but due to unforeseen circumstances they are now unable to host. Councillor Woodford, who is appointed to sit on this association on behalf of Council, is suggesting that Gander considering hosting it in September or early October.

The Town would be responsible for finding a room to host a meeting on Friday and Saturday and provide food for the breaks, a meet and greet on Friday evening and a supper on Saturday. The Director noted that there are some funds available in the special event account and could provide up to \$5,000 for this event.

The Committee believes that it would be a great benefit to the community to host the SAM meeting and recommends that the Department provide up to \$5,000 as well as some staff support.

Motion #19-122

Stewardship Association of Municipalities

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that up to \$5,000 be allocated from the special event account budget to host the Stewardship Association of Municipalities' General Meeting in the fall of 2019.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Trophy Cases

Councillor Woodford suggested an idea to the Committee for the Steele Community Centre. He is recommending all the trophy cases located on the lower level of the Centre from the male washroom wall to the elevator wall be re-located to the inside wall of the cafeteria. This would allow more room in the front area of the lobby and eliminate hockey pucks breaking the glass/plexiglass.

The Director advised this could be done, however, the items in the trophy cases belong to Gander Minor Hockey and the Silver Jets Skating Club. She suggested waiting until a later time as the Department is very busy with work projects and this is not a priority right now. The Director would also like to talk to the user groups who own the items in the cases to see if they would like to re-locate them to the Cafeteria. She explained before this is done it would make sense to do maintenance to the cafeteria and have this work completed at the same time. The committee agreed and asked for this to be considered at a later date.

Upcoming events

- a) June 14 - 16: Street Jam Ball Hockey Tournament
- b) June 21 - 23: Ride for Sight
- c) June 28 - 30: SPN Men's Regional Softball Tournament
- d) July 1: Canada Day

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 June 4, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove; Councillor; O. Fudge, Councillor; H. Lowe, Fire Chief/Director of Public Safety & Protective Services; L. Small, Administrative Assistant.

The following items were discussed:

Delegation- Trap, Neuter, Return Program for Feral Cats

The Committee met with three residents who had contacted the Town in February requesting to implement a pilot project for a Trap, Neuter, Return (TNR) program for the feral cat population.

This is a controversial program; some feel that it is not a feasible venture and harmful to the animals while others praise it for reducing the feral cat populations in their areas in conjunction with their local SPCA shelters and vet clinics who assist them.

The Delegation provided information and statistics gathered from inside and outside the Province and presented the Committee with insight into how the program can be beneficial to Gander. They are not requesting funding assistance or space but would like the opportunity to run a trial program in hopes of convincing Council that this is a better solution to the feral cat problem; and they feel there is a problem that is not being addressed.

They stopped trapping the feral cats until they had met with the Committee and any animals that needed assistance were sent to the community of Lethbridge, Bonavista Bay who run a TNR program there and take kittens under 14 weeks when necessary. They have 5 active volunteers who feed and check traps and pay for some services out of pocket, however, they feel if they had the Town's support the number of volunteers would increase significantly.

They are hoping to work with the SPCA and are also requesting that the town adapt the bylaw so that any cat that is "Ear tipped" would be exempt from the no roaming rule. They are concerned that they would be outside the bylaw as any cat trapped without town issues tag is illegal and therefore the program could not exist.

The Town's current regulations are in place so that residents do not use their own traps but must obtain one from the SPCA or a Municipal Enforcement Officer.

The Committee was pleased with the information presented and will consider all options once they have also met with the local SPCA to discuss the program further and reviewed the Animal Control Regulations.

Cat Regulations

The Fire Chief advised that the Town of Gander's Cat Regulations were combined with the Animal Control Regulations back in 2014 but they were not removed from the website or rescinded.

Motion #19-123

Cat Regulations

Moved by Councillor Woodford and seconded by Councillor Dove that the Town of Gander Cat Regulations dated November 16, 1994 be rescinded.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Variance Report- First quarter 2019

The Committee reviewed the Fire and Municipal Enforcement Departments first quarter variance report for 2019 which indicated that combined, the departments were over budget by \$ 1,086

This was due to the delay in hiring dispatchers which created a savings of \$42, 529.00 but there was also a budget error for \$ 37,600 in capital costs for protective clothing and an unbudgeted expense for phone replacements.

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

Trails Sub Committee -Update

The Chair advised the Committee that the Trails Sub-Committee has been moving forward steadily with plans which are near completion and will be presenting their final recommendations to Council this month.

Speeding Complaint- Crosswalk/Speed Bump Request

The Committee reviewed an online complaint from a resident who was concerned with speeding in the area of Penwell near the Cobbs Pond trail access. According to the complainant, there are a lot of children in the area and a crosswalk or speed bump is needed.

The Committee asked the Fire Chief to remind the Municipal Enforcement Officers to monitor this area when possible.

Department News and Activities

The Committee was presented with a list of recent and upcoming events for the Fire Department and Municipal Enforcement. Both Departments take part in a number of community and internal activities throughout the year and Committee members were pleased to see this type of dedication by staff and volunteer members.

The list included, but was not limited to, Science and Technology Day at Gander Academy, Fire Fit Fundraiser at Mr. T's, Tim Hortons Camp Day, Family Day at JPMH, the Ride for Sight and the Support the Troops Walk. Schools in the area will be visiting the Fire Hall for tours this time of year as well.

It was also noted that the Gander Firette's are celebrating their 50th Anniversary this year and on behalf of all Council members, we would like to congratulate all current and past members and thank them for their continued support of Gander Fire Rescue and the Town of Gander.

Walk for Samantha

Councillor Woodford wished to acknowledge the *Walk for Samantha* that took place in Gander in late May and the importance of supporting mental health issues in the community. The walk continues across the province in June and we wish Mr. Hamilton the best of luck in his journey across the country.

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 June 5, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T Barron, Director of Municipal Works & Services.

The following items were discussed:

All Saints Cemetery, water line extension request

The Committee reviewed correspondence from the All Saints Cemetery Committee requesting the Town to extend the current water line, located at the cemetery entrance, to the area known as the vault. Both the cemetery staff and general public avail of this service during the summer season. With one tap on site, users are required to lay garden hose to reach the extremities of the cemetery, which can be hundreds of feet. With a recent upgrade to the sewer line, it is believed this would be a good time for the Town to provide this in-kind service, prior to the pavement replacement.

The Director informed the Committee the approximate cost of the parts required to extend the waterline to the area of the vault is \$1,500.00 and he is able to integrate this expense within the operating budget.

The Committee agrees and recommends the Town extend the waterline at the All Saints Cemetery to the area of the Vault.

Variance Report - First 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 over budget by \$20,229. Inaccurate calculations on the taxes charged on fuel bills and changes in the purchasing procedures for the purchase of filter media replacement were the contributing factors in this instance. This overage may carry through to year end, assuming all remaining expenditures fall within the proposed budget.

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 May 15, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; R. Locke, Development Director.

The following items were discussed:

Partners for Climate Change Program

The Committee reviewed a management recommendation in relation to the Town of Gander joining the Partners for Climate Change Program.

The Partners for Climate Change Program is a network of Canadian municipalities that have committed to reducing greenhouse gas emissions and acting on climate change.

While Management supports the principle of this initiative, The Town have already committed resources and investment in energy/greenhouse gas reductions under an organization wide energy conservation program including the second phase of an energy reduction initiative with Honeywell Canada. Management is recommending not joining the Partners for Climate Change Program at this time.

The Committee also feels that Partners for Climate Change program is a great initiative but agree with management's recommendation.

The Committee feels that a more directed strategic plan with specific goals and outcomes is required following Phase II of the Honeywell project.

Draft Guidelines: Painting of Traffic Control Boxes

The Director presented to the Committee draft "Call for Entry Guidelines" for an open call to local artists to submit up to three original works of art that can be transferred and applied to the traffic control boxes around town. The intent is to beautify these otherwise plain industrial objects with local designs.

This open call for entry is open to artists who work with paint and are current residents of the Town of Gander (at least 6 consecutive months). All submitted designs must follow a "Gander-orientated theme-such a theme may include, but is not limited to, aviation, history, social life, nature and progress as it relates to the Town of Gander.

The Call for Entry outlines the following:

- Application Guidelines
- Timelines
- General Information
- Standards for submissions
- Selection process
- Application checklist
- Entry process
- Submission forms

The Committee is in agreement with the guidelines and asked the Director to proceed with the promotion of the program through the Town's website (www.gandercanada.com) and through our various social media platforms.

The deadline for submissions is Wednesday June 26th at 12:00pm local time.

For additional information about this program, please contact the Town's Tourism Development Officer, Brian Williams at 651-5912 or via email at bwilliams@gandercanada.com.

Star Disc Installation opportunity: Management's Recommendation

The Committee reviewed Management's recommendation regarding the installation of a Star Disc that was proposed by a resident of the UK and former 9/11 guest that was hosted at Gander Collegiate.

The Star Disc is a modern stone circle and celestial amphitheater comprising of 205 sections making a 40-foot diameter black granite star chart that mirrors the northern hemisphere night sky. Surrounding the Star Disc is a perimeter of silver granite on which 12 stone seats are positioned denoting the months of the year. At night, low emission solar power lights illuminate the star chart - powered by our nearest star, the sun.

Star Disc brings people and communities together through themes of:

- Art and creativity
- Science and astronomy
- Faith and spirituality
- Education and informal learning
- Entertainment and performance
- Health and wellbeing
- Recreation and leisure
- Celebration and ceremony
- Enterprise and employment
- People and place

Currently, the only Star Disc is in Wirksworth in the Derbyshire Dales, England.

The intention is to unveil the Star Disc in Gander during the 20th anniversary of 9/11 to commemorate the acts of humanitarianism and kindness shown by the citizens of Gander and surrounding area on that fateful day. This will be done at no cost to the Town of Gander.

The Committee agrees with Management's recommendation and fully supports this unique opportunity to attract both residents and visitors.

Variance Report Ending March 31, 2019

The Quarterly Variance Report was reviewed by the Committee and they are pleased that the department is on budget with no major variances to report.

North Atlantic Aviation Museum funding request

The Committee reviewed correspondence from the North Atlantic Aviation Museum on behalf of Gander Collegiate seeking funding in the amount of \$1500.00 to preserve an artifact which consists of a strip of brown paper (measuring 30 inches wide and 23 feet long) signed by the 9/11 passengers who stayed at Gander Collegiate.

In order to preserve it, the school wishes to place it in a wood frame with a Lexan plastic covering. It would then be mounted on a wall in the school for display. The correspondence further explained that school board maintenance staff would provide the required labour however, they do not have a budget to cover the cost of materials.

After discussion and consideration, the Committee feels that preservation of this piece is important however, they are not recommending supporting this request and suggests that this item be forwarded to the Gander Heritage Advisory Committee to see if they can access funds to assist with the preservation of this piece of heritage.

The Committee would also like to acknowledge that this would be an unbudgeted expense.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on June 6, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: P. Woodford, Councillor; J. Blackwood, Director of Engineering.

The following items were discussed:

Land Purchase Request 389 Gander Bay Road

The Director presented the Committee with a sketch showing the recent field work including grades and surveyed terrain directly adjacent to the property of 389 Gander Bay Road. The Director recommended to the Committee and the Committee agreed that a right of way must be retained to facilitate access to future development on Town owned land behind this property.

The Committee agreed that the property owners request could be accommodated by offering for sale a strip of adjacent land with a frontage of approximately 13m, tapering to meet the existing boundary at the rear. This would provide the homeowner, with the future discretion of Council the ability to realign the existing property boundaries to make two legal properties while still allowing for the proposed 20m right of way as better described in Drawing number 19-1024-3 as attached. The department will reach out to the applicant to see if the recommendation meets their needs and if so, will forward it to the Deputy Municipal Clerk for actioning.

It was noted the accommodating this request would increase the cost of the future right of way installation as the land sloped away from the existing property however, the Committee felt that the land sales revenue and additional property tax if a new home was constructed would warrant the sale.

Walkway 41 -43 Yeager

Following a topographical survey of the walkway between the properties of 41 - 43 Yeager the Director relayed to the Committee that the grading of 41 Yeager adjacent to the trailway is in compliance with that approved during the issuance of an occupancy permit for that property. The field data indicated a consistent positive drainage from the back of the property to the front and indicated nothing that would restrict overland stormwater flows. This information indicates that no drainage should occur across the trail under normal circumstances and drainage would not be affected whether the trail was in use or abandoned.

The Committee discussed several options that could be undertaken to further enhance drainage. The swale at the property boundary of 41 Yeager parallel to the trail could be deepened. The property owner could install on their property a storm drain which could, with Councils approval be tied into the Town's infrastructure in the street. The storm water pipes at the intersection of the trail and the stormwater ditch at the rear of the properties could be increased in diameter or twinned to better protect against the possibility of blockage.

After a lengthy discussion the Committee is recommending that the Director reach out to the homeowner and discuss these options.

Flooding Issues – 41 Cochran Street

The Committee reviewed a report generated by the Engineering staff which investigated the rear lot storm water drainage swale in the vicinity of 41 Cochran Street. This property, along with surrounding properties had experienced flooding this past season and the owner requested that Council look into the circumstances leading up to those events.

The Director pointed out that some alterations had been made to the grading in the area of the back-lot swale by homeowners which slightly changed or obstructed the proposed flow of stormwater in this area. He indicated that the majority of the water during these events came from the cleared land to the South and that this area is not designed to drain into this catchment area. The developer has subsequently installed a drainage ditch to prevent future occurrences of this drainage. The Municipal Works staff have added the storm catch basin at the rear of lot 2 Cochran Street to their maintenance schedule to ensure it is working free and clear and the Director will meet with the homeowners to explain the importance of not altering the design grades at the rear of their property.

The Committee feels that these measures will help ensure the potential of future flooding is minimized.

Development Application – Subdivision lots 32-34 Ogilvie Street

The Committee reviewed a request from Freedom Villages Inc. to subdivide and realign the boundaries of their properties at 32-34 Ogilvie Street. The final subdivision will result in 2 lots as opposed to the existing 3 lots.

The Director advised the request as presented, met all the Town’s Development requirements.

Motion #19-124

Development Application – Subdivision Lots 32-34 Ogilvie Street

Moved by Councillor Anstey and seconded by Councillor Fudge that Freedom Villages Inc. be permitted to subdivide the properties of 32-34 Ogilvie Street. A legal survey is to be forwarded to the Town for final approval.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Accessory Building Request – 320 Gander Bay Road

The Committee reviewed a request from the owner of 320 Gander Bay Road to construct an accessory building at their residential property. The request is to construct a building measuring 1600 square feet and requires the discretion of Council.

The Director advised that the existing zoning permits the request as presented and the Committee agreed that given the large lot size and rural setting, the structure would have minimal negative impact on neighbouring properties.

Motion #19-125

Accessory Building Request -320 Gander Bay Road

Moved by Councillor Anstey and seconded by Councillor Fudge that the owner of 320 Gander Bay Road be permitted to construct an accessory building at the above noted property measuring 1600 square feet.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Correspondence – Gander Youth for the Environment

The Committee reviewed correspondence from a local youth group called Gander Youth for the Environment. The group expressed their concerns to Council regarding the impacts of climate change and the affect it is having on the Environment. They have requested that Council consider three specific initiatives including electric car charging accessibility, stronger composting efforts and environmentally friendly energy sources.

The Committee discussed the request and noted that two of the items will be addressed within the performance contract to reduce energy and operating cost recently entered into with Honeywell Energy Solutions. This is the second phase of a very successful project started several years back with Honeywell that generated operational savings which exceeded the financial investment required to complete the project.

The Director noted that the Town currently has a composting facility available to the public for disposal of organic material such as lawn trimmings, leaves and other such items at 42 McCurdy Drive, alongside the Municipal Works Depot. There is a site adjacent to Penney Avenue off Magee Road where residents can dispose of twigs, brush and other such organic wood material. Council has invested in a woodchipper to process this material and is looking into the possibly of making this available to residents for use as mulch. There are residential composting bins available to residents of Gander which make it economical and convenient to carry out backyard composting. These units are available for sale through the Community Garden Committee who can be reach through their Facebook page or by calling 1-(709) 235-1735.

Council was very encouraged to see a group of youth so engaged and genuinely concerned with that health and sustainability of our local and global environment. Council would like to encourage all residents to engage in environmentally responsible activities and to consider their footprint on environment daily.

Departmental Variance Report

The Committee reviewed the Departmental Variance Report to March 31, 2019. It was noted that with some expected timing adjustments the department was \$183 under budget. The Committee was pleased with the report and forwards it to the Finance department for their review and consideration.

Trail Relocation

The Committee reviewed correspondence from a representative of the design build team for the new Long-Term Care Facility being constructed by the Province, behind the College of the North Atlantic.

The team is desirous of starting construction on site immediately and has requested permission to relocate the existing trail that bisects the site to follow the transmission line towards the rail bed as better described in the attached drawing depicted by the blue path. The Committee agreed with the request and recommends the consultants be contacted with instructions to proceed.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on June 6, 2019. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; O. Fudge, Councillor; P. Woodford, Councillor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

2018 Audited Financial Statements

Kim Humphries, the Town's Auditor, joined the meeting to present the 2018 Audited Financial Statements. She went through the statements with the Committee.

She indicated that the audit was clean and there were no issues from her perspective on how the books of the Town are being maintained.

The 2018 statements show a surplus in 2018 of \$9,591,576. The bulk of the surplus is related to Federal and Provincial grants for capital projects, the biggest of which is the new Waste Water Treatment Plant.

Motion #19-126

2018 Audited Financial Statements

Moved by Councillor Dove and seconded by Councillor Brown that the 2018 Audited Financial Statements be accepted, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Hiring Practice

The Committee reviewed an email from a resident regarding our hiring practices. She felt that the Town should not be hiring any individuals who are currently drawing a pension. The Committee did not agree with the position put forward by the resident. Furthermore, the Human Rights Act, Section 9(1), specifically prohibits discrimination on the basis of source of income, so even if Council wished to do so it could not do so legally.

Request for Sale of Backland – 47 Heath Crescent

The owner of 47 Heath Crescent has approached Council requesting they sell backland to him. He currently has a shed, as well as a fence, on the land which is owned by the Town of Gander. The owner of the property indicated he has had the infrastructure on the Town property for 40 years and was not aware that it was on Town property until he went to sell the property recently and the lawyers advised him that the survey indicated his infrastructure was on Town property.

If Council does decide to sell the land, it will have to be rezoned as it is currently zoned as Open Space.

The Director of Engineering indicated the rezoning would not be an issue as we are currently finalizing the changes to our Town Plan.

Motion #19-127

Request for Sale of Backland – 47 Heath Crescent

Moved by Councillor Dove and seconded by Councillor Brown that the Town add the land to a depth of 5.1 meters behind 47 Heath Crescent to the land bank for resale.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor questioned if we should do it all the way up the street.

2020 Assessment Roll

The Town has received the Assessment Roll for 2020. Assessment notices have gone out in the mail on June 3 and anyone wishing to appeal must do so by July 3, 2019. If they have any questions on their assessments, they should contact the Municipal Assessment Agency at 1-877-777-2807.

Property Tax Reductions

The Committee reviewed three residential tax reduction applications which were submitted in accordance with Council's policy on tax reductions for residential property.

Motion #19-128

Property Tax Reductions

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Committee Terms of Reference

Each Committee has reviewed its Terms of Reference and forwarded them to the Finance Committee for adoption.

There was one minor change in the Terms of Reference regarding participation in agenda discussions. The change is to have the discussion at Committee meetings between Committee members. Other members of Council are invited to attend Committee meeting but as observers and not active participants.

There was also two suggested name changes.

The Economic Development Tourism and Culture Committee will be changed to Economic Development and Tourism Committee and the Recreation and Community Living Committee will be changed to Recreation and Community Services Committee.

Motion #19-129

Committee Terms of Reference

Moved by Councillor Dove and seconded by Councillor Fudge adoption of the Terms of Reference for Council's Committees, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Town of Gander Visa Card Limits

The Town of Gander provides visa purchasing cards for several of its staff. These cards are to be used for purchasing of generally small amounts and staff are encouraged to use them because it is more efficient to purchase on the purchasing card.

As we are encouraging staff to use them more often, we need to increase the Town's global limit on visa purchasing.

Motion #19-130

Town of Gander Visa Card Limits

Moved by Councillor Dove and seconded by Councillor Anstey that the Town's visa purchasing limit be increased from \$89,000 to \$110,000.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Variance Report – First Quarter of 2019

The Committee reviewed the Variance Report for the first quarter of 2019. It is projecting that there will be an operating deficit of \$76,396. This will leave the Town with a surplus at the end of 2019 of \$9,464. Council's operating budget for 2019 is \$17 million.

The Committee also reviewed the capital variance report of 2019 to date; it is projecting a surplus of \$187,235.

ATIPP Responsibilities

The Director of Finance advised the Committee that Management had a discussion on ATIPP responsibilities and is recommending some changes.

Motion #19-131

ATIPP Responsibilities

Moved by Councillor Dove and seconded by Councillor Brown that the Deputy Municipal Clerk be appointed the ATIPP Coordinator and the Communications Coordinator be appointed the alternate ATIPP Coordinator.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS**Wilcockson Crescent – Tender for Reconstruction**

The Town issued a tender for the reconstruction and repaving of Wilcockson Crescent and six bids were received. The lowest bid that met specifications was from Gergar Enterprises Limited.

Motion #19-132**Wilcockson Crescent – Tender for Reconstruction**

Moved by Councillor Dove and seconded by Councillor Woodford that the tender for 2019 Infrastructure Upgrading, Contract #1 – Wilcockson Crescent be awarded to Gergar Enterprises Limited at a cost of \$1,260,441.40, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This is a cost shared project with the Federal and Provincial governments and is \$405,525.45 under budget.

10. ADJOURNMENT**Motion #19-133****Adjournment**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:05 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk