

MINUTES

Regular Meeting of Council
Wednesday, August 12, 2020 @ 4:00 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
	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
	D. Quinton	Director of Development (A)
	H. Lowe	Director of Public Safety and Protective Services
	K. White	Communications Officer

1. CALL TO ORDER

The Meeting was called to order at 4:0pm.

2. VISITORS/PRESENTATIONS

None.

3. APPROVAL OF AGENDA

Motion #20-187

Approval of Agenda

Moved by Councillor Fudge and seconded by Councillor Woodford that the Agenda for the Regular Meeting of Council on August 12, 2020 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-188

Regular Minutes for Approval

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on July 22, 2020 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #20-189

Special Minutes for Approval

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Minutes from the Special Meeting of Council on July 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 August 4, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Hefford, Town Clerk.

The following items were discussed:

Hockey NL re High Performance Program Bid

The Director advised the Committee that the Town's submission to host Hockey NL's High-Performance Summer Provincial Camp for 2021-2023 was not successful.

The Department will prepare another RFP for interested submissions for a hockey school for 2021-2023 since ice time will be available.

Sport NL re 2022 NL Winter Games

The Director advised that she has been corresponding with Sport NL on an update regarding the 2022 Winter Games. Sport NL has been working with the Provincial Government as well as the community scheduled to host the 2021 Summer Games. Currently there is no update as there is a lot of uncertainty surrounding COVID-19 and what will be permitted. Sport NL is hoping to have an update in the next few weeks on a decision for the Games. The Committee agreed it is hard to plan when there is uncertainty at this point.

The Mayor acknowledged the staff at the Recreation and Community Services Department for their effort to have a Festival of Flight while adhering to Public Health guidelines related to COVID-19. He also thanked all volunteers. Their effort under the circumstances were well received.

Councillor Brown also highlighted the work of Rogers TV who have been integral throughout COVID-19 in their support.

The Mayor acknowledged the graduation celebration undertaken by a group of parents of Gander Collegiate. He congratulated the graduates and thanked the parents who committed to making their graduation memorable.

Twillingate is in the finals for the Kraft Hockeyville. The Mayor encouraged residents to support their friends in Twillingate.

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 August 5, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk.

The following items were discussed:

PME- 007 Duties Regarding Locked Vehicles- 2nd Reading

The Committee presents policy number **ME-007, Duties Regarding Locked Cars** for its second reading; no objections were received.

The proposed changes are the re-formatting of the purpose to a policy statement, the addition of "Towing Companies" under the Guidelines, the addition of "Life Threatening" to the reference to "emergency" in paragraph 3, and the addition of the Director of Protective Services/Fire Chief under responsibilities.

Motion #20-190**PME- 007 Duties Regarding Locked Vehicles - 2nd Reading**

Moved by Councillor Dove and seconded by Councillor Fudge that this policy be approved as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Policy ME-010- Municipal Officers at Fire Scenes - 2nd Reading

The Committee presents policy number **ME-010, *Municipal Officers are Fire Scenes*** for its second reading; no objections were received.

The proposed changes are the re-formatting of the purpose to a policy statement, the addition of "description" in reference to damages and personnel titles, language clarifications and the addition of Municipal Enforcement Officers under Responsibilities.

Motion #20-191**Policy ME-010- Municipal Officers at Fire Scenes - 2nd Reading**

Moved by Councillor Dove and seconded by Councillor Brown that this policy be approved and presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Busy Bee Cabs

The Town Clerk advised the Committee that Busy Bee Cab company has announced that there will be no service available from Sunday to Thursday between the hours of 11:30 pm to 5:30 am. It is not known whether this is a COVID-19 related measure or a permanent schedule change.

The Committee considers this a necessary service for the citizens of the Town of Gander and area. A possible solution could be to have drivers on-call during these hours.

The Director will contact the owner of Busy Bee Cabs to garner further information on this new schedule and report back to Council as soon as possible.

Animal Control Regulations

It was brought forward that the definition of “ownership” of animals should be clearly defined in the Town’s Animal Control Regulations. As was previously discussed, the definition of “owner” has been previously amended for the first reading of council. The Director will check the City of St. John’s regulations and if any clarifications are required it will be reflected in the second reading on September 2, 2020.

