

MINUTES

Regular Meeting of Council
Wednesday, December 16, 2020 @ 4:00 pm
Council Chambers

Present:

P. Farwell	Mayor
T. Pollett	Deputy Mayor
R. Anstey	Councillor
G. Brown	Councillor
B. Dove	Councillor
O. Fudge	Councillor
P. Woodford	Councillor

Advisory and Resource:

B. Hefford	Town Clerk
K. Hiscock	Director of Finance (A)
J. Blackwood	Director of Engineering
B. Freeborn	Director of Recreation & Community Services
T. Barron	Director of Municipal Works
D. Quinton	Director of Development (A)
H. Lowe	Fire Chief
W. Maree	Communications Coordinator (A)

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None

3. APPROVAL OF AGENDA

Motion #20-281

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on December 16, 2020 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-282

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on November 25, 2020 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #20-283

Special Minutes for Approval

Moved by Councillor Brown and seconded by Councillor Dove that the Minutes from the Special Meeting of Council on December 7, 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 Services:

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

The Recreation & Community Services meeting was held on December 7, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; B. Freeborn, Director of Recreation & Community Services (A); B. Hefford, Town Clerk.

The following items were discussed:

Outdoor Rink

The Director noted that department staff will begin building the outdoor rink early in the New Year when the weather is conducive for flooding. The rink will be located on softball field B and signage will be posted noting the numbers permitted on the ice for social distancing. A further update will be provided in the New Year on an anticipated opening date.

Adventure Central re Cobb's Pond Boardwalk

A letter was received from Adventure Central asking if the Department has considered a grooming program for the Cobb's Pond Boardwalk throughout the winter months. The Director noted that this was discussed previously, and it was not recommended. With the current staff and equipment, it was not feasible from an operational standpoint.

It was also suggested that volunteers walk the trail in formation to create a smooth surface. Though the boardwalk is not open or maintained during the winter, there are no physical barriers preventing access and people currently snowshoe in parts of the facility. The Town of Gander has identified the need to conduct a Cobb's Pond Winter Activity Plan review. However, there are no resources identified to undertake grooming, maintenance, or programming at the Cobb's Pond Rotary Park at this time. It was suggested that signs be posted informing the public that the boardwalk is not operated or maintained during the winter season.

The Committee would also like to advise anyone interested in snowshoeing that the Airport Nordic Ski Club does offer 5.5 kms of snowshoe trails at their site and anyone who would like more information can check out their website at airportnordic.ca or contact the department at 651-5927.

Solar Light Panel Advertising

As part of the Steele Community Center efficiency upgrade project, a new solar wall is being installed. The consultant advised that the structure would allow for advertising on this panel. The Committee felt it was a good idea to either offer advertising as a revenue source for the Steele Community Centre or to promote Town of Gander information. The Director will assess the viability once more information is received.

Christmas Skating Schedule

The Department will be offering several skating and shinny sessions again this Christmas season and the admission will be a donation to the food bank. The schedule is attached and is available on the Department's Facebook page, the Town Website or you can call 651-5927 to request a copy of the schedule.

Arena Restart Grant

The Steele Community Centre received a letter from the Dept. of Environment, Climate Change and Municipalities advising that they were approved for a one-time Arena Restart Grant in the amount of \$10,000 to provide financial support for operational costs and reduced income due to COVID-19.

Snowbirds

Council is happy to announce that the Snowbirds have added Gander to their 2021 schedule, and they will be performing here on August 21st along with the CF-18 demonstration team. The Department will be working with a local organizing committee and the Snowbirds. We will provide more information at a later date.

B. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on December 8, 2020. 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; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

2021 Annual Curbside Cleanup - Spring vs Fall Event

The Committee discussed the annual curbside cleanup to determine if it would continue in the fall as per 2020 or revert to the original spring date. Operationally, a spring event will better suit the needs of the department. The transition time between spring and summer is a period whereby weather patterns dominate outside work and adding the cleanup week during this period has proven to have a minimal impact in commencing summer maintenance programs. From an operational efficiency perspective, the Director is recommending the Town continue to conduct the cleanup event in spring.

This year's fall cleanup was well received by residents as it provides more time to clean up properties. However, it was more costly than previous years and the volume of refuse increased.

Each season has its pros and cons. However, in an effort to serve the needs of the community, the Committee is recommending that the 2021 annual curbside cleanup event be held in the fall. The department will undertake planning to ensure operational challenges are overcome.

Motion #20-284

2021 Annual Curbside Cleanup - Spring vs Fall Event

Moved by Councillor Anstey and seconded by Councillor Woodford that the 2021 annual curbside cleanup be scheduled during the fall season.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4 Cochran – Request for Reimbursement

The Director presented the Committee with an invoice from the property owner of 4 Cochran Street requesting reimbursement for the costs incurred to investigate a blocked sewer lateral. It was determined the blockage was caused by a sag in the line and falls within the Policy MW030 guidelines for reimbursement. It is recommended the owner of 4 Cochran Street be paid \$700.00 to cover the costs incurred to investigate a blocked sewer lateral.

Motion #20-285

4 Cochran – Request for Reimbursement

Moved by Councillor Anstey and seconded by Deputy Mayor Pollett that the owner of 4 Cochran Street be paid \$700.00 to cover the costs incurred to investigate a blocked sewer lateral.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Woodford questioned if there has been an investigation regarding the cause of the problem? He also suggested that the developer may have responsibility under the terms of the Development Agreement. This item is referred to Management for clarification.

Walking Trail Request – Mapleville Area Green Space

The Committee reviewed correspondence from a resident requesting the Town consider developing the wooded area behind the Mapleville Apartment Building. The resident suggested developing a trail and park like setting to enhance the area. He also requested maintenance of the grounds.

The Committee discussed the idea and is suggesting that the Civic Enhancement Committee review this area and be considered in their future planning for civic enhancement opportunities. The request to have the area cleaned up will be investigated by the Director to determine if there are any immediate safety concerns that need to be addressed.

The Town of Gander prides itself on designated large tracks of land within the community as urban forest. This preserves natural habitat for purpose of enjoyment of the residents as well maintaining natural ecosystems. Currently it does not perform maintenance in these natural areas and a change in policy would require consideration of human and financial resources. The Committee is not recommending any change.

2021 Committee meeting schedule

The Committee reviewed the proposed Public Works and Services Committee schedule change for 2021, as recommended by the Administrative Department.

The Committee agrees with moving the meeting time from 10 a.m. to 2 p.m., as suggested.

Notable Dates

- The next Waste Transfer Station is scheduled for January 9th. Hours of operation are 8 a.m. – 4 p.m.
- Garbage Collection scheduled for Friday, December 25th, Christmas Day Holiday, is rescheduled for Thursday, December 24th.
- Garbage Collection scheduled for Monday, December 28th, Boxing Day Holiday, is rescheduled for Wednesday, December 30th.
- Garbage Collection scheduled for Friday, January 1st, New Years Day Holiday, is rescheduled for Thursday, December 31st.

Details on these events can be viewed on the Town of Gander Website at www.gandercanada.com.

C. 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 December 8, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: G. Brown, Councillor; B. Dove, Councillor; R. Locke, Development Director; B. Hefford, Town Clerk; D. Quinton, Development Officer (A); B. Williams, Tourism Development Officer.

The following items were discussed:

Delegation: Resident

The Committee welcomed a local resident as a delegation. He expressed his interest in establishing a Home-based business for the purpose of repairing small engine equipment, which is currently prohibited under our Home-based guidelines.

The Committee expressed that the purpose of the Home-based business program is intended to seek a balance between supporting a quiet, safe, and aesthetic residential environment, while supporting the aspirations of home-based entrepreneurs. Also, the Committee expressed concerns with safe disposal of petroleum substances.

The delegation communicated that his proposed business would not create a nuisance or become a hazard to the neighbouring dwellings. He would like the Committee to consider small engine repair to be permitted as a discretionary use in residential areas.

The Committee advised that they are currently in the process of reviewing the home-based guidelines. They asked the delegation to submit a formal letter outlining his concerns and how his proposed operation would not interfere with the residential character of the neighbourhood.

The input provided will be taken into consideration as the Committee proceeds with reviewing the Town's Home-based business guidelines.

It was also suggested that the individual consult with Service NL about any provincial regulations that may apply to his proposed operation.

The Committee thanked the delegation for his time.

2020 Artwork Procurement Update

The Committee was advised that the submission, judging and voting for the 2020 Art Procurement Program has concluded. In total, 22 pieces of art were received from 11 local artists.

The selections were based on evaluation and recommendation from a panel of three judges and there was also a "Residents' Choice" selection based on virtual voting.

The Committee reviewed and discussed the recommendation based on the evaluation results for the 2020 Artwork Procurement Program. It is recommended that the following 5 pieces be purchased in accordance with the Art Procurement Policy.

- Cassandra Gallant (“Pitcher Plant # 6”-Oil on Canvas)
- Bonnie Harris (“Winter Berry Feast”-Acrylic on Glass)
 - *Chosen by judging panel and as “Residents’ Choice”*
- Diane Lomond (“Autumn Tranquility, Cobb’s Pond”-Soluble Oils)
- Lori Cusack (“Lest We Forget”-photograph)
- Cassandra Gallant (“Seal #2”-Oil on Canvas)

Due to restrictions regarding public access to the Council Chambers, winners will be notified of the decision.

The Committee would like to acknowledge the great work completed by all artists and hopes the 2021 program will be another success.

These latest purchases will be placed on public display in the lobby of the Town Hall throughout 2021.

Premier Furey’s Economic Recovery Team

In October, Premier Furey announced the establishment of an Economic Recovery Team. This team will review government expenditures, the province’s fiscal capacity, how services are delivered, and explore growth sectors such as clean energy and investments in technology.

The Committee discussed the importance of making representation with the Economic Recovery Team to discuss challenges and opportunities both locally and from a regional perspective. The Committee would also like to gain a better understanding of the Recovery Teams’ mandate. The Director also recommends that the Town of Gander make a formal submission outlining the Town’s strategic priorities and potential growth opportunities.

Housing Options for Underserved Populations

Although not always evident, many residents of Gander experience precarious housing situations. This has become more prevalent and evident as we all try to navigate this global pandemic. The Committee understands this and would like to become part of the solution.

The Committee would like to re-emphasize that the Town of Gander is open and supportive to consider any proposals that would see the development of housing options for vulnerable populations. The sector is also identified as an opportunity for the business Community and not for profit sector. Provincial and Federal housing agencies have identified strategic funding and partnership opportunities. These programs target public and private investment to achieve improved housing outcomes. Developers or organizations interested in pursuing opportunities are encouraged to work with the Town of Gander to explore ideas.

The Committee would also like to note that it is important to involve our local federal and provincial representatives.

Town of Gander 2021 Meeting Schedule

The Committee reviewed the proposed 2021 meeting schedule in which the Economic Development and Tourism and Committee would meet every 3rd Tuesday at 11:00 a.m., commencing January 5, 2020.

The only change for the Economic Development and Tourism Committee is that meetings will begin at 11:00 a.m. instead of 1:00 p.m.

The Committee agrees with the proposed change and refers it to the Finance and Administration Committee for review and consideration.

D. 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 December 9, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; L. Small, Administrative Assistant.

The following items were discussed:

ATV Trail Sub-Committee, Proposed Map & Regulations

The Chair of the ATV Trail Sub Committee presented the Committee with its final draft of Trail Map # 17-10561R6, Revision # 6 and the Town of Gander Motorized Snow and All-Terrain Vehicle Regulations.

The Committee discussed changes made to the map, which is referenced as "Schedule A" in the regulations. The Committee agreed that this item will now be referred to management requesting they provide an implementation plan for the new proposed regulations and changes.

Pipe Down NL

The Committee reviewed correspondence a group called *Pipe Down NL*, who are seeking support for a proposed resolution regarding excessive noise from vehicles in the communities across the Province.

This is a coalition of concerned citizens who already have the support of the City of St. John's and their goal is to have government increase the enforcement of the rules already in place.

They have provided a template of the proposed resolution and letter of support should we wish to support them in this endeavor. The Committee is recommending that Council support this initiative.

Cost Sharing Agreement-Deviation Approval

The Committee reviewed correspondence from the Minister of Justice and Public Safety granting approval for Gander Fire Rescue to tender the sale of a used fire truck.

This is a deviation from standard practice, which requires surplus equipment to be donated to smaller fire brigades. However, this vehicle was acquired from the Ministry of Transport Canada and was ideal for the Town of Gander and has fewer applications for smaller communities. There will be a small economic benefit to the Town of Gander, as it will use the proceeds to offset the cost of the new equipment. The committee thanks Minister Crocker for his consideration of this request.

Department Activity Report

The Director provided the Committee with an update on some of the recent activities within the department.

- Gander Fire Rescue's clothing campaign "Warm the Wee Ones" was a huge success with 902 articles of clothing being collected; this doubled the goal of 427 pieces and the items will be distributed by the Salvation Army. The Fire Department were very pleased with the community support for this project.
- The Department will also be doing its "Keep the Wreath Green" campaign again this year. The Fire Hall has a wreath hung on the front of the building with green lights. If there is a fire, a bulb turns red. The goal is to keep the wreath green throughout the Christmas season.
- The Department is participating in the Adopt-A-Family again this year to provide for a family in need.
- On December 5th, the Volunteer Firefighters conducted a drive through Moose Burger sale at the Fire Hall and raised approximately \$ 1400 for the Fire Hall.
- On December 2nd, Municipal Enforcement in conjunction with NL Highway Enforcement conducted a light vehicle inspection blitz. A Total of 13 vehicles were inspected which included Taxi's. The company was very cooperative and besides a couple small minor defects, they are reported to be in good working condition as per government regulations. Other vehicles inspected on that day included pick-up trucks, automobiles and one commercial vehicle.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on December 9, 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; R. Locke, Development Director.

The following items were discussed:

Shipping Container Regulations - 2nd Reading

The Committee reviewed the proposed Shipping Container Regulation and presents it for its 2nd reading. The Director advised that there were no objections received to the proposed regulation following the 1st reading.

Motion #20-286

Shipping Container Regulations – 2nd Reading

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Shipping Container Regulations be approved for adoption as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Accessory Building Regulations

The Committee reviewed several pieces of correspondence requesting Council's consideration in increasing the maximum accessory building size on large residential lots. The Committee discussed the requests and ask that the Engineering department look at means of increasing the maximum allowable size on large lots while minimizing the potential impacts on neighboring properties. The Director advised, that in addition to this, he was working with the Town Clerk on the process of enforcement, compliance, severability, and process of appeal for this and other existing municipal regulations.

Non-Residential Landscaping Regulations

The Committee reviewed several pieces of correspondence from groups and individuals requesting changes to the existing Non-Residential Landscaping Regulations. One of the main concerns raised was the existing requirement for a deposit to be placed with the Town in the event the owner requests an occupancy prior to the completion of their approved landscaping. The second issue raised was fencing and the impact that it has on non-residential properties. The Committee discussed these two items and the regulation in general and recommends that it forwarded to Management for further discussion prior to the first reading.

Second Part of the Committee meeting resumed December 14th 9:00 a.m.

Engineering Service Proposal – Sports Field building

The Committee reviewed a proposal from CBCL Ltd. to provide Engineering services for the design and construction of a sports field building to support the newly proposed Soccer Track Facility. The Director presented, to the Committee, an inspection report that the Engineering staff had completed for the existing buildings at the Magee site and indicated that the renovation of these structures may present a more economical option when compared to the construction of a new building. The Committee is recommending that the Recreation Department work with user groups to understand the building requirements and the Engineering staff would undertake the project management functions. The Director will contact the funding partners to determine if the change in scope would be eligible under the existing approved funding.

Accessory Building – 22 Edinburgh

The Committee reviewed additional correspondence, received November 19, 2020, from the owner of 22 Edinburgh regarding an accessory building. The structure could not be accommodated under the existing regulations therefore, the application was denied.

The homeowner has appealed Council's decision to the Central NL Regional Appeals Board.

The Committee did note that this issue is now before the Central NL Regional Appeals Board for their review and consideration. Furthermore, the applicant has made representation at both Public Hearings for the new Municipal Town Plan. The information provided will be reviewed and taken into consideration by the commissioner in preparing his report for Council.

The Committee also reviewed correspondence from the office of the Honorable Scott Simms, M.P. Coast of Bays-Central-Notre Dame requesting that Council consider the property owner's concerns while reviewing its new Municipal Town Plan and Development Regulations.

Correspondence – 1B Memorial Drive

The current owner of 1B Memorial Drive has expressed concerns with Council's decision to construct a roundabout at the intersection of Cooper and Memorial. The owner feels that the roundabout would increase continuous traffic adjacent to their home and could affect market value of that property. The owner is requesting Council purchase 1B Memorial Drive.

Through consultation with the engineering firm responsible for the design of the newly proposed roundabout, it has been determined that the Town will not require any of the property of 1B Memorial for this project. The Committee is not recommending the Town acquire this property.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on December 10, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; R. Anstey, Councillor; T. Pollett, Deputy Mayor; O. Fudge, Councillor; B. Hefford, Town Clerk; K. Hiscock, Director of Finance (A).

The following items were discussed:

2021 Meeting Schedule

The Committee reviewed the 2021 Council Meeting Schedule. The Regular Meetings of Council will continue Wednesday afternoons on a three-week cycle. There were a few minor amendments to the Committee schedule for internal efficiency. It should be noted that public meetings of Council will continue at 4pm for the interim. This change was made to reflect a change of operational hours resulting from COVID. This will be re-evaluated when operations resume to pre-pandemic levels.

Motion #20-287

2021 Meeting Schedule

Moved by Councillor Brown and seconded by Councillor Fudge that the 2021 Council Meeting Schedule be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Oil-Fired Heater Burners

The Public Works Committee referred the results of the tender for the supply and installation of oil-fired heater burners to the Finance Committee for consideration. Two bids were received. The lowest bidder that met specifications was submitted by Balsom’s Heating in the amount of \$35,749.54 HST inclusive.

Motion #20-288

Tender – Oil-Fired Heater Burners

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the tender for the supply and installation of oil-fired heater burners be awarded to Balsom’s Heating in the amount of \$35,749.54 HST included be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Purchasing Procedures Policy # F010 – Spending Limits

The Committee was presented with a recommendation from Management to increase the spending limits in the Purchasing Procedures Policy #F010 as follows:

- Chief Administrative Officer spending limit would increase from \$10,000 to \$25,000
- Senior Management spending limit would increase from \$3,000 to \$10,000
- Supervisory spending limit would increase from \$1,000 to \$3,000

The Committee agreed with the recommendation and felt that it would reduce the time required for approval and streamline purchasing procedures.

Motion #20-289

Purchasing Procedures Policy #F010 – Spending Limits

Moved by Councillor Brown and seconded by Councillor Anstey the Purchasing Procedures Policy #F010 be updated to reflect the increased spending limits as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor advised the public of importance of ensuring they are included on the supplier list maintained at the Administration Department. This will ensure local suppliers are given a fair and equal opportunity to bid on supplies and services purchased by the Town of Gander.

Summer Hockey School Expression of Interest

The Recreation Committee referred the proposed Expression of Interest to operate a Summer Hockey School at the Steele Community Centre to the Finance Committee for consideration. The School will commence in August for a period up to three weeks and operate for three years from 2021 to 2023.

The Recreation Committee recommended the minimum bid be set at the 2021 budgeted rate of \$150.67 plus HST per hour. The Finance Committee agrees with this recommendation and would like to advise the Recreation Department to proceed with the Expression of Interest.

Vending Machine Contract

The Recreation Committee referred the request from D.L. Hounsell to amend the Vending Machine Contract at the Steele Community Centre to the Finance Committee for consideration.

The Vending Machine Contract was awarded to D.L. Hounsell for \$200 per month plus HST at the Council meeting on July 2nd, 2020. The contract did not get signed at that time as the Steele Community Centre was closed due to COVID-19.

Due to significantly reduced revenues, the Operator is requesting the contract be amended to provide the Town a 10% share of revenues from the vending machines for the remainder of the season. The Finance Committee agrees with the recommendation forwarded from the Recreation Committee to amend the Vending Machine Contract.

Motion #20-290

Vending Machine Contract

Moved by Councillor Brown and seconded by Councillor Anstey the Contract for the Vending Machines at the Steele Community Centre be amended from \$200 per month plus HST to provide the Town a 10 % share of revenues from the vending machines for the remainder of this season.

In Favour: 7 Opposing: 0

Decision: Motion carried.

It was noted the contract defines "season" as the date in which ice is removed for the year.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

The Mayor provided Christmas Greetings to the community and thanked fellow Council, staff, and residents.

The Mayor also recognized the tragic loss of Megan Piercy. He provided support to the family and Megan’s large network of school mates, friends, and teammates and stated that this is a time for the community to come together to help each other overcome these very challenging circumstances.

Councillor Anstey wished everyone a Merry Christmas and thanked Rogers.

10. ADJOURNMENT

Motion #20-291

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:02 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk