

MINUTES

Regular Meeting of Council Wednesday, August 14, 2019 @ 4:00 pm Council Chambers

Present:

P. Farwell	Mayor
T. Pollett	Deputy Mayor
G. Brown	Councillor
O. Fudge	Councillor
P. Woodford	Councillor

Advisory and Resource:

J. Blackwood	CAO (A)/Director of Engineering
M. McWhirter	Town Clerk (A)
K. Hiscock	Director of Finance (A)
B. Freeborn	Director of Recreation & Community Services (A)
R. Stoyles	Director of Municipal Works (A)
H. Lowe	Fire Chief
D. Quinton	Development Director (A)
A. Janes	Communications Coordinator (A)

Regrets:

R. Anstey	Councillor
B. Dove	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. APPROVAL OF AGENDA

Motion #19-166

Approval of Agenda

Moved by Councillor Fudge and seconded by Councillor Woodford that the Agenda for the Regular Meeting of Council on August 14, 2019 be adopted as amended to add under New Business the item Quadapalooza.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-167

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on July 24, 2019 be adopted as presented.

In Favour: 5 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 August 6, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; N. Newell, Recreation Director; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Outdoor Rink

At the last meeting, the Director informed Council that the fire hydrant is being damaged during the flooding of the outdoor rink because it is not meant to be used for this so staff were asked to review other options. Quotes were received to move the fire hydrant closer to the rink and make some adjustments to the hydrant so it is not damaged in the process. The quote was approximately \$7,000 and this is not a budgeted item. The Director is also looking into another option of using the water supply from the storage/washroom building behind Cohens. She will keep the Committee updated.

The Committee would like the Department to come up with a solution because they would like to continue to with the outdoor rink as it is well used by the community.

The Matthew Sargent Foundation

The Director informed Council at the last meeting, that the Matthew Sargent Foundation would like to construct a shelter for the youth at the basketball/ball hockey court on Airport Boulevard. Council thought this was a great idea but asked the Department to review the dugout sketch provided to see if it was the best option for the area.

Staff and the Deputy Mayor met with the Matthew Sargent Foundation at the location and the foundation explained that it would not be a typical dugout but would be a longer type with a see through back and they would have an artist paint a mural on the ends of the dugout. The Committee felt that this type of dugout would make a nice addition to the playlot and asked the Director to work with the Matthew Sargent Foundation on this project.

Land Purchase – 49 Heath Crescent

The Committee reviewed a request from a resident to purchase back land on 49 Heath Crescent. The Director noted that the Department has no immediate plans for this open space recreation area. However, the Committee agrees with the sale of the land as long as the amount of land does not exceed the length approved for 47 Heath Crescent.

Land Purchase – 6 Ratcliffe

The Committee reviewed the request from a resident to purchase backland on 6 Ratcliffe. The Director noted that the Department has no plans for this area; therefore, Committee has no problem recommending selling this land.

Skate Sharpening Concession

A request for proposal was put out for a skate sharpening concession at the Steele Community Centre and there were no bids received. There is a local business interested in setting up, but the cost of the insurance would exceed what he would make with the business. He is asking that the insurance be reviewed again. The Director noted that she has asked the Town Clerk to check into this again with our insurance company.

Crossroads Music Festival

The organizers of the Crossroads Music Festival wrote to thank Council for their support and contribution to this event over the last two years. They felt they have done everything they could to promote this event but were disappointed with the support from Gander and area and noted that over half of the attendees were from the St. John's or Corner Brook area. The organizers have begun the process of finding a new venue for the festival in the St. John's/Metro region.

The Committee would like to thank the organizers for all their effort and heard great comments about the musical talent at the show and wishes them best of luck in their efforts to continue with this festival.

Gander Senior Baseball re Field Upgrades

A letter was received from the Gander Pilots Senior Baseball Team requesting to have some work completed at the Art Walker Baseball field this fall and next spring so that they can host a senior level provincial tournament in July 2020. This team represents Gander but operates out of St. John's. There are several issues they would like addressed such as sodding the infield, new dugouts, work to be done on the outfield and warning track, safety netting to be installed, having the light poles from the ladies' field moved to the Art Walker as well as investing in some additional lighting.

There was \$15,000.00 budgeted this year for work to be done on this field and the Department has been working with Gander Minor Baseball on what renovations they would like done in the fall. The Director said that the renovations that the senior team would like done would be very expensive and would have to be discussed in the upcoming budget for 2020. Also, in order to lay new sods, that would have to be done this year and not played on until mid-summer next year.

The Department is going to ask Gander Minor Baseball to meet to discuss the issue of maintenance to the Art Walker Field since they are the ones using it on a day-to-day basis in the summer. The Director will also respond to the Gander Senior Baseball team explaining that their request for renovations would have to go through the 2020 budget process.

