

MINUTES

Regular Meeting of Council
Wednesday, November 6, 2019 @ 4:30 pm
Council Chambers

Present:

P. Farwell	Mayor
R. Anstey	Councillor
G. Brown	Councillor
B. Dove	Councillor
P. Woodford	Councillor

Advisory and Resource:

J. Blackwood	Director of Engineering/CAO (A)
M. McWhirter	Town Clerk (A)
K. Hiscock	Director of Finance (A)
N. Newell	Director of Recreation & Community Services
D. Whitt	Director of Municipal Works (A)
D. Quinton	Director of Development
H. Lowe	Fire Chief
K. White	Communications Coordinator

Regrets:

T. Pollett	Deputy Mayor
O. Fudge	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Presentation of Ambassador Grants

Councillor Brown stated the Town would like to recognize the following three individuals for their recent accomplishments. Madison Collins and Serena Woolridge for Powerlifting and Owen Whelan for participation in the World Firefit Challenge.

As part of the Town of Gander's Grants, Subsidies and In-kind Services Policy, we help support our athletes by providing a donation towards their travel when they qualify for an Atlantic, National or International Event. The Town congratulated them on their accomplishments and best of luck with the next stage of their training.

Remembrance Period Proclamation

The Mayor proclaimed November 1 – November 11 as Remembrance Period in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #19-250

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on November 6, 2019 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-251

Regular Minutes for Approval

Moved by Councillor Anstey and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on October 16, 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 Councillor Fudge.

The Recreation & Community Living meeting was held on October 28, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administration Coordinator.

The following items were discussed:

Delegation – Gander Co-op Public Relations Committee

Wayne Lorenzen was welcomed to the meeting. Mr. Lorenzen explained that the Gander Co-op have now formed a Recreation Committee and they are looking for ways to give back to the community through their 50/50 fund. In the past, they have helped with events such as community skates and the community breakfast. They would like to be more involved in the events they sponsor and are wondering if the Recreation & Community Services Department could provide them with some ideas whether it would be community events where they could provide food or entertainment or purchase items for small infrastructure projects. There were several ideas discussed. The Director will prepare a list of planned and anticipated events and projects for their consideration.

The Committee thanked Mr. Lorenzen and looks forward to working with the Gander Co-op in the future.

Remembrance Way Ceremony

The Remembrance Way Ceremony is scheduled for November 11th at 2 pm. It will be taking place at the North Atlantic Aviation Museum parking lot on the Trans-Canada Highway. The sign being provided by the Provincial Government or a replica will be unveiled at that time. There will be several dignitaries attending and the public is also welcome. For more information, call the Special Events Coordinator at 709-651-5936.

Shipshape Skate Sharpening & Repair Limited

Council recently agreed to allow Shipshape Skate Sharpening & Repair Limited to operate a skate sharpening business out of the Steele Community Centre. Under the agreement, they are permitted to sell other emergency items that skaters need such as skate laces, hockey socks and other items as stipulated in the agreement. The lessee, a distributor for Howie's Hockey Gear, is asking that t-shirts and hats be added to his contract.

The Committee does not want to see racks of clothing for sale as this was not the intent of the business but do not see a problem with a small selection of these items being available for purchase. The Committee agrees with this request for the current season.

Council discussed the matter and would like this sent back to Committee due to concerns about fairness and a potential new RFP.

Gander Women's Centre re Community Partnership Fund

The Gander Women's Centre received a grant of \$2,500 in 2019 from the Town of Gander's Community Partnership Fund. Due to several developments in their organization, they will not be able to complete the project this grant was intended for before the end of the year. They would like to carry the funding over to next year. They also noted that they will not be requesting more funding through the 2020 Community Partnership Fund.

The Committee supports this request and has asked the Director to notify the Gander Women's Centre accordingly.

Steele Community Centre Staging

The Department was asked to review the possibility of purchasing a Stageline SL100 mobile stage for use at events at the Steele Community Centre. This stage is quick and easy to setup and can support lighting and sound equipment.

Discussions with the Engineering Department and a provincial audio company identified two potential issues; that the stage is too small for events that are hosted at the Centre, and the entrance might not be big enough for the trailer to make the turn into the building. Other Stageline models were considered with similar findings.

