

# MINUTES

Regular Meeting of Council  
Wednesday, July 24, 2019 @ 4:00 pm  
Council Chambers

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

<b>Advisory and Resource:</b>	<b>D. Chafe</b>	<b>CAO</b>
	<b>G. Brown</b>	<b>Town Clerk</b>
	<b>J. Blackwood</b>	<b>Director of Engineering</b>
	<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
	<b>C. Newhook</b>	<b>Director of Municipal Works (A)</b>
	<b>H. Lowe</b>	<b>Fire Chief</b>
	<b>D. Quinton</b>	<b>Development Director (A)</b>
	<b>K. White</b>	<b>Communications Coordinator</b>

## 1. CALL TO ORDER

The Meeting was called to order at 4:00pm.

## 2. VISITORS/PRESENTATIONS

### **Jerry Loan, Councillor, Township of O'Connor**

Councillor Jerry Loan from the Township of O'Connor, Ontario was vacationing in the province and joined the meeting to make a presentation of the O'Connor Township 100 year anniversary book.

### **Gander Pride Week Proclamation**

The Mayor proclaimed July 12 to July 21, 2019 as Gander Pride Week in the Town of Gander.

### **3. APPROVAL OF AGENDA**

#### **Motion #19-155**

#### **Approval of Agenda**

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on July 24, 2019 be adopted as amended.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **4. MINUTES FOR APPROVAL**

#### **Motion #19-156**

#### **Regular Minutes for Approval**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on July 3, 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 July 16, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; P. Farwell, Mayor; N. Newell, Recreation Director.

The following items were discussed:

#### **Adventure Trail**

The Director advised the Committee that she has been working with the Department of Municipal Affairs and Environment regarding the application to approve the trail near Gander Lake.

The final word from the Department was that the trail could not be approved because it is within the 500m buffer zone and they would not refer it to the Watershed Committee. However, they advised that the Department could submit an alternate application outside the buffer zone for review. The Committee feels that the Department has done what they can for the Adventure Trail Group in terms of the application even though they are not pleased with the decision.

The Mayor suggested that a letter be written to the Minister to express the Town's dissatisfaction. Our MHA has been contacted and he is taking a look at the issue. It was agreed to write a letter to the Minister.

### **Festival of Flight Schedule**

The Director presented the finalized Festival of Flight schedule to the Committee. The Committee reviewed it and had some minor questions. The Director advised that the Department will be hosting a Superhero/Princess Meet and Greet at 10am in the Town Square on Monday, August 5<sup>th</sup> in place of the Parade. Residents can expect to receive a copy of the schedule in the mail approximately a week before the Festival or they can find a detailed schedule on our website – [www.gandercanada.com](http://www.gandercanada.com). Button sales will begin approximately 10 days before the Festival at various location in town including the Town Hall and Steele Community Centre and there will be five prizes draws including a trip for two with Air Canada which is being drawn on Gander Day.

Kitchen Party tickets are also on sale now and can be purchased online at [gandercanada.tix.com](http://gandercanada.tix.com), by calling 651 5927, or in person at the Steele Community Centre Administration Office. Beer or liquor tickets can be purchased with Kitchen Party tickets on the phone or at the Administration Office. For more information on the Festival of Flight, go to our website or call the Recreation and Community Services Department 651-5927.

### **Neighbourhood Park – Briggs Street**

The Director explained to the Committee that Briggs Street is near completion. Our development regulations require a neighbourhood park in the Eastgate area so staff will now begin working with the Engineering Department on ideas for the space. The park, which measures 40 x 60 m, will be in a neighborhood with a mix of young families and older adults. The Director suggested incorporating green space/gazebo for older adults and or green space/play area for children, not necessarily just playground equipment.

The Committee discussed asking residents in the area what they would like to see there. The Director will discuss this with the Engineering Department and report back to the Committee during the budget process.

## **Outdoor Rink**

The Director explained that the outdoor rink was quite successful this past winter. The rink was located at softball field "B" on Elizabeth Drive and there was lighting at the rink from 4pm-9pm daily. The rink did pose some challenges for the Municipal Works Department in that there was damage to the fire hydrant and adapter which cost approximately \$4,000.00 over the last 2 years. As a result of the damage, the Recreation Department was unable to flood the rink once the damage occurred.

