

# MINUTES

Regular Meeting of Council  
Thursday, July 2, 2020 @ 4:30 pm  
Virtual Meeting

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

## **Advisory and Resource:**

<b>D. Chafe</b>	<b>CAO</b>
<b>B. Hefford</b>	<b>Town Clerk</b>
<b>K. Hiscock</b>	<b>Director of Finance (A)</b>
<b>J. Blackwood</b>	<b>Director of Engineering</b>
<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
<b>T. Barron</b>	<b>Director of Municipal Works</b>
<b>R. Locke</b>	<b>Director of Development</b>
<b>H. Lowe</b>	<b>Director of Public Safety and Protective Services</b>

<b>Regrets:</b>	<b>B. Dove</b>	<b>Councillor</b>
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## **1. CALL TO ORDER**

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

## **2. VISITORS/PRESENTATIONS**

### **Parachute National Injury Prevention Day Proclamation**

The Mayor proclaimed July 6, 2020 as Parachute National Injury Prevention Day in the Town of Gander.

## **3. APPROVAL OF AGENDA**

### **Motion #20-151**

### **Approval of Agenda**

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on July 2, 2020 be adopted.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #20-152**

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

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on June 10, 2020 be adopted as presented.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

#### **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

#### **6. REPORTS – STANDING COMMITTEES:**

##### **A. Recreation & Community Living:**

The Recreation & Community Services report was presented by Councillor Fudge.

The Recreation & Community Services meeting was held on June 23, 2020. 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. Hefford, Town Clerk.

The following items were discussed:

##### **Gander Rotary Club re Bathroom Facility near Boardwalk**

The Gander Rotary Club has requested that a bathroom facility be installed at the midway point of the boardwalk. This item had been referred to the Public Works and Services Committee for their consideration. After reviewing this request, the Public Works and Services Committee brought forward the following concerns:

- the access road will require an upgrade to accommodate the equipment to install and access the facility for cleaning the holding tanks
- a gate will need to be installed to prevent vehicle traffic
- there is no running water for cleaning the facility or for hand washing
- the warm summer temperatures, odor and insects will be a concern.

As a result of those concerns, and with the recent restrictions in place due to COVID-19, the Public Works and Services Committee did not recommend installing a bathroom facility at this location.

The Recreation and Community Services Committee discussed their concerns and would still like the Recreation Department to consider this further. Due to COVID-19, having a port-a-potty installed may not be recommended at this time due to sanitary reasons, but in the future, it may be conducive for the area. The Committee did agree that in the middle of a pandemic is not the best time to move forward with the project but asked the Director to update the Committee at a later time if it would be suitable for the area.

Mayor Farwell suggested that the accessibility features be considered during the planning phase. Councillor Anstey provide a summary of the planned concept.

### **Policy – R009 Cobb’s Pond Rotary Park Usage**

The Director presented the Policy R009 Cobb’s Pond Rotary Park Usage to the Committee for its second reading. The changes recommended at the last meeting were made and there were no objections received.

Councillor Woodford wanted to have the changes clarified. The Director of Recreation advised that the changes included updates to roles and responsibilities to match the current organizational structure. The fee structure was changed to reference the budget fee schedule which is approved during the budget process.

### **Motion #20-153**

#### **Policy – R009 Cobb’s Pond Rotary Park Usage**

Moved by Councillor Fudge and seconded by Councillor Brown that Policy R009 Cobb’s Pond Rotary Park Usage be approved as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Dog Park**

The Committee inquired if the water supply is operating at the Dog Park this year, when the upgrades to the Dog park would be complete, and if another solar light will be placed in the park. The Director advised that the water supply was completed last week, upgrades will be completed this summer and that there was no funding allotted for another solar light, but the Department could purchase one if there were savings in the Department’s budget. The Committee recommended installing a new light if the funding was available.

The Committee would also like the Director to investigate potential funding opportunities for new items in the Dog Park.

### **Virtual Festival of Flight Events**

The Director presented a tentative schedule of events for the 2020 Virtual Festival of Flight. Some events will include: a virtual Commander Gander run, virtual dance party, online bingo, trivia contest, bike decorating contest, drive in movie and live entertainment online or through Rogers TV on Gander Day. The Department is working on virtual Canada Day events and once that is finished it will give the Department an idea of how to make changes for various events for the Festival of Flight. The Committee was pleased to see ideas for virtual events that the community could participate in to celebrate the 34<sup>th</sup> annual Festival of Flight even though it will be different this year.

### **Steele Community Centre 2020-2021 Ice Season**

The Director advised the Committee that the ice is scheduled to be put down in the stadium the second week of August. Due to COVID-19 and the various Alert Levels and restrictions put in place by the provincial government, the Director had concerns about future rentals as well as ice time being used by various user groups.

A private hockey school is scheduled to begin August 17<sup>th</sup> and the contract states they must use 100 hours of ice. The owner of the hockey school has advised that they are planning to run their hockey school and work within the restrictions of the provincial government and the facility. The Department has not been given any formal guidelines by government but are hoping to receive them on June 24<sup>th</sup>.

After much discussion, the Committee felt that the stadium should put the ice down at the regular scheduled time and ice rentals can be permitted within the restrictions that the Department will be required to follow. This may mean less ice rentals throughout the day as there would need to be additional time and staff for regular cleaning, less participants on the ice and in the building, as well as limiting dressing room use. Although there is no confirmation from the major user groups of the stadium and their ice time for the 2020-2021 ice season at this point, the Committee felt that having the stadium ready for rentals at the regular time would be a benefit to the community.

Councillor Dove joined the meeting.

### **Quote for Removal of Warning Track Sod at Art Walker Ballfield**

The Department received two quotes for the removal of the warning track sod at the Art Walker Ballfield. The lowest quote was from FAD Holding for a price of \$9,907.17. This is \$15,092.83 under budget.

## **Dirt Bikes on Solberg Crescent**

The Committee discussed a referred item from the Public Safety and Protective Services Committee regarding dirt bikes on the green space on Solberg Crescent. They are reportedly being dropped off there and used in the green space and creating a noise nuisance. The area previously had restricted access, but the barricades are no longer in place and the resident is requesting the barricades be reinstated and formally restrict motorized vehicles.

The Director advised that while this is green space, the area should be included in the multi-use trail review before making a recommendation. There may be several other areas with similar issues in town and making a recommendation before the trail review is complete would not make sense at this time. The Committee agrees and would like to see this included in the multi-use trail review. This recommendation will be forwarded to the Public Safety and Protective Services Committee.

## **COVID 19 Alert Level Update**

The Director advised that the Provincial Government would have an update on Alert Level 2 on June 24<sup>th</sup>. It is anticipated that the Province will progress to this level on June 25<sup>th</sup>. The Department has not yet received official guidelines and recommendations. She advised the Committee that the Department will work within the guidelines, but it may be Monday, June 29<sup>th</sup> before many of the facilities would be open. This is due to staff scheduling already being complete as well as making sure all facilities are ready to be open. The facilities included are the splash pad, playgrounds, washroom facilities, and the ball hockey court. An update will be provided to the public once the information is received and facilities are open. The public is reminded to obey social distancing measures and are encouraged to bring their own hand sanitizer and wear masks if they wish.

### **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 June 24, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; R. Anstey, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; L. Small, Administrative Assistant.

The following items were discussed:

### **Policy ME-006-Duties Regarding Government Agencies**

The Committee reviewed policy number ME-006, Duties Regarding Government Agencies. The proposed changes are the re-formatting of the purpose to a policy statement, personnel titles and addition of the Director of Protective Services/Fire Chief under responsibilities.

#### **Motion #20-154**

#### **Policy ME-006-Duties Regarding Government Agencies**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Policy ME-007-Duties Regarding Locked Cars**

The Committee reviewed policy number ME-007, Duties Regarding Locked Cars. The proposed changes are the re-formatting of the purpose to a policy statement, the addition of "Towing Companies" under the Guidelines, the addition of "Life Threatening" to the reference to "emergency" in paragraph 3, and the addition of the Director of Protective Services/Fire Chief under responsibilities.

This policy is presented for the first reading of Council. This policy will be presented again at the Council meeting of August 12, 2020. Anyone wishing to express their concerns or objections are asked to do so in writing, on or before **August 11, 2020**.

### **Policy ME-008-Enforcement of Section 129 of the Criminal Code**

The Committee reviewed policy number ME-008, Enforcement of Section 129 of the Criminal Code. The proposed changes are the re-formatting of the purpose to a policy statement, the correction of the criminal code number from 118 to 129, personnel titles and the addition of the Director of Protective Services/Fire Chief under responsibilities.

#### **Motion #20-155**

#### **Policy ME-008-Enforcement of Section 129 of the Criminal Code**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Policy ME-009-Defence Council for Municipal Enforcement Officers**

The Committee reviewed policy number ME-009, Defence Council for Municipal Enforcement Officers. The proposed changes are the re-formatting of the purpose to a policy statement and addition of the Deputy Municipal Clerk under responsibilities.

#### **Motion #20-156**

### **Policy ME-009-Defence Council for Municipal Enforcement Officers**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Policy ME-010 Municipal Enforcement Officers at Fire Scenes**

The Committee reviewed policy number ME-010, Municipal Officers at Fire Scenes. The proposed changes are the re-formatting of the purpose to a policy statement, the addition of “description” in reference to damages and personnel titles, language clarifications and the addition of Municipal Enforcement Officers under Responsibilities.

This policy was presented for the first reading of Council. This policy will be presented again at the Council meeting of August 12, 2020. Anyone wishing to express their concerns or objections are asked to do so in writing, on or before **August 11, 2020**.

### **Speeding Complaint- Gander Bay Road**

The Committee reviewed another complaint from Gander Bay Road regarding speeding in that area. The Director advised that the Municipal Enforcement Officers have been asked to monitor this area and other problem areas around town; he has also contacted the RCMP to advise them of the complaints received in recent weeks.

### **52 Carling Crescent – Dirt Bike Complaint**

This complaint was brought forward to highlight a resident’s concern about dirt bike speeding through the trail, creating a safety hazard. The Director advised that the Municipal Enforcement Officers have been in contact with the resident to assess and resolve the issue.

### 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 June 23, 2020. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

#### **Tender Summary #20-05, Granular Screen**

The Director revisited the tender summary for the supply and delivery of a granular screen. The Town was awarded a grant of \$15,000.00 for the purchase of a granular screen under the Multi Materials Stewardship Board (MMSB) waste reduction strategy program. The tender summary was reviewed at the March 10, 2020 Committee meeting at a variance of \$24,315.82 over the awarded grant. At that time, it was recommended to defer the item until cost savings in another area was identified that may be redirected for purchase.

The Director informed the Committee that the Gander International Airport Authority (GIAA) declined the offer to cost share the purchase of the granular screen. Attempts have been made to contact MMSB to determine if the funds awarded can be deferred until 2021, due to the interruption in services this year caused by the Covid -19 pandemic. This will allow a request for the remaining funds required for purchase to be submitted for approval in the 2021 budget process.

It is anticipated that the purchase of the screen will prove itself to be a cost savings to the Town with the ability to screen excavated material for reuse as backfill for jobs such as water and sewer digs.

The Committee is recommending the Department request the remaining funds to purchase this item in the 2021 budget process, provided MMSB will allow the grant to be deferred until 2021.

#### **Live Edge Plow – rent to own**

The Director informed the Committee that the live edge plow that the Department rented this past winter season on a trial basis proved itself better for meeting the needs for snow clearing than that of a straight edge plow.

The total cost of the plow is \$15,995.00. Considering the rental paid for the season was \$5,000.00, the balance owing will be \$10,995.00 should the Town choose to purchase the plow at this time.

The Director is requesting that the funds budgeted for the front plow that is included in the tender of the new salt truck be redirected to pay out the balance of the live edge plow, as it better meets the operational needs for snow clearing.

The Committee agrees with the Director and forwards this item to the Finance and Administration Department for consideration.

There was a savings of approximately \$10,000 realised from the removal of the optional plow from the salt truck tender. The overall purchase of the truck and plow remains within the budgeted amount.

### **Covid-19, Municipal Works Operations Update**

Management and Staff of the Municipal Works Department have worked through the operational hurdles that were required with new safety protocols to accommodate restrictions in place due to the COVID – 19 pandemic. Seasonal maintenance work continues to proceed in a safe and productive manner while keeping our staff and the community safe. The summer maintenance programs including street & sidewalk sweeping, lawn repair, asphalt repair, line painting as well as water & sewer main flushing programs are progressing well, and we anticipate it will remain on schedule. Council, management, and staff are making every effort to maintain service standards in all Municipal Works Operations. Though some adjustments are required to accommodate the restrictions in place, every effort is being made to minimize the impact on residents. Council thanks the residents for patience and understanding during these challenging circumstances.

### **Notable Dates**

Upcoming Waste Transfer Station scheduled dates are July 11<sup>th</sup> and 25<sup>th</sup>.

Garbage Collection scheduled for Wednesday, July 1<sup>st</sup> - Canada Day, will now be collected on Thursday July 2<sup>nd</sup>.

A fall clean-up is planned to replace the annual spring cleanup event that had to be cancelled. Tentative dates are set for September 28<sup>th</sup> - October 9<sup>th</sup>, inclusive.

The Mayor asked for an update from the last transfer station dates. The Director of Municipal Works advised from the Town of Gander's perspective, the times appear to be less than the previous events with no lines are various times observed by the Director. The contractor running the facility will be contacted to obtain feedback.

## **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 June 23, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; D. Chafe, CAO; R. Locke, Development Director; B. Hefford, Town Clerk; D. Quinton, Development Officer.

The following items were discussed:

### **Management Recommendation-Tourism Facebook page**

The Committee reviewed Management's recommendation regarding the development of a Town of Gander Tourism Facebook page.

Management felt that the addition of another Facebook page would not be the best way forward as the Town currently has a significant online presence with the website, main Facebook page along with Recreation and Gander Fire Rescue Facebook pages. Management suggested that tourism related information and initiatives could be communicated to the public through the "Explore" section of the website, as well as, the Town's existing social media pages.

The Director informed the Committee that departmental staff have since received training on uploading content to the website and the Town's main Facebook page.

After discussion, the Committee feels that a Tourism Facebook page would serve as a great stand-alone interactive platform to engage with tourists and post tourism related information. The Committee asked staff to start developing the Town of Gander Tourism Facebook page.

It was verified that the Communications Officer has reviewed the item for consistency with the Town of Gander's communication strategy.

### **Business Referral Process**

The Economic Development Officer informed the Committee that, in consultation with the Engineering and IT departments, staff have implemented three initiatives to ensure services offered by the Town are accessible to new and existing businesses in a clear and seamless manner.

A quick reference guide has been developed, which will be posted on the Town's website. As well, printed copies will be placed in strategic locations throughout the Town Hall. The goal of this guide is to allow individuals with business related inquiries to quickly connect with the appropriate department and staff to address their questions or concerns.

To complement the quick reference guide, a business start-up card (with contact information) specifically outlining the services provided by the Economic Development Department will be printed and placed at various locations throughout the Town Hall. This card, which is targeted primarily towards new business start-ups, will provide a direct link to the Economic Development Department.

To eliminate gaps in service delivery, all staff have been advised to direct persons with business related enquires to the Economic Development Department.

The Committee is pleased with the efforts of all staff involved and emphasized the importance of providing a high level of service in an efficient and effective manner.

The Mayor asked that the process be evaluated to assist people in identifying Federal and Provincial programs.

### **Mural proposal update**

The Director provided the Committee with an update and estimated budget for the Essential Worker mural proposed to be temporarily affixed to the Town Hall. As well, the Committee reviewed the artist's rendition of the proposed mural.

The Committee feels that the mural would be a respectful way of recognizing the sacrifice made by the essential workers during this pandemic. They would also like to thank the artist for offering to complete this project free of charge with Council only covering the cost of supplies of approximately \$675.00. The Director further informed the Committee that the cost may be reduced depending on the useful supplies remaining from the Traffic Control Box project completed last year.

The Director also informed the Committee that since the last meeting, staff have consulted with the Municipal Works Department to determine the best options for placing and mounting the mural. As well, Municipal Works staff have started to procure supplies and the artist has been notified of Council's decision to proceed with the project.

The Committee has asked staff to continue working with the artist and the Municipal Works Department to move the project forward.

### **HBB Application-131 Bennett Drive**

The Committee reviewed an application from the resident of 131 Bennett Drive to operate a home office for a commercial product import business.

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

**Motion #20-157****HBB Application-131 Bennett Drive**

Moved by Deputy Mayor Pollett and seconded by Councillor Woodford that Frangos and Co. be permitted to operate a home office for a commercial product import business from 131 Bennett Drive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The Committee would like to note that all home-based businesses must abide by the current rules and regulations put in place by both the provincial and federal governments during the pandemic.

Councillor Fudge was declared in conflict as he is employed by the corporation and left the meeting.

**Motion #20-158****Conflict of Interest**

Moved by Councillor Woodford and seconded by Councillor Dove that Councillor Fudge is in conflict of interest to participate in the Beyond Words Tour Funding Discussion.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

Councillor Dove clarified that Councillor Fudge left the Committee meeting during that discussion as well.

**2020 Beyond Words Tour funding**

The Director informed the Committee that he contacted a board member from the North Atlantic Aviation Museum (NAAM) regarding the status for the Beyond Words Tour for the 2020 tourism season. As approved in the 2020 budget, Council provided a grant towards offering the tour.

NAAM recently advised that the board has decided not to offer the tour this summer due to COVID-19 but plans to resume the tour in 2021. They requested that the grant received from the Town will be held in trust and carried forward to the 2021 season.

The Committee noted that the contribution made in 2019, covered a 2 year period. It was agreed to defer the 2020 contribution to 2021, conditional on the tour resuming operations. This will also coincide with the 20<sup>th</sup> anniversary of 9/11.

Furthermore, NAAM will be required retain the funds in trust solely for the purposes of operating the tour in 2021. As well, the Committee would like to communicate that the funds left in trust will be in lieu of next year's contribution.

Funds have been disbursed.

Councillor Fudge returned to the meeting.

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

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

The Engineering, Planning & Controls Committee meeting was held on June 24, 2020. 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; B. Hefford; Town Clerk; J. Hillier, Administrative Assistant.

The following items were discussed:

The Director of Development left the meeting.

### **Town of Gander Nuisance Regulations – 1<sup>st</sup> Reading**

The Director of Engineering presented proposed changes to the Town of Gander's Nuisance Regulations for its first reading. The proposed changes include measurable limits on the decibel levels emitted by air conditioners, heat pumps, compressors, condensers, chillers, cooling towers and other such mechanical devices that may create a disturbance for neighboring property owners. The proposed changes have accommodations for snow clearing and generator operations in the event of interruptions in hydro power.

After review, the Committee agreed with the proposed changes and presents it to Council and the residents of Gander for its first reading. If anyone has concerns or recommendations based on the regulation being brought forward, they are encouraged to contact the Engineering Department prior to the second reading in six weeks.

It was noted that the intent was to include a quantifiable volume level for the purpose of investigation. It was also asked if wind turbines been contemplated as part of the Policy.

It was noted that they were not discussed specifically, but they may be included under other mechanical devices. It was also noted that the policy should be evaluated for vehicle noise pollution.

### **Correspondence – Traffic Issue-2A Memorial Drive**

The Committee reviewed correspondence from a representative of the current occupant and the owners of 2A Memorial Drive outlining concerns with the proposed roundabout planned for the Cooper/Memorial intersection and the impact that it would have on the adjacent properties. The resident feels that the proposed roundabout would make it more difficult to enter and exit the adjacent properties, property values could be negatively affected and expressed concerns with relocating the driveway of 2B Memorial.

The Director advised that it will be difficult to determine the exact impact of a roundabout until such time as the design is completed and that there was no commitment at this time to relocate the driveway at 2B Memorial.

The Request for Proposals for design services, for this work, will be issued shortly and it was suggested that scope include an assessment of the potential impact on neighboring properties as it relates to access.

The Committee recommends that once a design has been finalized and before the work is tendered, the design drawings be made public to allow the residents of Gander the opportunity to view these documents and to provide feedback to Council.

After discussion, the Committee agrees with this approach and looks forward to seeing this project move forward to provide a safer and more efficient traffic flow through the Cooper/Memorial intersection.

### **Correspondence – Open Spaces**

The Committee reviewed correspondence from a representative of the Civic Enhancement Group with concerns regarding development of open quarries directly adjacent to roadways with no vegetation buffer within municipal boundaries. They had requested information about a specific piece of property on Gander Bay Road and suggested any future development of this type should incorporate a natural buffer to screen the activity from the roadway to make it more aesthetically pleasing for residents and tourists travelling within our municipality.

The area in question is private property within the municipal boundary and subject to all Town of Gander's Development Regulations. The Director will contact the Civic Enhancement Group to convey this information and thank them for bringing their concerns to Council.

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

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

The Finance & Administration Committee meeting was held on June 25, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; T. Pollett, Deputy Mayor; D. Chafe; CAO; B. Hefford, Town Clerk; K. Hiscock, Director of Finance (A).

The following items were discussed:

### **Hiring Policy – 2<sup>nd</sup> and Final Reading**

The Committee reviewed the proposed amendments to the Hiring Policy P048 for the 2<sup>nd</sup> and final reading.

One copy of the updated policy was provided upon request with no further feedback received prior to the Finance meeting.

The proposed amendments included the addition of a procedure for hiring summer students, changes in the assignment of responsibilities and the addition of a new “limitations” statement.

The Committee feels that these changes further strengthen the policy and Council’s commitment to an effective and transparent hiring process.

### **Motion #20-159**

#### **Hiring Policy – 2<sup>nd</sup> and Final Reading**

Moved by Councillor Brown and seconded by Councillor Woodford the Hiring Policy # P048 be adopted as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **MNL – Emergency Operational Funding**

The Committee reviewed correspondence from MNL requesting all Municipalities write the Prime Minister of Canada requesting a clear commitment on municipal emergency operational funding due to COVID-19.

It is anticipated that the Town’s financial position will be negatively impacted. Though the full extent is unclear and some impacts will not be immediate, there are increased costs and lost revenues due to the pandemic.

The financial impact includes the extension of the tax deferral dates, lost revenue from closing the Steele Community Centre, the cost of transitioning to work from home and the investment in safety measures such as PPE and workplace modifications.

The Committee agreed with MNL and advised the Director of Finance to contact the Communications Officer to prepare the written submission.

**Property Tax Reductions**

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

**Motion #20-160**

**Property Tax Reductions**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Capital Loan Bank Rates 2019**

The Committee was presented with the interest rates for the 2019 capital loans obtained from TD Bank. The quoted interest rates prior to the loan being finalized were 2 basis points higher than the final rates of 2.6% (10-year rate) and 3.12% (20-year rate). The interest rates will result in \$8,748 in lower annual payments.

**Council Schedule – Summer Hours**

The Committee would like to advise the public that Council meetings will adhere to summer hours and begin at 4:00 pm. effective July 22<sup>nd</sup> to September 2<sup>nd</sup>.

**Motion #20-161**

**Council Schedule – Summer Hours**

Moved by Councillor Brown and seconded by Councillor Woodford that the Council meeting scheduled be adopted as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Live Edge Plow**

The Public Works Committee referred the purchase of the live edge plow that was rented by the Department during the past winter season on a trial basis to the Finance Committee for consideration.

The Public Works Director advised that the funds for the purchase of the plow were included in the budget for the new salt truck which was \$76,471.96 under budget. The cost of the rental of the plow over the past winter was \$5,000 and will be credited against the purchase.

### **Motion #20-162**

#### **Live Edge Plow**

Moved by Councillor Brown and seconded by Councillor Anstey the quote from Metal Pless for a live edge plow in the amount of \$12,644.25 HST inclusive be approved.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The Director of Development returned to the meeting.

### **Request for Quotes - SCC Food Services – Alcohol Services – Vending Machine Services**

The Recreation Committee referred the request for quote for the operation of Vending Machine Services at the Steele Community Centre for a one year term to the Committee for consideration.

One bid was received from D.L. Hounsell Limited in the amount of \$200.00 plus HST per month. The Recreation Committee felt that all products supplied in the machines by the vendor should be reviewed by the Department as stated in the request for quote and that all items should be peanut free.

Unfortunately, there were no bids received for the Steele Community Centre canteen or alcohol services. The Recreation Committee discussed issuing another request for quote later depending on circumstances related to operations during the pandemic.

**Motion #20-163****Request for Quotes - SCC Food Services – Alcohol Services – Vending Machine Services**

Moved by Councillor Brown and seconded by Councillor Woodford that the operation of the Vending Machine Service be awarded to D.L. Hounsell Limited in amount of \$200 per month.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

Councillor Anstey questioned if the structure or timing of the contract resulted in the lack of bidders? It is the opinion of staff that the uncertainty around COVID may be a factor and it is possible that more interest would occur a later time.

**Tender # 20-12- Firefighter Protective Clothing**

The Public Safety Committee referred the results of the tender for Firefighter Protective Clothing to the Committee for consideration. With two bids received, the lowest bid that met specifications was submitted by MicMac Fire & Safety Source Ltd. in the amount of \$13,179 HST inclusive.

**Motion #20-164****Tender # 20-12- Firefighter Protective Clothing**

Moved by Councillor Brown and seconded by Councillor Anstey that the tender for Firefighter Protective Clothing be awarded to MicMac Fire & Safety Source Ltd. in the amount of \$13,179 HST included be approved.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Tender # 20-11 – Sale of Used Plant Equipment**

The results of the tender for the sale of used plant equipment was presented to the Committee for consideration. One bid was received from Young's Industrial Refrigeration Ltd. in the amount of \$5,000 HST inclusive.

**Motion #20-165****Tender # 20-11 – Sale of Used Plant Equipment**

Moved by Councillor Brown and seconded by Councillor Anstey that the tender for sale of used plant equipment be awarded to Young's Industrial Refrigeration Ltd. in the amount of \$5,000 HST included be approved.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Quote - Stage Right – Rolling Stage Supports**

The Recreation Committee referred the quote to purchase rolling stage supports for the stage system at the Steele Community Centre to the Committee for consideration.

The Town received funding from the federal and provincial governments in the amount of \$25,150 to purchase the stage supports. The quote received was in US funds and the amount converted to Canadian is \$28,920.82. This item was included in the 2020 Budget for \$25,000 to be purchased in the event no funding was received.

**Motion #20-166****Quote - Stage Right – Rolling Stage Supports**

Moved by Councillor Brown and seconded by Councillor Anstey the quote from Stage Right for the purchase of rolling stage supports be approved at \$28,920.82 USD plus taxes and duties if applicable.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Contract Change Order Notice #5 – Roe Avenue**

The Engineering Committee referred Change Order #1 for Roe Avenue Infrastructure Upgrades to the Committee for consideration. This Change Order includes the supply and installation of approximately 157M of curb in three locations on the job site in the amount of \$25,864.72, HST inclusive. During pre-construction, the curb was determined to be in reasonable condition, however, once the adjacent asphalt was removed, it was recommended that these sections be replaced.

**Motion #20-167****Contract Change Order Notice #5 – Roe Avenue**

Moved by Councillor Brown and seconded by Councillor Woodford approval of Contract Change Order #1 for Roe Avenue in the amount of \$25,864.72 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**2021 Roll Assessment**

The Committee was presented with a comparison of the assessed values from the year 2020 to 2021. There has been an overall decrease of 1% in assessed values as follows:

- Residential properties decreased by 2%
- Commercial properties increased by 1%
- Businesses properties increased by 1%
- Government properties decreased by 1%

The 2021 assessed values will be used to determine the level of taxation required for the 2021 budget.

**G. Other Reports:**

None

**7. ADMINISTRATION**

The Town Hall will be opening on July 6 and operational modifications are being implemented; other changes such as glass barriers. Meetings will be open to public but may have restricted public access and to be determined.

**8. CORRESPONDENCE**

None

## 9. NEW BUSINESS

### Speed Humps Tender

During the 2020 Budget process, it was identified that two speed humps were required to reduce speed on the sharp turn between the intersection of Towers/Bennett and Bachman/Bennett. The lowest of the two bids received that met specification was from Feltham's Construction Ltd at \$11,040.00. This item is \$5,011.46 over budget and the additional funds are being reallocated from Asphalt Maintenance and Repair Account.

#### Motion #20-168

### Speed Humps Tender

Moved by Councillor Anstey and seconded by Councillor Woodford the contract for the Bennett Drive Speed Humps be awarded to Feltham's Construction Ltd. at \$11,040.00 tax included.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The increase resulted from change to contract work out instead of own sources.

### Discretionary Use - 1000 Briggs Street

Notice is hereby given that the Town Council of Gander has applied for an extension for completion of the Wastewater Treatment Plant facility at the above noted address. The location in question is located in a Rural zone and Utilities are permitted as Discretionary Uses in this zone, as per the Town of Gander Development Regulations.

#### Motion #20-169

### Discretionary Use – 1000 Briggs Street

Moved by Councillor Woodford and seconded by Councillor Anstey approval for the Discretionary Use at 1000 Briggs Street, as attached, pending no objections are received by the advertised deadline of 12:00 noon, Friday, July 3, 2020.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## 10. ADJOURNMENT

### Motion #20-170

#### Adjournment

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 3:47 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**