Dog Park

The Department has received several requests to have a water supply accessible at the Dog Park. The Director has discussed this with staff and would like to try running a hose to the Dog Park from the Cobb's Pond Community Building. The Committee would like an attachment added so that it regulates the flow of water and allows the dog owner to press for water and once released the water will stop running.

The Department is hoping to install this as soon as the parts are ordered and received.

Municipalities Newfoundland & Labrador (MNL) Resolutions

MNL is now accepting resolutions from municipal councils for their 2019 Annual General Meeting. There were two suggestions from the Committee.

They would like to see Service NL regulate a more rigorous standardized process for inspections yearly for arenas across the province. After the carbon monoxide leak in St. John's, inspectors showed up onsite at many arenas across the province and once the inspections were done, some arenas were required to spend a lot of money on parts to bring their equipment up to par. If these inspections were standardized yearly, it would keep costs for arenas down and the arenas safer for users.

The Committee also feels that the provincial government should provide some feedback when funding applications are sent into their various departments. If there is some information that has been overlooked or more information required, Committee believes someone should contact the Town. They understand that the onus is on Council to supply the correct information, but we have had calls from the federal government regarding applications we submitted where they required more information or clarification on some items.

Fly Your Car in Gander

The Department received a request from the Sideways Motorsports about their event, Fly Your Car in Gander. They have been running this event in Gander for the past eight years and in 2018, it took place at the Steele Community Centre parking lot and was a great success. They would like to book the parking lot for this event for the next five years.

The Director explained that the parking lot is shared between the Steele Community Centre and the Arts & Culture Centre and there have been some scheduling problems in the past with events. Therefore, she does not feel that a five-year deal would work because it may conflict with other events not scheduled yet at the Arts & Culture Centre or the Steele Community Centre. It would be better to work with Sideways Motorsports on a year to year basis. The Committee agreed with this recommendation.

The Acting Director of Recreation explained the rationale is that "Fly Your Car in Gander" only rents the parking lot and therefore the Town would be unable to rent the building.

Farm Credit Canada Agrispirit Fund

The Department received notification that we were not successful in our application for funding under the Farm Credit Canada Agrispirit fund. The application was put in for \$25,000.00 towards upgrades to the ball field complex. However, it suggested that we apply for funding again next year.

Capital Funding

The Town had applied for capital funding through the Department of Municipal Affairs and Environment towards a new Multiplex and Soccer/Track and Field Facility. Council received a letter stating that we were not successful with our application.

However, there will be another call for applications which closes on September 30th and the Town will be working on resubmitting a new application.

The Director was also asked to contact the Multiplex/Soccer Committee to provide them with an update on the project.

Update on Lighting at the Basketball/Ball Hockey Courts

The Director provided an update on the installment of lights at the Basketball/Ball Hockey Courts. The Department is currently working with the Engineering Department on drawings for the project so they can put out a request for quotes to install the lighting within the next couple of weeks.

Councillor Woodford questioned if the Town has a schematic for the plan for this area.

The Director of Engineering stated that the Engineering Department is currently working on this.

Upcoming events

- a) Aug 16, 21, 23: Concert in the Park at Cobb's Pond Rotary Park
- b) Aug 19 – 30: Newfoundland Blizzard Hockey School
- c) Aug 23 – 25: Gander Men's Softball Playoffs
- d) Aug 30 – Sept 1: Provincial Mosquito A Baseball Tournament

The Mayor congratulated and thanked everyone involved in a successful Festival of Flight.

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 August 6, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: B. Dove; Councillor; G. Brown, Councillor; H. Lowe, Fire Chief/Director of Public Safety & Protective Services; L. Small, Administrative Assistant.

The following items were discussed:

Feral Cats-TNR Program

The Committee reviewed correspondence received from a member of the Pacific Animal Foundation in North Vancouver who was responding to the CBC report on Gander not supporting the TNR program for feral cats.

The Committee appreciates the interest and the information provided on this issue however, they will not be changing their decision on the TNR program.

Fire Truck Funding

The Committee reviewed correspondence from the Department of Municipal Affairs confirming that there will be no funding provided for Fire Protection Vehicles for Gander this year. The Town can apply again next year beginning January 1, 2020.

Recent statistics brought forward show a significant increase in Gander Fire Rescue's response to motor vehicle accidents on the Trans-Canada Highway. Just recently, there were two trucks out for repair and response to the highway would not have been possible at that time as the main responsibility for the Fire Department is fire protection; trucks must be in town to provide that coverage for residents.

With increasing calls for highway accidents, there is a fire and life safety concern if there are not enough rescue vehicles. The Committee will be contacting the Director of Fire Services and Minister Haggie to express their concerns.

Second Quarter Statistics 2019

The Committee reviewed the statistics for April, May and June of 2019 for both the Fire and Enforcement Departments.

Gander Fire Rescue responded to a total of 77 calls which is up significantly from the same time last year which saw 42 calls for assistance. These included aircraft emergency, illegal burning, motor vehicle accidents, structural fires, and CO alarms to name a few. There were 30 public consultations and 94 inspections completed as well.

The Municipal Enforcement Department issued 76 citations including speeding, imprudent driving, no insurance or registration, illegal parking in blue zones and on sidewalks, and failing to stop at stop signs. There were 333 responses reported to a variety of issues including fire calls, traffic control, property, animal, and ATV complaints, as well as garbage and general mischief complaints.

As previously indicated, the statistics are up for emergency response calls this quarter and the Committee would like to take this opportunity to thank Gander Fire Rescue and all emergency responders who have answered the call, particularly these past few weeks. They have had several tragic scenes to attend and on behalf of all Council members, we thank you for your ability to respond as you do in these difficult situations.

Request for Directional Signage- Airport Boulevard Turning lane

The Committee reviewed a request from a resident of Gander requesting that signage be installed on Airport Boulevard as it approaches Memorial Drive from the direction of Cohen's to indicate that the right lane is a "Right turning lane only". There is currently an arrow painted on the asphalt however he felt to give drivers adequate time to safely switch lanes the signage would be beneficial.

The Director of Public Safety will follow up on this request and report back at the next meeting.

Signage Requests

The Committee reviewed four separate requests to have "No Parking" signs installed on Hamilton Street, Raynham Avenue, and Morgan Drive. When a vehicle parks on the side of the road close to a curb or a bus stop it creates a hazard as a moving vehicle must swerve out around it creating a hazard for traffic approaching from the other direction. The three areas were reviewed and it was agreed there is merit in these requests.

The Director of Public Safety also read an online request to have signage installed at the top of Forrester Street to indicate "Children at Play" as the resident had cited speeding in the area. The Committee noted that those signs are not used in our municipality.

After a brief discussion it was agreed that the he and the Director of Public Safety will investigate further and request the signs be installed where there are obvious safety concerns.

Referencing the request for "No Parking" signs, Councillor Fudge stated that these signs would need to be placed all over Town and that this is an enforcement issue rather than a signage issue.

Municipalities Newfoundland and Labrador (MNL) Call for Resolutions

The Committee considered the MNL call for resolutions and did not have any item to submit at this time. It will be reviewed again at the next committee meeting.

Property Complaint

The Committee reviewed a complaint regarding unkempt properties around town. The resident did not specify a particular area however, the Committee would like to remind residents that town bylaws require that homeowners keep their properties in good standing by cutting the grass in summer, abiding by garbage and recycling regulations, removing old vehicles and discarded items, and doing general maintenance to the buildings on their properties.

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 August 7, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; R. Anstey, Councillor; R. Stoyles, Director of Municipal Works & Services (A); G. Whitt, Administrative Support Clerk.

The following items were discussed:

Household Hazardous Waste Day

The Director (A) requested that the 2019 Household Hazardous Waste Day be held on Saturday, September 21st. This will keep consistency with the timing of this event as with previous years.

The Committee agreed and recommends the date for the 2019 Household Hazardous Waste Day be set for September 21st. A notice to residents will be provided outlining the details including the location of the event.

Municipalities NL Resolutions

It was brought to the Committees attention Municipalities NL is now accepting resolutions from municipal councils for the 2019 Annual General Meeting to be held in November.

The Committee felt the Public Works and Services Department had no known issues to be resolved at a provincial level at this time.

The Committee refers this item back to the Finance and Administration Committee with no suggestion for resolutions.

Central NL Waste Management 2018 Annual Report

The Committee reviewed the Central NL Waste Management 2018 Annual Report. Included is an overview of the Board and its contribution to the Provincial Waste Management Strategy. Identified are the business units, staffing levels, the 2017 expansion of operations as well as a copy of the 2018 financial statement.

The Committee felt with the Mayor being the Town representative on the Central Regional Service Board, he should bring forth any speaking points from the report at the next meeting of Council.

Tender #19-22; Supply of one Hydraulic Excavator

The Director (A) presented the tender summary for the supply of one hydraulic excavator. Three tenders were received and the Director (A) advised that the lowest of the tenders that met specifications was submitted by Reefer Repair Services in the amount of \$226,952.50, HST included; a variance of \$24,191.58 under budget.

The Committee recommends that the tender for the supply of one hydraulic excavator be awarded to Reefer Repair Services and refers this item to the Finance and Administration Committee for its consideration.

49 Heath Crescent

The Committee reviewed a request to purchase land at the rear of the property at 49 Heath Crescent as it applies to the Public Works and Services operations.

The Director (A) informed the Committee the purchase of the said land will not interfere with the Public Works and Services operations as there is no inground infrastructure or ditching to be maintained in that area.

The Committee agrees and refers this item back to the Finance and Administration Department advising the purchase of the said land will not interfere with the Public Works and Services operations.

6 Ratcliffe Place

The Committee reviewed a request to purchase land at the rear of the property at 6 Ratcliffe Place as it applies to the Public Works and Services operations.

The Director (A) informed the Committee the purchase of the said land will not interfere with the Public Works and Services operations as there is no inground infrastructure or ditching to be maintained in that area.

The Committee agrees and refers this item back to the Finance and Administration Department advising the purchase of the said land will not interfere with the Public Works and Services operations.

115 Ogilvie Street

The Committee discussed the issue with standing water in the ditch located at the front of the property at 115 Ogilvie Street.

The Director (A) informed the Committee the Public Works Department investigated the issue and it was determined the probable cause was the improper installation of a culvert that has reached the point of failure. The culvert was installed by the property owner to extend his driveway some years ago.

The Department has been in contact with the homeowner and agrees to reinstate the culvert correctly when time permits. Scheduled maintenance for culvert replacement and ditching on Ogilvie Street is set early fall. The Director (A) recommends the reinstatement of the culvert/ditch at 115 Ogilvie Place be included with the scheduled maintenance in the area.

The Committee agrees and recommends the property owner be informed the culvert/ditch reinstatement will be at the time of the scheduled maintenance in the area.

The Acting Director of Municipal Works explained that the Town will be reinstating the culvert and the homeowner will not be responsible for doing so.

Councillor Woodford expressed concern that taxpayers should not be responsible for this cost and that it should be at the expense of the homeowner.

Council is going to refer this to Committee for further clarification and discussion.

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 August 8, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; O. Fudge, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

Hospitality NL Request

The Committee reviewed a donation request from Hospitality NL in support of their 2019 Golf Classic at The Wilds on September 26th. The Committee felt that since the Town of Gander is a member of Hospitality NL and noting that our Town branded donation will be on display and highlighted in the Tourism Times quarterly newsletter, that the donation of a Town branded merchandise package would be appropriate.

FireFit Gander 2020 Request

The Committee reviewed a request from the event coordinator for the Firefit Regional Qualifier to hold this event in the parking lot on the East side of Town Square (Jumping Bean side) on July 18 and 19, 2020. This will be a national event to be carried by TSN in January 2021. The Committee likes the idea of bringing such an event to the downtown area but has concerns that the requested area of the Town Square may become too congested to properly support such an event. The Committee suggested other possible downtown locations that may work but before deciding would like additional information regarding the scope and scale of the event.

HBB Application - 17 Bowes Street

The Committee reviewed an application from the resident of 17 Bowes Street.

WHEREAS an application has been received from “The Picture Frame” to operate a home-based business for the purpose of providing a custom framing service.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of July 30, 2019 and it meets all the Town of Gander’s Development Regulations.

Motion #19-168

HBB Application – 17 Bowes Street

Moved by Councillor Brown and seconded by Councillor Fudge that “The Picture Frame” be permitted to operate a home-based business for the purpose of providing a custom framing service from 17 Bowes Street.

In Favour: 5 Opposing: 0

Decision: Motion carried.

HBB Application - 45 Curtiss Avenue

The Committee reviewed an application from the resident of 45 Curtiss Avenue.

WHEREAS an application has been received from “Compass Grantwriting” to operate a home-based business for the purpose of providing a grant seeking and proposal writing service.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of July 19th, 2019 and it meets all the Town of Gander’s Development Regulations.

Motion #19-169

HBB Application - 45 Curtiss Avenue

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that “Compass Grantwriting” be permitted to operate a home-based business for the purpose of providing a grant seeking and proposal writing service from 45 Curtiss Avenue.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Mural Painting

The Committee discussed options for future artwork display in Gander through the use of community murals. It was noted that such projects are commonly used to improve community esthetics, to display community history and pride and to improve the overall tourism experience of an area. The Committee feels that once the current project of painting the traffic boxes is completed that consideration should be given as to where and how to continue this community beautification initiative. Ideally, the Committee would like to see an initial community mural project installed in the spring or early summer of 2020 prior to the tourist season.

Mayor Farwell and Councillor Brown discussed reaching out to Botwood for input since they have successfully done this.

Twin Tower Steel/Compassion Monument

The Committee discussed options for displaying the 911 Twin Towers steel currently on display in the lobby at the Town Hall. The Committee reviewed a display concept for a large “Compassion Monument” which would in part display the 911 steel.

While the Committee feels that the proposed monument would be esthetically pleasing and a nice addition to the Town, they feel that the associated cost cannot be justified when an equally effective and simpler display option could suffice.

At this point, the Committee is primarily concerned with having the Twin Towers steel raised from its current location on the floor of the Town Hall lobby to a more prominent and accessible location. The Committee would like to see if Public Works staff can devise a simple and effective means for displaying the steel at a raised height in an esthetically pleasing manner.

Mayor Farwell stated that it was a “Thank You” gift and that it should ultimately be displayed outside. He also feels funding for this should not be paid for through taxpayers’ money because they should not have to pay for their own gift.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on August 8, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Speed Cushions – Bennett Drive

The Director advised the Committee that he has been working with the Director of Municipal Works and the traffic consulting engineer to provide the most effective design and placement of the proposed speed cushions for Bennett Drive.

The traffic consultant engineer has provided a quote for the work and advised that he can start his assessment work in the coming weeks and forward his recommendation to the Town as soon as possible for review.

The Committee is pleased with this.

Street Light Installation

Following the last Committee meeting, the Engineering Department was asked to provide a drawing and a cost estimate for two streetlights on Magee Road near Rowsell and Raynham Avenue, as well as, Memorial Drive near the Trans-Canada Highway.

The Director presented a drawing to the Committee indicating the locations for the new streetlights and advised that the installation will be at no cost to the Town however, there will be a monthly fee required by Newfoundland Power. The Director suggested that it would be a good idea to contact the Department of Transportation and Works to discuss the location of the light poles in the vicinity of Memorial Drive and the Trans-Canada Highway to determine if they would be responsible for the monthly payment since the Town conformed to their design for this intersection.

The Committee agrees with the locations and cost estimate and forwards this to the Finance and Administration Committee for their review and consideration. Also, the Committee recommends that the Director of Engineering contact the Department of Transportation and Works for further discussion regarding the light poles located at the Memorial Drive and Trans-Canada Highway intersection.

Building Statistics – January 1 to June 30, 2019

The Director presented to the Committee the Building Statistics for January 1, 2019-to June 30, 2019. The Director advised that even though the commercial permits have increased, the number value has decreased from this time last year due to two major commercial permits last year for the new wastewater treatment plant and the extension to Walmart. He also advised that the residential permits have slightly decreased as well however, since the reporting period to June 30, there has been several new housings starts and this trend is expected to continue over the next few months.

Correspondence – 45 Bondar Street

The Committee reviewed correspondence from the homeowner of 45 Bondar Street expressing concerns of an ant problem that has occurred on his property. In 2016, the owner suspected that the ants were coming from the adjacent wooded area and decided to contact a pest control company to spray around his property to eliminate the ants. It worked for a short time, however, in 2017, the ants came back again. At that time, he contacted the Director of Engineering to visit his property and to ask permission to remove the gravel berm, adjacent to his driveway, that had been left by the developer, to see if that would rectify the problem. The Director met onsite with the homeowner and advised that he could remove the gravel berm. The homeowner rented an excavator and had the work completed. Unfortunately, the ant problem came back last summer as well as, this summer. The owner is requesting that Council grant their approval for the Town to remove some of the trees, undergrowth and topsoil adjacent to his property which seem to be the home for the ants.

After review, the Committee is not in agreement with removing topsoil or cutting down trees as this area is zoned conservation and recommends the Director provide written correspondence to notify the homeowner.

Councillor Woodford expressed concern that the Town is not willing to work with this homeowner to solve this ant problem.

Councillor Brown stated that this would set a precedent for other homeowners and that the removal of trees, etc. is speculative and not guaranteed to solve the problem.

MNL Resolutions

The Committee reviewed correspondence from Municipalities Newfoundland and Labrador indicating that they are accepting resolutions from municipal Councils for the 2019 annual general meeting. The deadline for submissions is September 13, 2019 and the Director advised that two resolutions specific to Engineering that he would like to be reviewed are the regulations for Crown owned land within the municipal boundary, as well as, timing for funding for multiyear capital projects. The Director advised that the Finance Department may be better equipped to provide specific information on Municipal funding and the timing of its release to recipients.

Councillor Anstey advised the Director that he will be attending the MNL conference and would like additional information regarding these two resolutions to bring forward for discussion while at the conference.

Correspondence – 14 Bannock Street

The Committee reviewed correspondence from the homeowner of 14 Bannock Street expressing concerns regarding the ongoing water drainage issues at the rear of their property. They feel that the swale drainage system at the rear of their property is not working therefore, water accumulates and becomes stagnant. They would like to see something done to have this problem fixed.

The Director advised the Committee, several residents on Cochran Street have been experiencing the same issues with drainage and letters have been written to the residents in that area explaining the importance of not obstructing the swale located at the rear of these properties or adjusting their approved lot grades. He advised that correspondence could be sent to the residents on Bannock Street explaining the storm drainage swale at the rear of their properties and the importance of not obstructing it. The Director will advise residents that if anyone has further concerns they can contact the engineering department for further clarification.

The Committee agreed with this and recommends the Engineering Department send letters to all residents on Bannock Street who have a rear storm drainage swales.

Deputy Mayor Pollett stepped out of the meeting at 5:28pm and returned at 5:30pm.

Land Purchase Requests

6 Ratcliffe Place:

The Committee reviewed a request to purchase Municipal land at the rear of the property at 6 Ratcliffe Place.

The Director advised that the land being requested is currently zoned open Space Recreation and the new Town Plan, which is in its final stages of review, has this area maintained as open space. It is the recommendation of the Consultants who have prepared the Town plan, on behalf of Council, that these open spaces be maintained for the use and enjoyment of the entire community and that Council retain ownership of such properties.

The Director advised that if it is the intent of Council to dispose of Town Owned Open spaces then it should be addressed in the Town Plan prior to adopting the new Plan. The Committee is not recommending selling the land as requested and refers this to the Finance and Administration Committee for their review and consideration.

49 Heath Crescent

The Committee reviewed a request to purchase land at the rear of the property at 49 Heath Crescent.

The Director advised that the land being requested is currently zoned open Space Recreation and the new Town Plan which is in its final stages of review has this area maintained as open space. It is the recommendation of the Consultants who have prepared the Town Plan on behalf of Council that these open spaces be maintained for the use and enjoyment of the entire community and that Council retain ownership of such properties.

The Director advised that if it is the intent of Council to dispose of Town Owned Open spaces then it should be addressed in the Town Plan prior to adopting the new plan. The Committee is not recommending selling the land as requested and refers this to the Finance and Administration Committee for their review and consideration.

Bell Aliant – Fibre Lines

The Director presented to the Committee, a quote from Bell Aliant to run fibre lines to the new Wastewater Treatment Plant. A total cost of \$98,782.00 is required to enable the services to be delivered.

The Committee agrees that this is needed in order to provide quality technical services to the new treatment plant, therefore, is forwarding this to the Finance and Administration Committee for their review and consideration.

This is cost-shared as part of the project.

2020-2021 Multi Year Capital Works

The Director advised the Committee that concerns were raised with regards to the timeline for funding approval from the province for multiyear capital projects and cost shared funding programs. Currently, funding approval for our 2020 budget process will not be announced until the spring of 2020. The Director advised that the Town would like to see funding approvals be announced in January as opposed to the spring.

The Committee agrees and would like to forward to the Finance and Administration Committee for follow up with the province.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on August 8, 2019. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; O. Fudge, Councillor; G. Brown, Director of Finance; K. Hiscock, Accounting Supervisor.

The following items were discussed:

Weekend Snow Clearing Duties Policy

The Committee reviewed the Policy on Weekend Snow Clearing Duties. The Policy outlines responsibilities, as well as payment to be provided to Supervisors who are on call during the weekend shifts during snow clearing season. The changes being recommended to this Policy are primarily grammatical in nature and there is no significant change in how the process will operate.

Motion #19-170

Weekend Snow Clearing Duties Policy

Moved by Councillor Brown and seconded by Deputy Mayor Pollett adoption of the Weekend Snow Clearing Duties Policy, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Protective Clothing and Uniform Policy

The Committee reviewed the proposed changes to the Protective Clothing and Uniform Policy which outlines entitlement to protective clothing for our Non-Unionized staff. The Unionized staff are covered under the Collective Agreement. The only change of any note being proposed to this Policy is that the IT staff are being added to the Policy. They were not previously listed as being entitled to any clothing allowance. Given the nature of their job, it is proposed they be made eligible for clothing allowance in the amount of \$500 upon hire and \$200 per year once in their position.

Motion #19-171

Protective Clothing and Uniform Policy

Moved by Councillor Brown and seconded by Councillor Fudge adoption of the Protective Clothing and Uniform Policy, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Acting Assignments and Appointments Policy

The Committee reviewed the Acting Assignments and Appointments Policy. This Policy establishes how much staff will be paid when acting in a senior Management position on a temporary basis while their Department Head is off.

The only change made to this Policy is that the acting pay for replacement of the Director of Recreation is modified. In some cases, two people will be assigned to take care of different aspects of the job and they will get a wage top up of 5% each. If they were assigned to carry out all of the duties of the Director in their absence it would be a 10% increase.

Motion #19-172

Acting Assignments and Appointment Policy

Moved by Councillor Brown and seconded by Councillor Fudge adoption of the Acting Assignments and Appointments Policy, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Travel and Expenses Policy

The Committee reviewed the Travel and Expenses Policy. This Policy outlines how travel costs will be paid when travelling on Town business. The change being made is in regard to staff who are assigned Town vehicles who opt to use their private vehicle on travel as opposed to the Town vehicle. It was proposed that they would be paid a kilometrage rate of \$0.17 per kilometer if they make that decision. The rate for those that do not have a Town vehicle is \$0.43 per kilometer.

Motion #19-173

Travel and Expenses Policy

Moved by Councillor Brown and seconded by Councillor Woodford adoption of the revised Travel and Expenses Policy, as attached.

Council has some confusion regarding this proposed Policy.

Councillor Brown withdraws her Motion and Council will send this back to Committee for clarification.

Decision: Motion withdrawn.

Lyndon Lewis Reimbursement

The Committee reviewed correspondence from Mr. Lyndon Lewis regarding Building Lot #210 on Bondar Street. The Town had put the Developer in default on the subdivision because he had not met all the Terms and Conditions of the Development Agreement. As part of the default, he no longer had the right to sell the lots. This would revert to the Town.

Mr. Lewis advised he had placed some fill on the lot in order to develop it to be suitable to construct a house on. He provided a copy of the bill for the fill in the amount of \$7,670.50 and is asking the Town to reimburse him. The Committee felt he should be reimbursed; however, he would not be reimbursed until the lot is sold.

Councillor Woodford asked if Mr. Lewis has provided a receipt proving payment or simply a bill that may be unpaid.

Motion #19-173

Lyndon Lewis Reimbursement

Moved by Councillor Brown and seconded by Councillor Fudge that Lewis Brothers Contracting Limited be reimbursed \$7,670.50 once Lot #210 Bondar Street is sold, upon receipt or proof of payment.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Requests for Backland

The Committee reviewed two requests for backland. One was at 6 Ratcliffe Place and one at 49 Heath Crescent.

The Town has placed a freeze on the sale of backland other than that already identified as surplus to the Town. Over the last several months, there was one case where some backland was sold outside this policy but there were extenuating circumstances in the matter.

The Committee is not prepared to recommend that the Town start selling backland not previously identified as available for sale yet because it is dealing with the Encroachment on Town property issue and wants to have this finalized before looking at the sale of any future backland.

The residents will be written advising that there are no immediate plans to sell the backland but once the encroachment issue is dealt with this item will be revisited.

Department of Municipal Affairs and Environment – Multiplex Funding

In December of 2018, the Town had applied for funding to construct a new Multiplex and Soccer Track and Field facility and it has been advised by the Province that we were not successful in our application. They are, however, calling for a second round of projects with the closing date of September 30, 2019.

Motion #19-174

Department of Municipal Affairs and Environment – Multiplex Funding

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Town of Gander submit an application for the new Multiplex and Soccer Track and Field facility, as previously applied for under File #AP-MCW-18385 at a projected cost of \$29,770,548.90.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Department of Municipal Affairs and Environment – Reallocation of 2017-2020 Multiyear Capital Works Program

At the last Council meeting, Council recommended that a modification be made to the 2017-2020 Capital Works Program and the Province subsequently agreed. Council now has to pass a Motion to approve the amendment to the Agreement.

Motion #19-175

Department of Municipal Affairs and Environment – Reallocation of 2017-2020 Multiyear Capital Works Program

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the Town of Gander accept cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated August 2, 2019 to complete the 2017-2020 Multiyear Capital Works Program totaling \$4,098,066.00. The Town of Gander agrees to provide the municipal share of \$1,680,734.00 in funding for these projects and authorizes the Mayor and Town Clerk to enter into a funding agreement with the Department of Municipal Affairs and Environment on behalf of the Town of Gander.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Department of Municipal Affairs and Environment – Multiyear 2020-2023

The Province currently provides Multiyear Capital Funding to Urban Municipalities in the Province. This funding is generally on a three year cycle with the current program expiring in March of 2020.

The Town has asked the status of the funding for 2020 going forward and the Province has advised that this will be part of their budget discussions for 2020 and decisions have not yet been made. Any announcements on the funding will not occur until the Spring of 2020.

The Committee has grave concerns with this as we need to know before we finalize our budget for 2020 what the funding will be.

Motion #19-176

Department of Municipal Affairs and Environment – Multiyear 2020-2023

Moved by Councillor Brown and seconded by Councillor Fudge that the Province be written advising of Council’s concern on the timing for the 2020-2023 Multiyear Capital Works Funding.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender – Skate Sharpening Concession

The Town released a tender for the provision of skate sharpening services at the Steele Community Centre, however, no bids were received. One individual is interested but his concern was primarily that the insurance requirement for the Town was too onerous. Staff have been directed to review the insurance matter to see if anything can be done that will satisfy both the prospective bidder and the Town.

Tender – Hydraulic Excavator

The Committee reviewed the tender results for One Hydraulic Excavator. Three bids were received. The low bidder was Reefer Repair Services.

Motion #19-177

Tender – Hydraulic Excavator

Moved by Councillor Brown and seconded by Councillor Fudge that the tender for One Hydraulic Excavator be awarded to Reefer Repair Services at a price of \$226,952.50 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This item is \$24,191.58 under budget.

Wastewater Treatment Plant Fibre Op Services

The Committee reviewed a recommendation from the Engineering Committee that Pomerleau be authorized to enter into an Agreement with Bell Aliant for them to provide Fibre Op Services to the new Wastewater Treatment Plant site at the quoted cost of \$98,782 plus HST. The service is required to ensure that the IT systems and communications systems at the Wastewater Treatment Plant can be installed and operate properly.

Motion #19-178

Wastewater Treatment Plant Fibre Op Services

Moved by Councillor Brown and seconded by Councillor Fudge that the Town authorize Pomerleau to enter into an agreement with Bell Aliant to install Fibre Op to the new Wastewater Treatment Plant at a cost of \$98,782 plus HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Replacement of Computers with Windows 7

IT staff have advised that Microsoft is going to be cancelling any support for the Windows 7 operating system January 14, 2020. The Town currently has 40 computers operating on Windows 7.

The fact that they will no longer be providing updates means that the computers will be compromised because they will not be kept up to date with the latest security patches or software batches. As such they have to be replaced at an estimated cost of \$50,000. There is currently \$12,000 left available in the equipment budgets so an additional \$38,000 will be required.

The Director of Finance advised that there will be sufficient savings and additional revenues within the Administration budget to cover the \$38,000 requirement.

Motion #19-179

Replacement of Computers with Windows 7

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the IT Department will be authorized to replace the computer equipment currently running the Windows 7 operating system.

In Favour: 5 Opposing: 0

Decision: Motion carried.

MNL Resolutions

Municipalities Newfoundland and Labrador's (MNL) annual conference will be held in November and they are asking their member communities to provide any resolutions for the annual conference that they wish to see on the agenda. From a Finance perspective, there was one item that created significant problems for us this year. It was the freeze on tendering while the Provincial election was being contested. This delayed our ability to get our Capital Works projects out and potentially could have cost us time and money in getting the work completed this year.

The Finance Committee is recommending that the Town submit a resolution to eliminate the practice of freezing all tenders during Provincial election campaigns.

Property Tax Reduction

The Committee reviewed one residential tax reduction application which is submitted in accordance with Council’s policy on tax reductions for residential property.

Motion #19-180

Property Tax Reduction

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Street Light Installation

The Committee reviewed the recommendation from the Engineering Committee that additional street lights be placed on Magee Road, as well as at the exit from the TCH at Memorial Drive at an estimated cost of \$85/month.

Lights are required for safety reasons as these are areas that are overly dark and presents safety concerns. There was a question as to who should be responsible for the lights on the TCH off ramp, whether it should be the Province or the Town of Gander.

Staff are asked to investigate this matter further, but the Committee agrees with Engineering that the lights do have to be erected.

Motion #19-181

Street Light Installation

Moved by Councillor Brown and seconded by Councillor Fudge that up to four light poles and one link pole be erected on Magee Road and the off ramp from the TCH to Memorial Drive, as per drawings 19-1057A and 19-1057B.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Cooper Blvd. Change Order #1

The Committee reviewed Change Order #1 from J-1 Contracting Limited for Infrastructure Upgrading 2019 Contract #3, Cooper Boulevard. This Change Order is to supply and install 30 meters of 900mm HDPE Pipe culvert beneath the roadway on Cooper Boulevard in the amount of \$30,015.00.

Motion #19-182

Cooper Blvd. Change Order #1

Moved by Councillor Woodford and seconded by Councillor Brown that the Town approve Change Order #1 for Infrastructure Upgrading Contract #3, Cooper Boulevard to J-1 Contracting Limited in the amount of \$30,015.00, HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This Change Order will be cost-shared.

44 MacDonald Drive

The Committee reviewed a request from a local contractor for a variance on the height of an accessory building at 44 MacDonald Drive that he wishes to build. The current regulation is 5.5 meters and he is asking to go to 6.05 meters. It is a very large lot and Council felt the variance would have a minimal impact on the neighbouring properties.

Motion #19-183

44 MacDonald Drive

Moved by Councillor Woodford and seconded by Councillor Brown that approval be granted for a variance to the height of the accessory building at 44 MacDonald as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

This variance is within the discretionary variance amount of Council.

Memorial Drive Extension

Council reviewed a request from Piercon Limited for an additional completion extension for Memorial Drive reconstruction.

Upon review, Council agrees with extending the completion date for this project to August 16, 2019 as indicated, with the condition that the contractor will be liable for any associated additional costs resulting from the schedule change.

Motion #19-184 Memorial Drive Extension

Moved by Councillor Woodford and seconded by Councillor Fudge approval be granted to Piercon Limited for an extension to the Memorial Drive project to August 16, 2019 with the condition that the contractor will be liable for any associated additional costs resulting from the schedule change, as requested.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender #19-18 Sale of Land – 20 Raynham Avenue

Council reviewed the tender results for the sale of land at 20 Raynham Avenue. There was one bid received from Gary Parsons.

Motion #19-185 Tender #19-18 Sale of Land – 20 Raynham Avenue

Moved by Councillor Brown and seconded by Councillor Woodford that the tender for the sale of land at 20 Raynham Avenue be awarded to Gary Parsons at a price of \$3,910.00 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Quad-a-Palooza

Council received a letter from Steele Hotels to host the 7th Annual Quad-a-Palooza on September 7-8, 2019 in Gander. They are requesting an ATV parade at conclusion on Sunday morning, September 8, 2019.

Motion #19-186

Quad-a-Palooza

Moved by Councillor Woodford and seconded by Councillor Fudge to approve the Quad-a-Palooza ATV Parade Sunday morning, September 8, 2019.

In Favour: 5 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #19-187

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:42 p.m.

P. Farwell, Mayor

M. McWhirter, Town Clerk (A)