The Director explained that the fire hydrant is not designed to be used periodically for flooding of a rink. The Municipal Works Department has suggested looking at other alternatives to supply water to the outdoor rink if Council would like to continue with this winter activity. The Committee agrees that this was a success for the community and would like the Department to work with the Municipal Works Department to find a solution and report back.

## **Youth Advisory Committee Minutes**

The Committee reviewed the minutes from the first meeting of the Youth and Advisory Committee. The Committee also reviewed the terms of reference and recommendations were given. The Committee felt that a Youth Advisory Committee was a great step for Gander. The next meeting is scheduled to take place on August 27, 2019.

## **Fireworks FX**

The Committee reviewed a letter from Fireworks FX in which they express their disappointment is not being awarded the Fireworks RFP for 2019. The Director advised that the proposals submitted were reviewed and evaluated and the recommendation was to award the Fireworks RFP to Northstar Fireworks. All companies who provide Fireworks are encouraged to bid on any RFP regardless of where they are located. The Town of Gander thanks Fireworks FX for their bid and service in years past and encourages them to bid again in the future.

## **The Matthew Sargent Foundation**

The Committee reviewed a request from the Matthew Sargent Foundation to construct a shelter at the basketball/ball hockey court on Airport Boulevard for youth to store their backpacks, footwear, helmets, etc. The sketch the Foundation provided was similar to a dugout at the ball fields.

The Committee discussed this and thought their idea of constructing a shelter was wonderful and were very appreciative of them approaching the Town of Gander. They had questions surrounding the attached sketch and if it was the best option for the area. The Committee discussed having more of a gazebo type structure at the area.

They asked the Recreation Director to discuss this further with the foundation as well as the Engineering Department to see where the best option for a shelter would be.

**Breastfeeding Policy – 2<sup>nd</sup> Reading**

There were no objections received about the policy, so it is being put forth for the second and final reading.

**Motion #19-157**

**Breastfeeding Policy – 2<sup>nd</sup> Reading**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Breastfeeding Policy be adopted as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Upcoming events**

- a) Aug 1-5: Festival of Flight
- b) Aug 3: Kitchen Party
- c) Aug 5: Gander Day at Cobb’s Pond Rotary Park
- d) July 26, Aug 9 & Aug 14: Concert in the Park at Cobb’s Pond Rotary Park

**Gander Dance Studio**

The Deputy Mayor noted that 10 senior Troupe dancers along with Rhonda O’Brien, 2 instructors and 14 parents are in NYC for the Tramaine Convention and Competition.

Three full days of classes with top choreographers plus master classes with Paula Abdul and Derek Hough.

The troupe dancers entered their Celtic Step routing and placed 1<sup>st</sup> with a score of 93/100.

They attended the Broadway show Alladin and had a 90 minute private dance class with a cast member in Broadway rehearsal hall.

Gander Dance Studio would like to thank the residents of Gander for supporting their fundraising efforts to allow these dancers such a fantastic and memorable experience.

Council congratulated the group on their performance.

**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 July 16, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove; Councillor; H. Lowe, Fire Chief/Director of Public Safety & Protective Services; L. Small, Administrative Assistant.

The following items were discussed:

**Crosswalk Complaint**

The Committee reviewed a complaint from the Cochrane and Hornell Street area regarding drivers not slowing down for pedestrians at the intersection of Cooper Boulevard and Raynham Avenue. This location has a button activation option for pedestrians to start the flashing lights for drivers to slow down for the crosswalk, but they are still speeding through it.

The Committee engaged in a discussion on the various intersections that need lights such as Cooper Boulevard and Memorial Drive and agreed that the Town needs to begin the process of budgeting for the installation of traffic lights in these areas.

The Committee recommends that the Finance Committee add the cost of intersection lights for Cooper Boulevard, Raynham Avenue and Briggs Street to the budget process this fall for installation next spring. This intersection was included in a traffic study, but it projected the requirement for the installation of lights in 2023. The Committee feels that this is too long to wait as vehicular and pedestrian traffic in this area has increased significantly. There is a new seniors complex being built there right at the intersection and the Fire Station is also dispatching emergency vehicles through that area.

When the lights are installed, the Fire Department will also request a “red light” switch to enable them to stop traffic when required.

Councillor Fudge suggested that staff look at the possibility of moving the lights from Airport and Markham to this location.

## **Crosswalk Request**

The Committee reviewed a complaint from a resident at 55 Elizabeth Drive who reported that it is difficult to cross the street in the vicinity of the new affordable housing units constructed on the Pentecostal church property as there is no crosswalk. The Committee agreed that this would be outside the TAC standards for crosswalk installation and will not be recommending a crosswalk be installed at this location.

## **Street Light Installations**

The Committee reviewed a recommendation from the Public Works Department regarding two areas that are not well lit at night that may need street lighting. One is on Magee Road between Rowsell Boulevard and Raynham Avenue and the other is the intersection of Memorial Drive and Magee Road by the TCH.

The Committee is not opposed to the suggestion however, they would like clarification on exact locations and installation costs for the town.

The Administrative Assistant has been asked to forward this request to the Engineering Department for recommendation to the Public Works Department for follow up.

The Mayor questioned whose responsibility the light on the TCH would be. The Director of Engineering will check this out.

## **Signage for ATV Crossings**

The Committee received a request from a driver involved in a near miss with an ATV on the TCH, to have signage installed indicating where the ATV's cross the highway.

The Committee discussed the issue and decided that it would be best to contact the Department of Transportation and Works and request that they install signs on the TCH as well as in areas where the T'Railway crosses municipal streets.

## **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 July 17, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; T Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

## Delegation

Scheduled for the Committee meeting were delegates from Service NL and the Department of Municipal Affairs and Environment to discuss the disposal of items at the former Town of Gander landfill site. The Committee has concerns with such disposals falling outside of the current guidelines for waste disposal.

Both delegates were unable to attend this meeting and the Committee would like to extend the invitation to discuss the matter at a later date.

## Tender Summary #19-17 Supply and Delivery of one infrared asphalt heater

The Director presented the tender summary for the supply and delivery of one (1) infrared asphalt heater. One tender was received that met specifications and was submitted by S & S Supply in the amount of \$63,811.12. This item is \$17,866.69 over budget. At this time, it is undetermined if the Department will see cost savings in other areas to cover the variance on this item. For this reason, the Director is not recommending awarding the tender for the supply and delivery of one infrared asphalt heater.

The Committee discussed the tender and agrees with the Director to refrain from awarding the tender for the reason provided. The Committee recommends the Director submit a request for funds in the 2020 budget process for this item.

## Sidewalk, Magee Road

The Committee discussed the maintenance of the paved sidewalk on Magee Road. Currently, the paint designating a sidewalk is worn in sections and needs to be refurbished. Alternate applications such as type of paint and colour were discussed and the Committee agreed to keep the same application as currently in place, green in colour with a rubber compound.

The Director advised the Committee the cost to complete the full sidewalk will be in the \$40,000.00 range and recommends completing it in sections over a period of six years. The cost associated will then be incorporated into the summer maintenance program.

The Committee agrees with the Director to include the maintenance of the Magee Road sidewalk with the summer maintenance program.

## D. Development and Tourism Committee:

The Development and Tourism Committee report was presented by Councillor Brown.



The Development and Tourism Committee meeting was held on July 17, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

### **Commercial Land Availability**

The Committee discussed the availability of commercial land in Gander both from a current and future needs perspective. With geotechnical testing currently being carried out on a parcel of land extending from Memorial Drive East to Baird Place, behind Walmart/Kent, the Committee is hopeful that land in this area will be available to satisfy the Town's short-term development needs. As to longer term planning, the Committee feels that a suitable parcel of land should be identified within the community to ensure that other current or future residential, recreational or social developments are suitably located in relation to a future commercial zone. The Committee is of the opinion that they would like to see consideration of future commercial land addressed in the new Town Plan which is currently being completed.

### **Business Contact List Update**

The Committee was provided an update regarding their request that Town staff prepare and maintain an email contact list for all businesses in Gander. The Committee was informed that approximately half of the email information requested has been gathered and input using available information and staff. Capturing the remaining information will take place through the use of work term/student employee. The Human Resources Department has recently accessed funding for a part time student position to carry out this task and is currently working to fill the position.

Going forward, complete contact information including business name, mailing address and email will be collected at time of Occupancy Permit application. All new business contact information gathered through this process will be input to the database through existing administrative procedures.

### **E. Engineering, Planning & Controls:**

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

The Engineering, Planning & Controls Committee meeting was held on July 18, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: P. Woodford, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

## Memorial Drive – Sidewalk Modifications

The Director advised the Committee that during the infrastructure upgrading to Memorial Drive in 2015, high back curb was installed at the request of the Municipal Works Department. The installation met the Design Standards of the day but created many dips in the sidewalk to accommodate the existing driveways. Several complaints have been received about the difficulty in using this sidewalk with the current configuration, especially those who use strollers or wheelchairs. The Director informed the Committee that the master specifications have changed since 2015, and that modifications could be made to adjust the curb and sidewalks which would cost approximately \$30,000 and suggests submitting this project for consideration during next year's budget process.

The Committee agreed and recommends further discussions during the upcoming budget process.

In the meantime, Councillor Brown inquired as to whether there were accessibility funds to avail of for situations like this. The Committee recommends forwarding this to the Finance and Administration Committee for further investigation and discussion.

## Banners/Posts for Locally Hosted Events

The Economic Development Committee has forwarded this item to the Engineering Committee for their input with regards to the installation of posts for banners to be located at entrances into the Town to inform tourists and local residents of events happening within the Town of Gander.

The Committee discussed that these banners would be interchangeable to display current and upcoming events and recommends that the Engineering Department research such infrastructure and bring it forward in the 2020 budget for consideration.

The Director advised that his department will place this on their action list for the upcoming budget process.

## Infrastructure Upgrades – Street Resurfacing

The Town issued a tender call for infrastructure upgrading for street resurfacing and one (1) tender was received. The Director advised that the bid submitted by **J-1 Contracting Limited** met specifications at a bid price of \$170,708.88.

The Committee recommends, that the Tender for Street Resurfacing be awarded to **J-1 Contracting Limited** and refers the tender to the Finance and Administration Committee for its consideration.

## **Sewage Treatment Facility and Supporting Infrastructure Update**

The linear infrastructure project which includes the transmission main and supporting infrastructure, awarded to Springdale Forest Resources Inc, is approximately 97% complete.

All underground piping including the watermain, sanitary sewers and gravity sewers, have been completed and pressure tested. The combined sewer overflow has been completed, with the exception of some minor grading adjustments and landscaping. The contractor is now preparing to commission the lift station behind the Fire Hall, including the back up diesel power system. The final stages of the contract are now in progress, including general site cleaning and landscaping and the reinstatement of asphalt at the intersection of Briggs and Cooper.

The contractor for the Wastewater Treatment Plant, Pomerleau Inc, despite the harsh conditions continued working throughout the winter. As a result, the building has been erected and is 95% closed in. The building has been cladded and the roofing is complete. The contractor is currently installing mechanical and electrical equipment inside the building.

NL Power has installed utility poles and lines to the facility and are in the process of providing hydro power.

Civil work continues on the lagoons, including final grading in preparing for installation of the geotextile membrane and High-Density Polyethylene Liners. Effluent discharge piping, as well as aeration lines are being installed.

Both phases of this project have encountered difficulties due to adverse weather conditions and experienced some slippage from their original proposed schedule, but the overall project is still attainable within the contractual timelines. The latest schedule provided by the contractor has a forecasted substantial completion date of January 3, 2020.

Although many residents are curious about the new Wastewater Treatment Plant, they are encouraged, for their own safety and the safety of workers, to avoid the site as it is an active construction zone and poses many hazards.

### **F. Finance & Administration:**

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

The Finance & Administration Committee meeting was held on July 18, 2019. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; G. Brown, Director of Finance.

The following items were discussed:

## Invoice for Approval

### OPERATING

1. Municipal Assessment Agency Inc.	
Acct: 00-120-1000-7200 – 3 <sup>rd</sup> Quarter Assessment Fees	\$33,442.50
Spent: \$66,885	Budget: \$145,000
<b>Total operating invoice for approval</b>	<b>\$33,442.50</b>

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

### **Motion #19-158**

#### **Invoice for Approval**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Tender – Infrastructure Upgrading**

The Committee reviewed the tender results for Infrastructure Upgrading. Specifically, the work involves repaving several sections of town streets. The scope of work includes Elizabeth Drive from Airport Boulevard to the Needs Convenience store, Airport Boulevard from Canadian Tire Gas Bar to Bennett Drive and one lane of Airport from Fitzmaurice Road to Memorial Drive. One bid was received. The bidder was J-1 Contracting Ltd.

### **Motion #19-159**

#### **Tender – Infrastructure Upgrading**

Moved by Councillor Dove and seconded by Councillor Brown that Tender #19-16 for Infrastructure Upgrading be awarded to J-1 Contracting Ltd. at a price of \$170,708.88 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

This item is \$11,473 over budget.

### **Standing Offer – Firefighting Clothing**

The Committee reviewed the Standing Offer results for Firefighting Clothing. The Town supplies the paid firefighters with a uniform and the standing offer covers all of the clothing required. Two bids were received.

#### **Motion #19-160**

### **Standing Offer – Firefighting Clothing**

Moved by Councillor Dove and seconded by Councillor Anstey that the Standing Offers for Firefighting Clothing be accepted, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **30 Penwell Avenue Removal Order**

Several years ago, the Town had issued a Removal Order to the owner of 30 Penwell Avenue for a shed that was constructed on a Newfoundland Power easement. Subsequent to that, the Town decided it would no longer enforce easements for NL Power and that it would let them deal with issues related to the easements themselves. The Removal Order was not cancelled at that time. The house is now being sold and the lawyer is looking for a letter from the Town indicating there are no outstanding orders. In order to issue it, we need to cancel the Removal Order.

#### **Motion #19-161**

### **30 Penwell Avenue Removal Order**

Moved by Councillor Dove and seconded by Councillor Brown that the Removal Order for 30 Penwell Avenue dated January 14, 2009 rescinded.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Multi Year 2017-2020 Reallocation**

Funds have to be reallocated in the 2017-2020 Multi Year program in order to cover the overage on the reconstruction of Conrad Place. There are sufficient unallocated funds in the program to cover the overrun.

**Motion #19-162**  
**Multi Year 2017-2020 Reallocation**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Town request the Province reallocate 2017-2020 Multi Year Funding, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Multiplex Funding**

The Committee expressed concern that the Town still does not have any word on whether or not it would receive any funding for the proposed Multiplex, as well as the associated soccer and track facilities. The Committee asked that our member Dr. Haggie be contacted asking him to provide an update as to what is going on with the funding and when we could expect an answer.

**G. Other Reports:**  
None

**7. ADMINISTRATION**  
None

**8. CORRESPONDENCE**  
None

**9. NEW BUSINESS**

Councillor Brown left the meeting due to conflict of interest.

**Gander Youth Arts Festival**

The Town received a sponsorship request from Beyond the Overpass Theatre Company Inc. in support of the Gander Youth Arts Festival. This festival is an innovative arts education initiative designed to provide young artist, musicians, and theatre makers the opportunity to learn, experiment, and grow in a safe, and nurturing environment. This is a very worthwhile initiative with great potential to establish Gander and area as a major artistic and cultural destination for visitors to the region.

**Motion #19-163**  
**Gander Youth Arts Festival**

Moved by Deputy Mayor Pollett and seconded by Councillor Anstey that the Town of Gander sponsor the Gander Youth Arts Festival in the amount of \$500.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Councillor Brown returned to the meeting.

**Development Application – Subdivide Lot# 259 Briggs Street**

An application was received from a local contractor requesting to subdivide lot# 259 Briggs Street, in the Eastgate Subdivision to accommodate a duplexed lot.

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

**Motion #19-164**  
**Development Application – Subdivide Lot# 259 Briggs Street**

Moved by Councillor Anstey and seconded by Councillor Brown that Lot #259 Briggs Street be subdivided as per Cecon drawing #17107.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**10. ADJOURNMENT**

**Motion #19-165**  
**Adjournment**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:10 p.m.

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**P. Farwell, Mayor**

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**G. Brown, Town Clerk**