C. Public Works & Services Committee:

The Public Works & Services Committee report was presented by Councillor Woodford.

The Public Works & Services Committee meeting was held on August 6, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: G. Brown, Councillor; O. Fudge, Councillor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk.

The following items were discussed:

Household Hazardous Waste Day 2020

The Household Hazardous Waste Day date for 2020 was incorrectly noted at the previous Council meeting. The correct date is **September 12, 2020** and not September 19th as stated. All public communication has the correct date.

2019 Annual Report, Central NL Waste Management (CNWM)

The Committee reviewed the 2019 Annual Report for CNWM. Provided was an overview of the Central Regional Service Board (CRSB) and its contribution to the Provincial Waste Management Strategy. Identified were its business units, staffing levels, expansion of operation in 2019 and future plans, as outlined in the attachment.

The Committee is looking forward to CNWM and the province following this review document to move the Provincial Waste Management Strategy forward.

Notable Dates

- Upcoming Waste Transfer Station scheduled dates are August 8th and September 12th.
- Household Hazardous Waste Day is set for September 12th.
- Curbside Giveaway Event is set for September 26th - 27th inclusive.
- Fall clean-up is 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 August 4, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; D. Quinton, Development Officer; B. Hefford, Town Clerk;

The following items were discussed:

10 Carr Crescent

The Committee reviewed correspondence from Airials Gymnastics Club regarding land at 10 Carr Crescent. It was offered to Airials in 2015 for the construction of a new gymnastics facility. Airials has since partnered with other recreational user groups in support of the Multiplex concept, which is being pursued. The land transfer agreement has expired and Airials indicated that they do not have a requirement for land at 10 Carr Crescent unless the multiplex does not proceed. They also requested a commitment from council for continuation of the \$20,000 annual operating grant. The Committee felt that they could not make these commitments. However, did suggest that council offer to identify alternate land if the multiplex does not proceed.

The Committee recommends forwarding this item to Management for discussion and recommendation regarding the vacant land parcel at 10 Carr Crescent.

Home Based Business Program Review

The Committee has begun a review of the Home-Based Business Program as part of an ongoing review of Town policies and regulations. The Committee reviewed the current program along with issues and potential solutions with the aim of setting some broad level strategic direction prior to the drafting of new guidelines.

Among the recommended changes was a proposal to differentiate Home Office usage from the broader Home-Based Business definition making Home Office an allowable use while maintaining Home Based Business as a discretionary use. Other discussion focused on wording changes for clarification purposes and a broader overall discussion about program compliance.

One area requiring more in-depth discussion is the home based “personal service” business type. Concerns have been expressed by store front operators that they are being negatively impacted by home based personal services. Further discussion and consultation with the business community will be required prior to Committee making recommendations regarding this.

The Committee recommends that staff continue with the preparation of a draft policy with the recommended changes making Home Office an allowable use and other policy clarification discussed. The Committee would also like staff to continue with identifying options for enhancing program compliance and enforceability. Prior to a draft of the new policy being finalized, the Committee request that the home based “personal service” business topic be revisited at a future Committee meeting for more fulsome discussion and recommendation.

Cold Storage Facility Investigation

The Committee was provided an update on the recent public announcement by the Province in partnership with the seafood Industry to conduct a \$100,000 feasibility study into establishing Gander as a live holding, cold storage and transshipment hub for the transportation of seafood by air to national and international markets.

The Development Department has reached out to the Gander International Airport Authority offering assistance with moving this opportunity forward. Establishing a cold storage/transshipment facility at Gander International Airport has been an ongoing effort for GIAA with much of the background work having been completed. Recent trade agreements reached by Canada have opened new opportunities for the shipment of fresh seafood products to new markets potentially adding to the viability for such a proposal.

The Committee asked that staff follow this initiative closely as the study is completed and the report findings are released. Should the report findings support this initiative, the department will examine how to best assist GIAA in maximising this opportunity.

Meeting with Chief Operating Officer New Found Gold Corp.

The Committee expressed an interest in meeting with the Chief Operating Officer Greg Matheson of New Found Gold Corp. who is currently in Gander overseeing the mineral prospecting project just west of Gander. The Committee would like to take this opportunity to discuss the status of this project and gain a better sense of the anticipated potential and economic impact for this project.

Meeting with the Town of Lewisporte

The Committee expressed an interest in meeting with the Town of Lewisporte to discuss the potential for a cooperative approach towards mutually beneficial opportunities in the oil and gas and tourism industries. This meeting was scheduled prior to the onset of Covid-19 but was delayed due to the subsequent shutdown. The Committee feels that this meeting can now proceed in a safe manner and as such would like to once again engage the Town of Lewisporte in this discussion.

Gander Lake Watershed Management Plan

The Committee Chair highlighted the need for more information regarding the current Gander Lake Watershed Management Plan and the role and responsibility of the Gander Lake Watershed Management Committee. The Chair reiterated a strong interest in ensuring that the Town's water supply is fully protected but feels that there may be opportunity for non-impactful development to take place in support of growing the local economy. The Committee agreed that a better understanding of the management regime for this vital resource is essential in determining how to best move forward.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on August 5, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: G. Brown, Councillor; O. Fudge, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; B. Hefford; Town Clerk.

The following items were discussed:

Town of Gander Nuisance Regulations – 2nd Reading

The Committee reviewed the Town of Gander Nuisance Regulations for its second and final reading. The Director advised that there were no objections or other correspondence received from the public since the first reading. The Committee reviewed one recommendation that was brought forward from staff, that fireworks usage was not specifically addressed in the regulation and discussed if this should be considered. The Committee recommends that prior to adoption this regulation should be forwarded to Management for further discussion and recommendations and then returned to the Committee for adoption.

Steele Community Centre Tender – Release of Holdback

The Committee reviewed correspondence from a contractor who had completed capital work on the Steele Community Centre in the 2019 construction season. The contractor had indicated that COVID-19 had placed extraordinary financial strain on their company and requested that Council consider an early release of securities held for the contracted work.

The Director advised that there were a few items that would have to be addressed by the contractor prior to the release of securities on this project and that the owner had committed to correcting these items in a timely manner. He also indicated that securities were a very important part of any contract and are established to ensure work is completed and maintained throughout the warranty period to protect the investment of the taxpayers of Gander. He feels that a premature release of the securities could present liabilities for the residents of Gander and would be a bad precedent to set as Council is engaged in several contracts all with securities of differing values.

The Committee understands that many businesses are facing the financial challenges at this time, however, does not feel that it would be in the best interest of the Town to comply with the request as presented. It was noted that the anniversary of the warranty period was very near and following the completion of the minor repairs, by the contractor, the securities would be released.

Fence Request – 99 Sullivan

The Committee reviewed correspondence from the resident at 99 Sullivan with complaints related to the ongoing construction of the new school adjacent to their property. They are requesting that Council install a fence along their South property boundary, address dust issues and investigate what appears to be a malfunctioning storm drain.

Through consultation with the project manager at the Department of Transportation and Works, it has been determined that through the project the requested fence will be constructed, the roadway will be paved, and the storm drains will be cleaned and tested. These measures should alleviate the concerns raised by the resident. The Director will contact the resident and relay this information.

Regulation Review Postponement

Upon review of the Action Item List, the Committee noted that many of the restrictions for social gatherings have been lifted and Council could now provide a controlled environment for individuals to bring forward their concerns on several of the postponed regulation reviews.

In an effort to move the regulations forward, Council would like to advise the public at this time that if anyone has concerns or would like to make representation on the newly proposed Shipping Container Regulations, Landscaping Regulation or the Accessory Building Regulation they should contact the department to make the necessary arrangements. Council will, within the confines of the existing restrictions related to Covid-19, provide a form for individuals or small groups to bring their concerns forward.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on August 6, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; K. Hiscock, Director of Finance (A); B. Hefford, Town Clerk.

The following items were discussed:

The Gander Tennis Association Funding Request

The Recreation Committee received a request from the Gander Tennis Association to help fund the cost of rerouting and installing 3 new storm sewer drains at the new Seniors/Family Play area being developed adjacent to the Tennis Courts.

Council approved \$40,000 in the 2020 budget for upgrades at the tennis courts which included a bocce court, shuffleboard court, croquet court, walkways, and an underground irrigation system. The project was to be completed over a two-phase period with Council providing up to \$41,500 in the 2021 Budget.

Originally, the plan was to divert the sewer pipe from the playground around the tennis courts, but the current infrastructure runs under the existing tennis courts and will be required to be upgraded when a cover is installed over the courts.

The Tennis Association is requesting Council provide assistance in the amount of \$15,000 towards the total upgrade costs of \$25,000 with the Tennis Association providing the balance. Despite this unexpected expense, the project is expected to be on budget mainly due to lower construction costs and labor savings from a JCP grant.

Both the Recreation and Finance Committees view the project as having many benefits to the residents of Gander including the Special Olympics organization, seniors, families, and the Recreation & Community Services Department and thus recommends advancing the Tennis Association \$15,000 towards the upgrades.

The Recreation Director advised the overage will be offset by savings to the upgrades to lighting and sound at the Steele Community Centre.

Motion #20-192

The Gander Tennis Association Funding Request

Moved by Councillor Brown and seconded by Councillor Anstey the Tennis Association be advanced \$15,000 towards the cost to reroute and install 3 new storm sewer drains at the Tennis Courts.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

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

Motion #20-193

Property Tax Reductions

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Request for Quote – Lift Station Internal Pipe and Valves Replacement

The Public Works Committee referred the request for quote for the replacement of a lift station internal pipe and valves to the Finance Committee for consideration.

Two bids were received and the lowest bid that met specifications was submitted by Rodco Mechanical (2014) Ltd. in the amount of \$ 32,035.55 inclusive of HST.

This item is \$4,050.95 over budget. The savings from the salt truck replacement will be used to offset the overage.

Motion #20-194

Request for Quote – Lift Station Internal Pipe and Valves Replacement

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the quote from Rodco Mechanical (2014) Ltd. in the amount of \$ 32,035.55 inclusive of HST be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Request for Quote – Asphalt Crack Sealing

The Public Works Committee referred the request for the supply of asphalt crack sealing to the Finance Committee for consideration.

Two bids were received and the lowest bid that met specifications was submitted by Crown Contracting Inc. at a unit price of \$3.41 per linear meter HST included.

The budget for this project is \$15,000.

Motion #20-195

Request for Quote – Asphalt Crack Sealing

Moved by Councillor Brown and seconded by Councillor Woodford that the quote for the supply of asphalt crack sealing be awarded to Crown Contracting Inc. at a unit price of \$3.41 per linear metre HST included be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

COR Certification

The Town of Gander requires successful bidders on construction projects over \$20,000 to be a member of the Certification of Recognition program known as COR certification.

This program is an occupational health and safety accreditation program administered by the NL Construction Association for employers in the construction industry and assists companies in the development and maintenance of safety programs to meet national standards.

The COR certification program is voluntary and not many smaller companies are members. This limits the number of bidders on smaller construction projects with the Town which may result in higher contract prices. As the program provides some assurance of the company's safety protocols, it does not alleviate the contractor of completing due diligence in safety compliance.

The Finance Committee felt that the COR certification requirement for bidders on Town projects should be aligned with the tender requirements in the Public Procurement Act. Currently, construction projects less than \$264,200 are not required to go to public tender.

Motion #20-196

COR Certification

Moved by Councillor Brown and seconded by Councillor Fudge that the COR certification requirement on construction projects with the Town be increased to \$264,200 and above to align with the Public Procurement Act unless a project is deemed to require COR certification below the threshold.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS

Invoice for Approval

The Town of Gander experienced an unexpected mechanical failure at the Town of Gander Water Reservoir, requiring an emergency purchase of a replacement pump. Due to the urgency of the situation, the purchase was not pre-approved through a motion of Council. As per the Town of Gander's Purchasing Policy the invoice requires the approval for payment.

Motion #20-197
Invoice for Approval

Moved by Councillor Brown and seconded by Councillor Anstey the purchase of one vertical turbine pump and motor for the reservoir be paid to Electric Motor & Pump Division Pioneer Enterprises Ltd. at the price of \$29,655.05 HST inclusive as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #20-198
Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:00 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk