

# MINUTES

Regular Meeting of Council  
Wednesday, November 27, 2019 @ 4:30 pm  
Council Chambers

**Present:**

<b>P. Farwell</b>	<b>Mayor</b>
<b>R. Anstey</b>	<b>Councillor</b>
<b>G. Brown</b>	<b>Councillor</b>
<b>B. Dove</b>	<b>Councillor</b>
<b>O. Fudge</b>	<b>Councillor</b>
<b>P. Woodford</b>	<b>Councillor</b>

**Advisory and  
Resource:**

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

**Regrets:**                    **T. Pollett**                    **Deputy Mayor**

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### 2019 Art Procurement Program

The 2019 Arts Procurement Program saw the submission of 12 artworks from local artists. Councillor Dove stated he is pleased to announce that the Town was able to purchase five of these pieces, bringing the total number of artworks in the Town's public collection since 2007 to 53.

This year's acquisitions are:

- An acrylic painting on canvas by **Cassandra Gallant** entitled "Seal";
- A watercolour painting by **Dawn Baker** entitled "Commander Gander at the Airport";
- An acrylic painting on board by **Terry Abbott** entitled "Windswept Tree";
- An acrylic painting on reclaimed stage wood by **Lisa Butler** entitled "Little Brother of the North", and

- An acrylic painting on wood by **Donna Wellon** entitled “**Angry Owl**”. This artwork was not only selected by the 3 Judges but was also chosen as “**Residents’ Choice**” through online voting via the Town’s Facebook page.

### **National Day of Remembrance and Action on Violence Against Women Proclamation**

The Mayor proclaimed November 25 – December 10 as “Be a Time of Remembrance and Action on Violence against Women” in the Town of Gander.

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

#### **Motion #19-267**

#### **Approval of Agenda**

Moved by Councillor Fudge and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on November 27, 2019 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

#### **Motion #19-268**

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

Moved by Councillor Woodford and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on November 6, 2019 be adopted as presented.

In Favour: 6      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 November 19, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administration Coordinator.

The following items were discussed:

### **Shipshape Skate Sharpening & Repair Limited**

Shipshape Skate Sharpening & Repair Limited is operating a skate sharpening business out of the Steele Community Centre. Under the agreement, they are permitted to sell the following emergency items - skate laces, hockey socks, hockey tape and water bottles. The lessee, a distributor for Howie's Hockey Gear, is asking that t-shirts, hats and other items be added to his contract.

At the last Council meeting, there was some concern that merchandise such as hats and t-shirts were not part of the RFP and if it had been, other businesses may have put in a proposal. After further discussion, the Committee would like to see only emergency items sold.

The Director will advise the lessee that the following additional items will be allowed: stick wax, mouth guards, skate stones, skate guards and scissors.

### **Steele Community Centre Staging**

The Department has been reviewing the possibility of purchasing a portable stage that could be used for outdoor events as well as in the Steele Community Centre. Staff has been working with a vendor to be certain this stage can fit in the building in the location needed in order to still provide the maximum 3,000 seats needed for events. Since the last Council meeting, the Vendor was provided with the exact dimensions of the building and the details on the flooring used when hosting events with the ice down. The Department is expecting a response from soon and will update the Committee when this information is received.

### **Accessible Swing**

At the last Council meeting, the suggestion was made to investigate the purchasing of an accessible swing for a wheelchair. The Director spoke with a supplier who has confirmed that these swings are no longer CSA approved due to the platform's size and weight. They are available for purchase; however, the Town of Gander would have to supply a letter stating that we understand it is not CSA approved and will accept any and all liability for any accidents/injuries that may happen while this equipment is in use.

The Committee felt that it is important that all the equipment in our playgrounds are CSA approved so this swing would not be an option. The Director will continue to work on providing CSA accessible equipment in the future for current and new playground development.

## **Gander Elementary School Soccer Field**

The Committee had some concerns on whether the Gander Elementary School soccer field would be available in 2020 to run the Gander Minor Soccer outdoor program. It was not available this past summer due to a drainage problem.

The Director has spoken with the Department of Transportation and Works who indicate that they have issued a tender for ditch around the field. They hope to have the work completed shortly after the tender closes on November 22<sup>nd</sup>. If this does not correct the problem, they will look at doing additional maintenance on the field. The Recreation Department has agreed to do the annual maintenance such as mowing, liming and fertilizing.

## **Variance Report**

The Director presented to the Committee, the Departmental Variance Report to September 30, 2019. The Director advised that the departmental variance was \$62,702.00 under budget. This is primarily due to savings in hiring along with savings from the Festival of Flight entertainment and more Festival corporate sponsors. The Committee was pleased with this and forwards it to the Finance Committee for their review and consideration.

## **Upcoming events**

Nov 28: Seniors Wellness  
Dec 3 & 17: Central Health Influenza Clinic  
Dec 5: Tree Lighting Ceremony  
Dec 7: Santa Claus Parade  
Dec 12: Arrow Air Ceremony  
Dec 14: Gander Minor Hockey Novice Jamboree

## **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 November 20, 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:

## **Kingsford Smith Place- 30 km signage**

At the last Council meeting, speeding on Kingsford Smith Place and problems with dirt bikes and ATV's was discussed. The Public Safety Committee had recommended that a 30 km speed limit sign be installed at the entrance to Kingsford Smith Place however, the motion was defeated, and it was sent back to the Committee with the suggestion that Mifflin Place and Hadfield Street be included as well.

After another review, the Committee agreed that it was not necessary to install the 30 km sign on these streets as there is no issue with speeding on either of them; Kingsford Smith is experiencing a speeding problem as it is longer and wider and easier for vehicles to speed around the street.

### **Motion #19-269**

#### **Kingsford Smith Place – 30 km signage**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Variance Report**

The Committee reviewed the third quarter variance report for the Fire Department and Municipal Enforcement.

The Fire Chief reported that the Fire Departments is under budget by \$ 8, 758 due to various items including delays in hiring, volunteer numbers being down, bunker gear purchasing, engine repairs, building repairs etc.

The Municipal Enforcement Department is under budget by \$ 54,346 due to delays in hiring replacements, staff shortages and more fines issued than budgeted.

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

## **Briggs/Raynham/Cooper intersection**

The Committee was advised of a complaint that was received regarding vehicles not stopping for the pedestrian light at the Briggs/Raynham/Cooper intersection. This was listed under the roads section of the online complaint system and indicated this was the second one sent in.

The Fire Chief will follow up with Public Works and reply to the resident regarding the status of this area and the traffic study recommendations.

### **House Numbering on Memorial Drive**

The Committee reviewed a complaint received regarding the numbering system at the Cooper Boulevard end of Memorial Drive. The numbering may be cause for some confusion due to the subdivision of lots in that area. The Fire Chief will check the Bylaw and follow up at the next meeting.

Councillor Brown left the meeting.

### **Fire Hydrant Clearing**

The Fire Chief was asked the status of the clearing of brush and alders from the fire hydrants.

It was requested that a standard operating procedure (SOP) be put in place to ensure regular maintenance and clearing of the hydrants is completed annually.

### **Department Activity Update**

The Firefighters Ball was a very enjoyable evening with several volunteers receiving service awards. Rookie of the Year was awarded to Brandon Saulnier and Firefighter of the Year was awarded to Bradley Dyke. Jason Hewitt received his ten years of service award, Curtis Winter 25 years and Nelson Osmond, 30 years.

The Gander Firettes were recognized for their 50 years of service and support of Gander Fire Rescue. Also, Firettes Tara Woolfrey and Natasha Goodyear both received their five-year award.

The Town of Gander congratulates all recipients and thanks all members for their dedication and service to the Town of Gander.

Councillor Brown returned to the meeting.

### **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 November 19, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: P. Woodford, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

### **Equipment Loan Agreement / Policy**

The Director presented the Committee with a revised version of the Equipment Loan Agreement. Organizations that request in kind work to be completed through the use of the Town's Heavy Equipment are required to sign an agreement stipulating the terms of use. This agreement now includes flags person requirements when the equipment is used on public thoroughfares such as the T' Railway.

The Director recommends the Town put a policy in place to clarify the intention and use of the existing Equipment Loan Agreement. Referencing the Equipment Rental Policy MW026 currently in place, it is suggested an Equipment Loan Policy be created with similar details.

The Committee agrees and forwards this item to Management for further discussion. It was suggested the Policy also include advising Council when such agreements are made.

### **Central NL Waste Management (CNWM) – Feedback: Provincial Waste Management Strategy Review**

The Committee reviewed correspondence from CNWM outlining feedback they sent to the Provincial Waste Management Strategy Review. One of the primary waste management goals of the Province is to divert 50% of solid waste from landfills, and it already participates in a number of Diversion Programs. They include mandatory curbside blue bag recycling, electronic waste, paint waste, residential household hazardous waste program, metals, tires and fluorescent bulbs. There are many opportunities to implement waste diversion programs in NL as outlined in the attached report.

The Central Regional Services Board (CRSB) will follow the Review Terms of Reference as the guideline to waste management. They include waste diversion, regional approaches to waste management, utilizing modern standards and technology, economic and employment opportunities, public education, governance and legislative review.

The Committee felt with the Mayor being the Town representative on the CRSB, he should bring forward any speaking points from the correspondence at the next meeting of Council.

### **Supervisor Reports**

The Director gave an overview of the Departments standing as it applies to operations and maintenance programs. This season was busy for the Department in all areas.

- Capital requests from the 2019 budget have been purchased, completed or in progress.
- Roads maintenance, including street painting, asphalt repairs, basin/sidewalk repairs are up to date.

- Traffic signage upgrades/new crosswalks are completed and installed.
- Heavy equipment and salt/sand is ready for winter snow operations.
- Snow lawn markers are in place.
- All water/sewer/catch basin flushing programs are completed, including lift station cleaning.
- 36 water main / sewer lateral repairs have been completed.
- Water Quality Index for Winter 2019 rated 97 - Excellent. (95-100 – Excellent)
- New Sewage Treatment Plant commissioning anticipated January 8, 2020.

Maintenance and operations in all areas of the Department is an ongoing process and issues are addressed as they arise.

Residents can view the detailed Water Quality Index at any time at the following link:  
[www.mae.gov.nl.ca/waterres/quality/drinkingwater](http://www.mae.gov.nl.ca/waterres/quality/drinkingwater)

### **Golf Club parking lot**

The Committee reviewed correspondence from the Gander Golf Club requesting the Town's support on several items including the placement of barriers at the entrance to the parking lot now that the venue is closed for the season. This area is reported to be used for loitering and there is a concern with possible damages to the property.

The Committee had concerns with the weight of the jersey barriers, and its potential to cause damage to the existing pavement. A more permanent solution such as the installation of a gate would be a better option in this circumstance.

The Committee recommends the Town install jersey barriers as a temporary measure while the Golf Club explores a more permanent solution. Prior to the installation, a written request from the governing board for the club indicating they are aware of the risk for potential damages to their infrastructure is required.

### **Variance Report, third quarter**

The Director reviewed the Municipal Works and Services Variance Report with the Committee.

The Municipal Works and Services Department is currently operating within budget. The additional expenditures incurred in the last quarter with the waste transfer station management and waste rental bins is balancing out with the savings from delays in backfilling positions. It is anticipated the department will continue to remain within budget to year end.

#### **D. Development and Tourism Committee:**

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

The Development and Tourism Committee meeting was held on November 19, 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:

#### **Exploits Elite Volleyball Club Request**

The Committee reviewed a sponsorship request from a local member of the Exploits Elite Volleyball Club. This is a regional Junior Varsity volleyball team based in Grand Falls – Windsor and attending major tournaments in Grand Fall-Windsor, Corner Brook and Louisville Kentucky for the Junior Varsity World Volleyball Championships. Sponsorship options included a \$250.00 jersey sponsorship or event program ads at \$25, \$50 or \$100.

As this is a regional team hosting events outside of Gander, the Committee was not inclined to provide sponsorship at the higher level requested, but since there is a local youth on the team, the Committee feels that a show of support is appropriate and recommends placing a \$25 ad in the tournament program for the regional tournament being held in Grand Falls- Windsor in January. As well, the Committee would like to encourage the Gander athlete to apply for the Town Travel Subsidy which can provide up to \$150 for qualifying local athletes attending international sporting competitions.

#### **Gander Coordinator Sharing our Cultures**

The Committee reviewed an invitation from the local Coordinator for the Sharing our Cultures Program. Sharing our Cultures celebrated its 20<sup>th</sup> anniversary in St. John's in 2019 and has expanded the program to Gander for 2020. Council's presence is requested for the Opening Ceremony being held on March 17, 2020.

The program connects culturally diverse school youth, fostering belonging and acceptance among all school children. The program also supports the delivery of several educational outcomes for Social Studies, Language Arts and French.

The Program Coordinator has also requested a chance to chat with Council to discuss the program prior to the event. The Committee recommends inviting the Coordinator as a delegation to attend a future Development and Tourism Committee meeting.

## **Home-Based Business (HBB) Application-156A Penwell Avenue**

The Committee reviewed an application from the resident of 156A Penwell Avenue to operate a home-based massage therapy clinic. Along with the application, the Committee reviewed objections received from both the business community and community residents.

Objections received from the business community included the following concerns;

- Negative impact that allowing home-based healthcare services/treatment would have on long established businesses within the community. Such businesses have invested heavily in commercial locations which rely on access to skilled professionals in the labour market.
- With a current shortage of trained certified massage therapists, allowing home-based operations will potentially deplete staffing levels, forcing downsizing or closure of existing commercial operations.
- Concerns were also expressed relating to the public perception that could be associated with such businesses or the potential for non-health related massage services being offered under the guise of massage therapy. Great strides have been made towards creating a professional image for the massage therapy industry and this would be a step backwards reducing the professionalism of the industry.
- Other concerns include, health and safety concerns, unfair competition, and precedent for other health care services to be provided from home-based businesses i.e., physiotherapy, dental hygiene, etc.

Objections received from community residents included the following concerns;

- Negative perception could potentially affect property values.
- Increase in traffic would impact peace and comfort of the neighbourhood.
- Could open the door for less desirable businesses which nobody would want next door.

Upon review and consideration of the above concerns, the Committee feels that the provision of massage therapy services and primary health care services in general are not best suited for inclusion under the Home-Based Business Program. In approving this type of business, the Committee foresees potential issues arising in the areas of health and safety, public perception, questionable business practices and a reduced commercial business sector. Overall, the Committee has a low comfort level with the provision of health care services provided through home-based operations versus more publicly visible and accessible commercial operations.

**Motion #19-270**

**Home-Based Business (HBB) Application-156A Penwell Avenue**

Moved by Councillor Dove and seconded by Councillor Fudge that the current HBB application for 156A Penwell Avenue be denied.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

And further, that the HBB regulations be amended to exclude the provision of home-based health care services as is the case with other exclusions such as mechanical services and manufacturing as not well suited for residential settings.

**Home-Based Business Compliance/Enforcement**

The Committee discussed the current Home-Based Business Program, applicable regulations and enforcement for non-compliance. Concerns have been raised regarding the significant number of non-registered home-based businesses currently operating within the Town.

In discussing how best to ensure program compliance, the Director informed the Committee that a new bylaw is under development that would if approved, provide the Town with an enforceable by-law whereby non-registered home based businesses operating in the community could be issued a warning citation followed by a possible fine for operating illegally. The Committee asked the Director to continue to work with appropriate staff to finalize the HBB Bylaw and then present it to Committee for discussions for how to best implement the bylaw if approved.

**Airport Land for Residential Use**

The Committee reviewed the recommendation from the Engineering Department that the Development Department initiate conversation with Gander International Airport Authority (GIAA) regarding the potential acquisition of a portion of GIAA property for future residential development within the Town. The Committee agrees that this discussion needs to take place and that the Development Department should initiate the discussion, with additional departments/management brought in as required.

**Art Procurement Update**

The Committee was informed that the submission period for the 2019 Art Procurement Program has now concluded. In total, 12 pieces of art were received from six local artists, now on display in the Council Chambers through November 27<sup>th</sup>. As per usual, a panel of Judges will make their selections, however, this year judging will also be open to the residents of Gander.

Photos of the artworks are to be posted on the Town's Facebook page and the Town website, whereby residents can comment on the Facebook page to select a "Residents' Choice". Votes will be tallied, and winners as chosen by the Judging panel and "Residents' Choice" will be announced at November 27<sup>th</sup>, Council meeting.

## **Variance Report**

The Quarterly Variance Report was reviewed by the Committee. The report reflects a significant budget variance in the form of savings totaling \$69,379. These savings were due primarily to reduced wages due to a staffing shortage, cost below estimate for geotechnical services and reduced business travel due to staffing shortage and rescheduled/canceled activities/events.

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

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

The Engineering, Planning & Controls Committee meeting was held on November 20, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

### **Canadian Commission on Building and Fire Codes (CCBFC)**

The Director advised the Committee that the Town's Development and Control Inspector has been asked to sit as a voting member of the standing Committee on Housing and Small Buildings of the Canadian Commission on Building and Fire Codes (CCBFC) and the National Research Council (NRC). The Director advised that committee meetings would be held 2 to 3 times a year and at no cost to the Town, only the days of work that the Inspector would be absent, which would be covered off by other engineering staff. The Director feels that it would be very beneficial for the Town of Gander's Development Inspector to be given this opportunity to sit on such a committee in terms of providing input and being part of the decision-making process for the National Building Code of Canada.

The Committee agrees that this would be a great opportunity.

**Motion #19-271**

**Canadian Commission on Building and Fire Codes (CCBFC)**

Moved by Councillor Woodford and seconded by Councillor Fudge approval for the Development and Control Inspector to sit as a voting member on the Standing Committee on Housing and Small Buildings of the Canadian Commission on Building and Fire Codes and the National Research Council.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Municipal Town Plan**

The Director informed the Committee that the Municipal Town Plan is currently under review by the Province and has been for approximately three months.

Deputy Mayor Pollett advised that during a recent meeting with Minister Bragg, we were advised that it is not uncommon for the Province to take time reviewing and releasing Municipal Town Plans given the vast scope of work involved. The Committee requested that this item be added to the agenda of an upcoming meeting scheduled with Minister Bragg for further discussion.

**Traffic Study – Lindbergh/Markham/Airport**

The Committee reviewed the traffic study report that was prepared by Crandall Engineering Limited regarding the Airport Boulevard and Lindbergh Road intersection. The Committee recommends that this report be sent to the Public Safety Committee for their review and recommendation to Council.

**Departmental Variance Report to September 30, 2019**

The Committee reviewed the Departmental Variance Report to September 30, 2019. The Director advised that the departmental variance is \$25,753 over budget mostly due to less housing developments than budgeted and lower levels of new building and renovation activity than anticipated. The Committee forwards this report to the Finance and Administration Committee for their review.

## Contractor Safety Program

The Director presented recommended changes to the Town's Contractor Safety Program. The program applies to all contractors, subcontractors, their employees and others who may be contracted to perform work on the Town of Gander's properties or who are performing work on behalf of the Town of Gander. The program has provisions for the use of mobile equipment, confined space entry, inspections and accident investigation procedures and details for non-compliance. The proposed revisions will add the Town of Gander's Respectful Workplace Policy to the Contractor Safety Program documents going forward.

The Committee reviewed and discussed the program and agrees with the proposed changes.

### Motion #19-272

#### Contractor Safety Program

Moved by Councillor Woodford and seconded by Councillor Dove approval of the revisions to the Contractor Safety Program as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Landscape Regulations – Non-Residential

The Committee discussed the Town of Gander's Landscape Regulations for Commercial and Industrial zones and reviewed correspondence from a local business group regarding the regulation. The Director advised that the existing regulation was developed several years back with a collaborative effort from the Development and Engineering departments. It was also reviewed and approved by Management and Council. The Department feels that the Regulation is a good document that when followed provides an aesthetically pleasing and functional property. The regulation has been embraced by many developers and residents alike.

The Committee reviewed a landscaping comparison with other provincial municipalities that have a landscaping regulation and it appears that Gander's regulations are some of the least stringent. The Committee also viewed photos of several Commercial and Industrial properties, within the Province, outlining the percentage of landscaping for each property.

The Committee feels that the Town of Gander's Landscape Regulations should be reviewed and recommends that a meeting with all of Council be scheduled to discuss and review the regulation in its entirety. The Committee suggests having the meeting in the New Year after the budget process.

## F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on November 21, 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; G. Brown, Director of Finance; D. Chafe, CAO; K. Hiscock, Supervisor of Accounting.

The following items were discussed:

### Climate Change Challenge Grant Application

The Town has applied for a grant under the Climate Change Challenge program for funding to carry out energy savings projects on municipal buildings, specifically the Steele Community Centre and the Municipal Works Depot. Funding for this program is provided by both the Federal and Provincial governments.

#### Motion #19-273

#### Climate Change Challenge Grant Application

Moved by Councillor Brown and seconded by Councillor Anstey that the Town of Gander accept funding from the Climate Change Challenge grant program subject to final approval from the Government of Newfoundland and Labrador.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### Invoices for Approval

#### OPERATING

1. Avalon Coal Salt and Oil Ltd.			
Acct: INVENTORY	Road Salt		\$163,706.58
2. Avalon Coal Salt and Oil Ltd.			
Acct: INVENTORY	Road Salt		\$22,152.44
		<b>Total operating invoices for approval</b>	<b>\$185,859.02</b>

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

**Motion #19-274**  
**Invoices for Approval**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Policy P009 – Corrective Action Policy**

The Committee reviewed proposed changes to the Corrective Action Policy. The changes are being made to more clearly define how the policy should be applied. Its intent and mechanisms remain unchanged. One key change is the elimination of a second written warning, a measure taken to streamline the corrective action process.

**Motion #19-275**  
**Policy P009 – Corrective Action Policy**

Moved by Councillor Brown and seconded by Councillor Anstey that Policy P009 – Corrective Action Policy be modified as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Municipal Assessment Agency**

The Committee reviewed correspondence from the Municipal Assessment Agency regarding the 2020 fee for assessment services. They will be charging \$26 per parcel of property which is the same rate as in 2019. Out total bill for 2020 will be \$133,848.

**Assessment Review Commissioner**

Tom Strickland of Business Logistic Services is currently the Town’s Assessment Review Commissioner. He has advised us that this will be his last year doing so as he will be retiring. The Town will be issuing an RFP in the new year to appoint a new Assessment Review Commissioner.

## **Central Newfoundland Waste Management (CNWM) 2020 Fee Structure**

The Committee reviewed correspondence from CNWM regarding their fee structure for 2020. In 2020, there will be no increase in the tipping fees charged at the Norris Arm landfill. There will, however, be an increase in the curbside collection costs. The annual rate will be increasing to \$83 per household from \$81. As a result of the increase, the Town's curbside collection costs in 2020 will increase by \$8,000.

## **Salvation Army Donation Request**

The Town received a request from the Salvation Army that it contribute \$5,000 towards the construction of a garage in Grand Falls-Windsor to house their emergency response vehicle. The vehicle is used to service Central Newfoundland during major emergencies or disasters.

The Finance Committee is not recommending that a donation be made towards the construction of the garage.

## **Tax Write-Offs**

The Committee reviewed a list of outstanding accounts, primarily for business taxes that are being recommended for write off. The accounts had been placed with our collection agency for recovery and they advised that they had been unable to collect the amounts owing. In most cases the businesses involved had gone bankrupt.

## **Motion #19-276**

### **Tax Write-Offs**

Moved by Councillor Brown and seconded by Councillor Anstey that the Town write off \$71,592.30 in outstanding accounts as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **2020 Meeting Schedule**

The Committee reviewed the proposed meeting schedule for 2020. Our first round of Committee meetings will begin the week of January 6<sup>th</sup> with the first public Council meeting on January 15<sup>th</sup>.

**Motion #19-277**

**2020 Meeting Schedule**

Moved by Councillor Brown and seconded by Councillor Dove that the 2020 meeting schedule be adopted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Purchasing Card Limits**

The Town has issued purchasing cards to 14 staff members in order to make purchasing of goods and services more efficient. They are used primarily for the purchase of small dollar items. We are encouraging our staff to use the cards more often instead of using purchase orders and as a result of the increased use the Town needs to increase its monthly limit with the bank.

**Motion #19-278**

**Purchasing Card Limits**

Moved by Councillor Brown and seconded by Councillor Anstey that the Town increase its monthly purchasing card limit with the Royal Bank to \$200,000.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**3<sup>rd</sup> Quarter Variance Report**

The Committee reviewed the 3<sup>rd</sup> Quarter Variance Report which shows the financial results to the end of September. After the third quarter, the Town is projecting a surplus of \$471,906 for 2019. Major variances in 2019 include the following:

- Wage Costs are projected to be \$150,700 under budget.
- Computer hardware costs are projected to be \$61,512 over budget.
- Consulting Fees are \$64,856 under budget.
- The surplus carried forward from 2018 is \$85,860 over budget.
- Revenues are 294,000 over budget.

The Committee also reviewed the Capital Budget at the end of September. It is projecting that the Town will spend almost \$15 million dollars on capital projects in 2019, of which \$10.6 million will be for the new Waste Water Treatment Plant. Our total capital spending in 2019 is projected to be \$950,000 under budget primarily due to some projects being deferred to 2020.

These include the new soccer field, the overhaul to the ice plant at the Steele Community Centre and the upgrades to the Cobham Lift Station. Each of these was postponed as the Town was applying for provincial and federal funding to cost share the items and reduce the cost to the Town.

**G. Other Reports:**

None

**7. ADMINISTRATION**

None

**8. CORRESPONDENCE**

None

**9. NEW BUSINESS**

**WWTP Contract Change Order #24**

When the contract for construction of the new waste water treatment plant was awarded the work did not include connection of the old system to the new at the Magee and Beaverwood sites. It was not included because Council was not sure whether or not it wanted to issue a separate tender for this work. At this point it is felt that the most efficient way to handle the connections is through a change order with Pomerleau rather than a separate contract.

**Motion #19-279**

**WWTP Contract Change Order #24**

Moved by Councillor Brown and seconded by Councillor Anstey that Change Order #24 for the Gander Waste Water Treatment Plant contract with Pomerleau be approved in the amount of \$399,296.06, HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### Amendment to Honeywell Letter of Intent

The Town has entered into a contract with Honeywell Limited with regard to potential energy savings measures to be carried out on various Town facilities. At this point, the initiatives that will be covered in the contract are still being finalized and this process should be completed by March of next year. Included in the contract is a Letter of Intent which stipulates that the Town will pay Honeywell \$120,000 if it decides not to proceed with the suggestions made by Honeywell.

One of the items being looked at is an overhaul of the ice making plant at the Steele Community Centre. The plan is to do this work when the ice comes off next April. As there are significant lead times in ordering some of the equipment for this work we don't want to wait until the contract is finalized next March. This was work that the Town planned on doing regardless of whether or not Honeywell is involved. The recommendation being made is that Honeywell order the equipment. If for whatever reason we do not proceed with an agreement with them, the Town will purchase the equipment from Honeywell. In order to do this, the Letter of Intent will have to be modified to include the costs of the plant upgrade which are \$416,314.

#### Motion #19-280

##### Amendment to Honeywell Letter of Intent

Moved by Councillor Brown and seconded by Councillor Anstey that the Town of Gander sign an Addendum to the Letter of Intent with Honeywell Limited as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 10. ADJOURNMENT

#### Motion #19-281

##### Adjournment

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:55 p.m.

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**P. Farwell, Mayor**

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**G. Brown, Town Clerk**