The Committee is asking that the Engineering Department provide Stageline with the exact dimensions of the building to find out for sure if one of the Stageline products, possibly the SL260 would work. The Director advised that the Department will work with the Engineering Department to provide this information to Stageline.

Staff Hours for Installation of Playground Equipment

The Committee had asked the Director to provide a review of the cost of using Department staff to install the new accessible playground equipment at Elizabeth Drive versus paying a private company to install it. The quote from the company was \$22,500 and the cost of staffing was approximately \$14,500.

The Director noted that, while it did take the staff away from other Department duties, they acquired knowledge and experience that will be useful for its maintenance and any future installation of new equipment.

The Committee asked if there was a way to make the new accessible swing put in at Cobb's Pond more user-friendly citing maneuvering a wheelchair to access the swing. It was suggested that some asphalt be laid to the swing and by the side of it to make it more accessible. The Director explained that this is not a wheelchair swing but an inclusive swing and was uncertain whether asphalt was allowed under the regulations but will check.

Currently there is an asphalt walkway around the playground equipment which allows the public to gain access to the equipment more easily than if there was just pea stone.

Gander Rotary Club re Sliding Hill at Cobb's Pond Rotary Park

A member of the Gander Rotary Club asked if it was possible to make a sliding hill at Cobb's Pond this winter by trucking in dirt from other construction sites. The Committee didn't think Cobb's Pond was a good area for this. The Committee does however, like the idea of having a sliding hill in town. They asked if the Department could contact the Municipal Works Department to see if it is possible for the loaders to make a sliding hill this winter out of the snow near the entrance to the Derby Pit.

Upcoming events

Nov 6: Bonfire Night
Nov 12-13, 19 & 27: Central Health Influenza Clinics

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 October 30, 2019. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; R. Anstey, Councillor; G. Brown, Councillor; H. Lowe, Director of Protective Services/Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

Speeding & Noise Compliant- Kingsford Smith Place

The Committee reviewed a complaint received from Kingsford Smith Place regarding speeding and the problem with dirt bikes and ATV's in the area. The resident has been woken up on several occasions during the night from the noise of ATV's backfiring; they were seen leaving the area during the last incident. The resident also reported that vehicles are travelling along the street into the bulb at very high rates of speed.

The Fire Chief advised that Municipal Enforcement will monitor the area for speeding and the Committee agreed that they would like to see a 30 km per hour speed sign installed as well.

Motion #19-252

Speeding & Noise Complaint – Kingsford Smith Place

Moved by Councillor Dove and seconded by Councillor Brown that a 30 km speed limit sign be installed at the entrance to Kingsford Smith Place.

Motion was withdrawn after discussion and the concurrence of the mover and the seconder and will be sent back to Committee for review of other streets that should have 30km/h signs so that one motion can encompass all necessary streets.

Third Quarter Statistics 2019

The Committee reviewed the third quarter statistics for the Fire Department and Municipal Enforcement this period covers July, August and September for 2019.

The Fire Department has responded to a total of 83 calls and conducted 105 inspections. These included aircraft emergencies, brush fires, downed electrical lines, motor vehicle accidents, a lightning strike and unauthorized burning to name a few.

Municipal Enforcement issued 113 citations, and recorded 239 incidents including animal complaints, traffic issues, fire calls, illegal dumping, property complaints, and ATV and speeding complaints.

The Committee was pleased to see that complaints in some areas are down in comparison to the same time last year, however, the fire department calls for motor vehicles accidents are up compared to last year, both in town and out.

During the discussion on motor vehicle accidents, it was noted that currently we have four duty crews on-call on a rotating basis. When the crew on-call responds to an emergency during business hours, these volunteers must leave their place of employment. Should that happen twice during the day, the employee must leave work twice. This will become a burden for employers should the trend increase.

The Committee would like to take this time to commend those employers who permit the volunteer firefighters on-call to leave work to respond to emergencies and help keep the community safe; it is very much appreciated.

The Fire Chief is tracking the calls to monitor the busiest times for emergency response. He also noted that the new schedule he has implemented for Municipal Enforcement is providing better coverage overall as well.

Council would like a letter issued to these employers to express appreciation for allowing employees to provide this service.

Retirement Note

Volunteer Firefighter Captain Curtis Winter has submitted his resignation and will retire from the fire hall on November 26th. Curtis has 25 years of service with the Town of Gander as a volunteer and he will be missed immensely. Council would like to thank him and his family for his years of service to this community and wishes him a long and happy retirement.

Department Activity Update

The Fire Chief gave a brief update on activities in the last couple of weeks.

- The Junior Firefighter program has started again with ten students and takes place on Thursday evenings.
- The Fall recruitment has concluded, and interviews were conducted.
- Several members and volunteers visited the children at JPMH for Halloween again this year.
- The sale of pink t-shirts for breast cancer awareness month raised \$ 165.00 and it will be donated to the James Paton Memorial Hospital.
- There was a sale of moose burgers for staff on October 26th which raised approximately \$ 550 for the Fire Hall.
- The Firefighters Ball will be held on November 9th at the Albatross Hotel

Speed Cushion on Bennett Drive

The Committee discussed the result of a public consultation that was held on October 29th to garner input from residents on the installation of a speed cushion on the bottom of Bennett Drive. Council is now ready to move forward with this item which also highlighted the need for a **Traffic Calming** policy to be drafted; this will be brought back to Council at a later date.

Motion #19-253

Speed Cushion on Bennett Drive

Moved by Councillor Dove and seconded by Councillor Brown that the speed humps be installed in the vicinity of 47 Bennett Drive and refers this item to the Engineering Department for design work and installation.

In Favour: 5 Opposing: 0

Decision: Motion carried.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on October 29, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: T. Pollett, Deputy Mayor; P. Woodford, Councillor; G. Brown, Councillor; O. Fudge, Councillor; T. Barron, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Community Bonfire

It has been brought to the Committees attention that the Town will not be hosting a Community bonfire this year but will be supporting the Evangel Pentecostal Church in their bonfire event. This cancellation is due to a request that has been brought forward by the Gander Elementary School

Council would like to inform the residents that the site will remain open as the residential drop off location for trees and branches only and they will be chipped for reuse.

Snow Plan

The Director reviewed the 2019/20 Snow Plan with the Committee given an overview of the additional streets incorporated into the routes this season. The level of service and timelines will remain the same as the previous year.

The Committee agrees with the standards set in the 2019/20 Snow Plan as outlined in the attachment.

Christmas Lights

The Committee discussed the upcoming Christmas season and the lighting display at the Town Square. It was suggested the Town include the business community and residents alike to participate in a project to enhance the seasonal lighting in the area. This is a practice that is common in other communities with great success.

The Director informed the Committee the Department will continue to light the area as in past years using a combination of lights and hanging décor. Should the Town include the business community and residents to assist in decorating, the Department will coordinate the work with them.

Garbage Collection for Holidays

It was noted that the Town currently provides notifications to residents when garbage collection is rescheduled to accommodate a holiday but does not provide notification when a Town holiday is not recognized by Central Newfoundland Waste Management (CNWM) and collection remains on schedule, such as Gander Day.

The Committee recommends the Town send out notice for all scheduled holidays to inform residents in both circumstances; if their garbage collection schedule is altered or will remain the same.

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 October 29, 2019. 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 Director (A).

The following items were discussed:

Silent Witness Inscription Request Update

The Committee was provided an update on a request received in late September from the North Atlantic Aviation Museum on behalf of the family of the Silent Witness sculptor, the late Steve Shields; requesting to have his name added to the memorial. Staff subsequently determined that there is already a plaque onsite, in front of the statues, that specifically identifies Steve Shields as the sculptor and Lorne Rostotski as the designer. Staff followed up with the family and advise them of this plaque, along with a photo of it at the site.

Star Disc Update

The Committee was informed of the ongoing efforts by an outside organization to see a Star Disc located in Gander. The organizers have informed the Town that the Star Disc Facebook page has now been made public. Currently, some 300 people like/follow the page, and just this past week over 1000 new people viewed the page. Plans are well underway for a crowdfunding initiative scheduled to commence in December. As a boost to the crowdfunding effort, the Tourism Development Officer has arranged for Rogers Gander to provide their original 9/11 footage to the organizers, Chris Spencer and Aidan Shingler, to be included in their promotional video, now being developed.

Council would like the Communications Coordinator to post about this explaining what a “Star Disc” is to the public.

The Committee is encouraged to see this initiative gaining momentum and pleased that organizers from outside of Canada have chosen to express their appreciation in this manner. For those interested in learning more about the initiative you may visit www.facebook.com/astardiscforgander or www.stardisc.org/news.html

Home Based Business Applications

HBB Application-32 Airport Boulevard

The Committee reviewed an application from the resident of 32 Airport Boulevard.

WHEREAS an application has been received from “Wildflowers Childcare Centre” to operate a home-based childcare business.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received and it meets all of the Town of Gander’s Development Regulations.

Motion #19-254

HBB Application – 32 Airport Boulevard

Moved by Councillor Dove and seconded by Councillor Woodford that “Wildflowers Childcare Centre” be permitted to operate a home-based childcare business from 32 Airport Boulevard.

In Favour: 5 Opposing: 0

Decision: Motion carried.

HBB Application-123 Rowsell Boulevard

The Committee reviewed an application from the resident of 123 Rowsell Boulevard.

WHEREAS an application has been received from “Color Bar Salon” to operate a home-based “1 Chair” hair salon.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received and it meets all of the Town of Gander’s Development Regulations.

Motion #19-255

HBB Application – 123 Rowsell Boulevard

Moved by Councillor Dove and seconded by Councillor Woodford that “Color Bar Salon” be permitted to operate a home-based “1 Chair” hair salon from 123 Rowsell Boulevard.

In Favour: 5 Opposing: 0

Decision: Motion carried

HBB Application-65 Airport Boulevard

The Committee reviewed an application from the resident of 65 Airport Boulevard.

WHEREAS an application has been received from “The Mad Batter” to operate a home-based bakery for custom orders with some minor item sales/custom decorating.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received and it meets all of the Town of Gander’s Development Regulations.

Motion #19-256

HBB Application – 65 Airport Boulevard

Moved by Councillor Dove and seconded by Councillor Woodford that “The Mad Batter” be permitted to operate a home-based bakery for custom orders with some minor item sales/custom decorating from 65 Airport Boulevard.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Town of Gander Ambassador Card

The Committee discussed an idea brought forth by the Development Department for the creation of a Town of Gander Ambassador Card. This would be like a typical business card but would be generic in nature and say something like “Hi, I’m from Gander” followed by a short list of online informational sites related to Gander tourism. On the back of the card would be a photo collage and contact information for the Town Tourism Development Officer. With so many locals travelling throughout North America and the world, this would provide an opportunity for increased exposure for the Town and would add a personal touch to our tourism marketing efforts.

The Town is regularly approached by members of the travelling public who wish to act as tourism ambassadors for the Town while travelling. The Committee feels that the ambassador card paired with the goodwill efforts of interested community members will provide a boost to the Town's tourism marketing efforts; all for about \$150.00.

2019 Art Procurement

The Committee was provided an update regarding the upcoming 2019 Town of Gander Art Procurement "Call for Submissions".

- The program is open to artists who have been residents of Gander for the past 12 months prior to date of submission.
- The program will recognize submissions from artist in the following categories of 2 or 3-Dimensional Visual Art: drawing, illustration, painting, print making, photography, textile/fiber art, mixed media, carving, sculpture, glass and metal.
- For further details please visit the Town of Gander website and/or social media sites or contact the Tourism Development Officer at bwilliams@gandercanada.com
- The Committee also indicated that going forward, they would like to maximize public exposure to and participation in the Town's Art Procurement Program. Ideas for displaying the artwork entries at public venues and through social media were discussed along with public participation in selecting the art works for purchase.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on October 31, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Shipping Container Regulation

Following the first reading of the newly proposed Shipping Container Regulation at a regularly scheduled Council meeting, several concerns were received regarding the proposed regulation and a meeting with Council was requested.

The Town recently held a public consultation meeting to address concerns that were brought forward and to gather feedback before the proposed regulation is presented for its second and final reading.

At this time, the Committee is recommending that a second and final reading of this proposed regulation be postponed until after the budget process and also suggests that further discussions be arranged with all of Council to determine if modifications will be made given the feedback that was presented during the public consultation.

Discretionary Use – 35B Armstrong Boulevard

Notice is hereby given that the Town Council of Gander has received an application to operate a drop-in play area for children at the above noted address.

The location in question is currently zoned Commercial General and Child Care uses are permitted as a Discretionary Use in this zone as per the Town of Gander Development Regulations.

The Director advised that no objections were received by the advertised deadline.

Motion #19-257

Discretionary Use – 35B Armstrong Boulevard

Moved by Councillor Woodford and seconded by Councillor Brown approval for the discretionary use at 35B Armstrong Boulevard, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Eastgate Phase 4 Extension Request

The Committee reviewed correspondence from Cecon Development Corporation (CDC) requesting Council's consideration for an extension on completing the installation of the second lift of asphalt in Eastgate Phase 4.

CDC advised that they have delayed the placement of the second lift of asphalt due to the amount of construction traffic in the area, the construction of Briggs Street intersection and on-going construction from the Wastewater Treatment Plant service road. They advised that they are committed to completing all the work by the spring of 2020 and no later than June 30, 2020.

The Director of Engineering advised that due to the time of year and seasonal restrictions, he agrees with the extension.

Motion #19-258

Eastgate Phase 4 Extension Request

Moved by Councillor Woodford and seconded by Councillor Anstey that the Development Agreement with Cecon Development Cooperation for Phase Four be amended to extend the requirement for placement of surface course asphalt to no later than June 30, 2020.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Cooper Boulevard Transportation Study Proposal

The Committee reviewed a proposal from Crandall Engineering to complete a transportation plan for Cooper Boulevard. Cooper Boulevard has experienced significant development and this growth is expected to continue. To help strategically plan for this growth, the Town requested a comprehensive transportation study of Cooper Boulevard to determine functional requirements over the next 10 years. The study will encompass Cooper Boulevard from the Trans-Canada Highway to the Magee/Cooper intersection, as well as, adjacent developable lands. The proposal outlined the scope of work and a cost estimate to have this work carried out. The Director advised that the proposal was over budget but requested savings from the professional services account be reallocated to cover the shortfall.

The Committee agrees with the proposal as submitted.

Motion #19-259

Cooper Boulevard Transportation Study Proposal

Moved by Councillor Woodford and seconded by Councillor Anstey to engage Crandall Engineering to proceed with the Cooper Boulevard Transportation Study as outlined in the attached traffic proposal for Cooper Boulevard.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Airport Land for Residential Use

The Director of Engineering advised the Committee that his department through the recent Municipal Town Plan process has been reviewing areas that would be suitable for future residential development. It was determined that Airport land would be the most logical location.

The Director recommended that Council start the process of engaging discussions with the Gander International Airport Authority to gain access to this land to prepare for future development.

The Committee agrees and recommends forwarding this to the Economic Development Committee to start discussions on acquiring this land.

Final Contract Payment – Memorial Drive

The Committee reviewed a Contract Change Order #5 for the Memorial Drive Reconstruction 2018 project. This Change Order is to cover additional costs which occurred throughout the project in the amount of \$79,023.24.

After discussion, the Committee recommends approval of Change Order #5 as attached and forwards it to the Finance and Administration Committee for their review and consideration.

Driveway – 1 Edinburgh Avenue

The homeowner of 1 Edinburgh Avenue recently purchased a small portion of land adjacent to his driveway with the agreement that the Town would incur the cost of installing a paved bulb extension towards the back of his driveway and have it sealed to help alleviate the issues he was experiencing following the reconfiguration of Peterson Drive into a cul-de-sac.

The Director of Engineering and Councillor Woodford recently met with the homeowner who informed them that he is not pleased with the work that was done and the paved extension is not wide enough therefore, he is having to drive out onto his grass causing damage and is requesting that the Town remove a strip of sods and replace it with Class A.

After discussion, the Committee is willing to cost share this work, providing the homeowner submits a quote, to the Town for review, and the homeowner is willing to pay for the work up front and invoice the Town for reimbursement for half the total cost.

The Committee recommends forwarding this to the Finance and Administration Committee for their review and consideration.

Compliance Letters

Councillor Woodford brought forward a concern from a local real estate firm regarding the process the Town uses in the issuance of compliance letters. In the past few months the firm has dealt with several properties having accessory buildings encroaching onto Town land that were identified on compliance letters and this resulted in delayed closing dates. The realtor requested that once a house is listed on the market for sale the Town consider issuing a compliance letter at that time to avoid any delays.

The Committee discussed the request and noted that compliance letters can be issued to homeowners or Solicitors representing the property owners at any time. The Committee recommended that potential sellers or their Realtors could reach out to the Town long before the closing date to inquire if there were any outstanding issues with the property that might be identified on a compliance letter. This process could help prevent future delays in closing dates. Council would like to encourage residents to ensure their properties are following municipal regulations and that any property they are looking to purchase should be researched to ensure they also comply as some individuals, in the past, have inherited issues as new homeowners.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on October 31, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; P. Woodford, Councillor; P. Farwell, Mayor; T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Director of Finance; D. Chafe, CAO; K. Hiscock, Supervisor of Accounting.

The following items were discussed:

Invoices for Approval

OPERATING

1. Toromont Cat		
Acct: 00-210-1000-6450 – Overall-Fire Truck		\$18,490.13
	Spent: <u>16,696.00</u>	Budget: <u>26,000.00</u>
2. Piercon Limited		
Acct: 01-540-0080-9708-Change Order #5		\$79,023.24
	Spent: 2,342,876.00	Budget: 2,596,286.00
	Total operating invoices for approval	\$97,513.37

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

Motion #19-260
Invoices for Approval

Moved by Councillor Brown and seconded by Councillor Anstey that the invoices be paid as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Policy P023 – Clothing Allowance

The Town currently has a Clothing Allowance Policy P023 which directs that Non-Management Non-Union staff be paid an annual Clothing Allowance of \$120. The Finance Committee did not agree with the rationale for paying this allowance and is recommending that the allowance be rescinded effective 2020.

The allowance was put in place back in the days when staff used carbon paper as part of their daily routine, and it damaged their clothing.

Motion #19-261
Policy P023 – Clothing Allowance

Moved by Councillor Brown and seconded by Councillor Anstey that Policy P023 – Clothing Allowance be rescinded.

The motion was discussed, and Council would like this sent back to Committee for review and clarification. The motion was withdrawn with the concurrence of the mover and the seconder.

Asset Management RFP

Earlier this year, the Town invited an RFP for provision of Asset Management services. Four bids were received on the RFP and it is currently being reviewed. Since the call for the RFP, however, the Province has indicated they are currently working on guidelines for how the Asset Management Program should be developed by the Municipalities and given that they are currently doing this, it does not make sense to award the RFP at this time. Council should wait until the document from the Province is received before proceeding any further.

The deadline for having Asset Management in place is 2023.

Motion #19-262

Asset Management RFP

Moved by Councillor Dove and seconded by Councillor Anstey that the Asset Management RFP be rescinded.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Signing Officers

The Town's current Policy is that the Chair of the Finance Committee is one of the Signing Officers. As the Committees have changed, the Signing Officers need to change, as well.

Motion #19-263

Signing Officers

Moved by Councillor Anstey and seconded by Councillor Dove that Councillor Brown replace Councillor Dove as a Signing Officer with the Town of Gander.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Committee Structure/Schedule

At the last Council meeting, the Mayor announced the composition of the new Committees of Council for the second half of their term. Since that time, discussions have taken place on the dates that the Committee meetings will be held and there have been several changes proposed.

Motion #19-264

Committee Structure/Schedule

Moved by Councillor Brown and seconded by Councillor Dove that the revised Committee Structure/Schedule be adopted as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

1 Edinburgh Avenue

As indicated in the Engineering Committee minutes the Town has been cost sharing work being carried out at 1 Edinburgh Avenue. It is doing so because the changes to Peterson Drive created the concerns. The homeowner has expressed his dissatisfaction with the work done to date and is asking that a section of sods be removed and replaced with Class A.

Motion #19-265

1 Edinburgh Avenue

Moved by Councillor Brown and seconded by Councilor Woodford that the Town pay half the cost of removing sods and installing Class A adjacent to 1 Edinburgh Avenue to a maximum of \$600, on the condition that the homeowner shall sign an acknowledgement that this work will satisfy the homeowner and that any further work desired by the homeowner will be the responsibility of the homeowner.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

None

10. ADJOURNMENT

Motion #19-266

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:02 p.m.

P. Farwell, Mayor

M. McWhirter, Town Clerk (A)