

# MINUTES

Regular Meeting of Council  
Wednesday, October 14, 2020 @ 4:00 pm  
Council Chambers

<b>Present:</b>	<b>P. Farwell</b>	<b>Mayor</b>
	<b>T. Pollett</b>	<b>Deputy Mayor</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>B. Hefford</b>	<b>Town Clerk</b>
<b>J. Blackwood</b>	<b>Director of Engineering</b>
<b>K. Hiscock</b>	<b>Director of Finance (A)</b>
<b>B. Freeborn</b>	<b>Director of Recreation &amp; Community Services (A)</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>R. Anstey</b>	<b>Councillor</b>
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## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### International Stuttering Awareness Day Proclamation

The Mayor proclaimed October 22, 2020 as International Stuttering Awareness Day in the Town of Gander.

## 3. APPROVAL OF AGENDA

### Motion #20-234

### Approval of Agenda

Moved by Councillor Fudge and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on October 14, 2020 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #20-235**

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

Moved by Councillor Fudge and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on September 23, 2020 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

##### **Motion #20-236**

##### **Special Minutes for Approval**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Minutes from the Special Meeting of Council on September 28, 2020 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 Services report was presented by Councillor Fudge.

The Recreation & Community Services meeting was held on October 5, 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:

## **Policy R022 – Community Partnership Fund**

The Director presented the Policy R022 Community Partnership Fund to the Committee for its second reading. The Committee did suggest one change to the wording. Under the section for Guidelines, it reads “Provide programs or services specially intended for youth and seniors” which should read youth and/or seniors. The Committee agrees with this change and since there were no objections received, they recommend the policy for the second and final reading.

### **Motion #20-237**

#### **Policy R022 – Community Partnership Fund**

Moved by Councillor Fudge and seconded by Deputy Mayor Pollett that Policy R022 – Community Partnership Fund be approved as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Adventure Trail**

Council has been working with the Provincial Government on an application submitted on behalf of the Adventure Trail Committee for a walking trail near Gander Lake. The application was previously turned down because the trail was within the 500 m buffer zone for Gander’s water supply. Department of Environment, Climate Change and Municipalities recently wrote in response to a letter of support by the Town of Gander. There are no objections to the proposed trail from other members of the Gander Lake Watershed Committee and they are prepared to consider its approval. The Department and the Adventure Trail Committee will work with the Water Resources Management Division in hopes of getting the application approved so work can begin on this trail.

## **Gander Bike Park Terms of Reference**

The Department has been working with the Central Newfoundland Bike Association (CNBA) on the addition of a Pump Track. The volunteer group is ready to install the dirt for the track once the terms of reference has been approved. The terms of reference state that the CNBA will ensure the track is maintained, safety checks done weekly and will cover costs for maintenance, damage, and repairs.

The Committee agrees with the terms of reference and would like to thank the CNBA on their work in providing this pump track for bike enthusiasts in the community.

## **Gander Rotary Club Request for Boardwalk Snow Clearing**

The Gander and Area Rotary Club inquired about clearing snow from the Cobb's Pond boardwalk in the winter months. The Director discussed this with the Engineering Department, and both felt that this was not feasible from an operational standpoint. The Department does not have a staff person working at the park during the winter months and does not have the equipment to clear the area. Also, the boardwalk was not designed to sustain this maintenance activity. The type of equipment required to practically remove snow for a facility of this size would risk damage to the boardwalk. The Director will notify the Gander Rotary Club.

## **Tennis Court Request to Move Ballfield Fence**

The Tennis Club has been working on a new Senior/Family Play area located behind Ballfield A and next to the tennis courts. They have installed horseshoe and bocce courts. However, the distance between the softball field fence and the courts is not wide enough. The Tennis Club has asked that the Department consider moving the ballfield fencing in three feet towards home plate to alleviate this problem.

The Department has confirmed that the National regulations for a Men's Slow Pitch Softball Field runs from 275' to 375' from the home plate to the outfield (depending on the age group). Field A currently measures the minimum distance required which is 275', therefore, the Department is not recommending moving the fence.

The Committee agrees that the fence should be kept in its original location, so it does not affect the local softball leagues and future tournaments.

Councillor Fudge advised of the damage to the washrooms at Cobb's Pond and asked the public to report any suspicious activity to the RCMP or the Town of Gander Recreation Department. This is very disappointing as the cost of repairs comes from money that could be used toward other projects or facilities. The RCMP are investigating.

## **B. Public Safety & Protective Services Committee:**

The Public Safety & Protective Services Committee report was presented by Councillor Dove.

The Public Safety & Protective Services Committee was held on October 7, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; G. Whitt, Administrative Support Coordinator.

The following items were discussed:

## **Bonfire Night**

The Committee discussed the Community bonfire event with reference to restrictions in place due to the Covid-19 pandemic.

Currently, outside gatherings of 100 people are permitted provided social distancing measures are in place; there are no active fire bans in place. The provincial government has not released regulations pertaining to bonfire night restrictions to date.

The Committee recommends the Town allow the Evangel Pentecostal Church to host their community bonfire event. With consideration to the Directors concerns, it will be held independent of Gander Fire Rescue being onsite. A permit will be required to outline conditions for safety and restricted items for burning.

## **Animal Control, after hours**

The Director presented the Committee with an overview of estimated expenses to cover animal control services after hours. Various scenarios were considered, and the lowest anticipated expenses remain over budget.

The Committee recommended any changes to service standard for afterhours municipal enforcement be referred to the 2021 budget process.

## **Traffic Calming Policy**

The Director presented the Committee with a new Policy for Traffic Calming for its first reading. This policy will outline the formal process for the evaluation of traffic calming measures and will fall under the Protective Services Department.

It will provide residents, staff, departmental committees, and Council with a process for addressing traffic calming requests in Town.

The Committee agrees with the new policy as attached and presents it to Council for the first reading. It will be presented for its second and final reading at the regular meeting of Council scheduled for November 25, 2020. Anyone wishing to express their concerns or objections are asked to do so on or before November 24, 2020.

## **Traffic Calming Guidelines**

The Director reviewed with the Committee the Traffic Calming Guidelines for the new Policy, Traffic Calming. The purpose of this guide is to provide a systematic procedure for the intention, investigation, and implementation of traffic calming measures for residential neighbourhoods and connector roads within Town.

The Committee accepts the guidelines as attached and presents it to Council for the first reading. It will be presented for its second and final reading at the regular meeting of Council scheduled for November 25, 2020. Anyone wishing to express their concerns or objections are asked to do so on or before November 24, 2020.

## **Streetlight Request**

The Committee reviewed correspondence to assess the intersection of Gray Avenue and Towers Avenue to determine if additional lighting is required.

The Director advised the Committee that after investigation of the area, it was noted the trees in the vicinity of the streetlight located on Towers Avenue is obstructing the light from reaching the intersection. The current set up meets the Town's minimum spacing requirements of 80 metres. A streetlight burnt out in the vicinity may be a probable cause of excessive darkness at the intersection.

The Committee recommends reevaluating the area when the streetlight is replaced by NL Power to determine if additional lighting of the intersection is required.

## **Trail Access in Residential areas, Serious Safety Concern**

A resident has brought forward a serious safety concern with the use of ATV's accessing the trail that borders her driveway. Her preschool age child was playing in the driveway when a group of ATVs, came speeding across the street, crossing her property and continued out the trail. She is requesting the Town install mechanisms at residential trail entrances to reduce speed of ATV users using the multipurpose trails.

The Committee recognized the challenges of multipurpose trails and is recommending the Town investigate installing barriers to control speed when travelling on the access trails.

Council would like to remind residents that ATV users must be 16 years of age, hold a valid driver's license and the vehicle must be registered and insured to cross any roadway. Non-compliant users may be subject to fines and confiscation of the vehicle.

## **Bus Routes**

The Director reviewed with the Committee correspondence submitted by a resident to the NL English School District with concerns of bus stop changes. This correspondence is for information purposes only as the Town holds no responsibility for scheduling school bus stops.

### **C. Public Works & Services Committee:**

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

The Public Works & Services Committee meeting was held on October 6, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: G. Brown, Councillor; T. Pollett, Deputy Mayor; R. Stoyles, Director of Municipal Works and Services (A); B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

### **Christmas Lights, Town Square**

Over the past year the Committee has discussed the concept that the Town, together with the business community, would have seasonal lighting in public spaces. For example, Christmas lights in the Cobbs Pond Rotary Park.

The Civic Enhancement Committee and Staff are undertaking some electrical upgrades in the Town Square. It was suggested that the electrical be installed to allow for seasonal lighting. Though the full vision requires more complete budgeting, evaluation, and technical planning, the electrical upgrades are being undertaken at this time to permit future development of the idea and temporary lighting options in the short term.

### **2020-21 Snow Plan discussions**

The Committee reviewed with the Director (A) the 2019-20 Snow Plan with recommendations to bring forth any proposals for change in the 2020-21 Snow Plan.

The Director (A) informed the Committee there are minimal additions to the routes this year, with the largest being access to the new Wastewater Treatment Plant. Routes will be updated to accommodate the new streets and will be presented in the proposed 2020-21 Snow Plan.

The 2020-21 Snow Plan will be presented at the next Committee meeting scheduled for October 27<sup>th</sup>.

## **Gander Minor Baseball, re: In-kind Support Request**

The Committee reviewed a request for in-kind support from Gander Minor Baseball with upgrades to the dugouts at the Ark Walker Field. This item was forwarded from the Recreation and Community Services Committee for consideration.

The group is asking if the Public Works Department will offer an in-kind service to use appropriate equipment and personnel to demolish and remove the existing dugouts.

The Director (A) agrees equipment and personnel will be available to provide the in-kind service to demolish and remove the existing dugouts when the clean-up week event is completed.

The Committee recommends that the Public Works Department provide the resources required to demolish and remove the existing dugouts as requested.

## **Notable Dates**

- Garbage Collection scheduled for the Remembrance Day Holiday on Wednesday, November 11<sup>th</sup>, will now be collected on Thursday, November 12<sup>th</sup>.

- Upcoming Waste Transfer Station scheduled dates are November 14<sup>th</sup> and December 12<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.

Details on these events can be viewed on the Town of Gander Website at [www.gandercanada.com](http://www.gandercanada.com).

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

The Development and Tourism Committee report was presented by Deputy Mayor Pollett.

The Development and Tourism Committee meeting was held on October 6, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; R. Locke, Economic Development Director; B. Hefford, Town Clerk.

The following items were discussed:



## **RNC Association Advertising Request**

The Committee reviewed a request from the RNC Association to support their 30<sup>th</sup> Anniversary Community Guide through an advertising sponsorship. The focus for this guide will be child abuse awareness to help educate and promote the public's role in identifying and reporting this terrible crime.

Proceeds raised from this project will be used to help support activities of the RNC Association in the province and will include a donation to the Kids Help Phone.

The Committee feels that this is a worthy initiative. However, given that, the RNC does not operate a detachment in Gander or surrounding area, the Committee would prefer supporting a local initiative with a similar mandate. Therefore, the Committee is recommending not to support this request.

## **Update: Adventure Central Tourism Photo Project**

The Director provided an update to the Committee regarding a Tourism photo project in which the department partnered with Adventure Central. This project will enable Town staff to gain access to an inventory of tourism related action photography that is often requested by both tourists and travel journalists from around the world.

In the past, both Adventure Central and Town staff have found it nearly impossible to locate high quality action images when fulfilling requests. By contributing only 25% of the overall project costs, the Town of Gander will now have access to a comprehensive inventory of high-quality imagery that will be multi-functional by serving the needs for various departments when promoting our beautiful town.

Photoshoots took place during the week of September 28<sup>th</sup> through to October 3<sup>rd</sup> and the final collection will be available next month.

The Committee is pleased with the progress of this project and is looking forward to seeing the final images.

Further to this, the Director advised the Committee about the possibility of partnering with Adventure Central on a similar project in 2021 with the goal of "Community Attraction".

This project would capture every day, quality of life imagery appealing to potential visitors and residents. This initiative would seek to create an inventory focused on the amenities and attractions available in Gander. These could include, but not limited to the following:

Steele Community Centre	Splash Pad
JPMRHC	Playgrounds
Arts & Culture Centre	Business areas
Curling Club	Real estate
Golf Course	Social life
Skate Park	Community events
Ball Fields	
Tennis Courts	

Building such a comprehensive inventory of imagery will assist staff with activities such as physician recruitment, business, and family attraction, etc.

The Committee believes this would be a great asset for staff to have at their disposal and has asked to have this project added as part of the departments 2021 budget submission for Council's consideration.

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

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

The Engineering, Planning & Controls Committee meeting was held on October 7, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; B. Hefford; Town Clerk.

The following items were discussed:

#### **Discretionary Notice – 241 Airport Boulevard**

The Committee reviewed a development application from Kool Regge requesting that Council use their discretion in permitting the operation of a restaurant at 241 Airport Boulevard. It was noted that the area is zoned Commercial General and catering is permitted as a discretionary use under the Town of Gander's Development Regulations.

The Director advised that there were no objections received.

**Motion #20-238**

**Discretionary Notice – 241 Airport Boulevard**

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that Kool Regge be permitted to operate a restaurant, specializing in mainly Jamaican Cuisine, as per the attached application at 241 Airport Boulevard.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Municipal Town Plan**

The Director advised the Committee that the proposed Municipal Town Plan and Development Regulations, 2019-2029, is now ready for adoption by Council.

The documents have been released from Provincial review on behalf of the Department of Municipal Affairs and Environment under the condition that any data issues regarding the maps will be addressed before the maps are registered.

**Motion #20-239**

**Municipal Town Plan**

Moved by Councillor Woodford and seconded by Councillor Dove that the proposed Municipal Town Plan and Development Regulations 2019-2029 be adopted under section 16(1) of the Rural and Urban Planning Act.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The Public Consultations are tentatively scheduled for November 5, 2020.

**Shipping Container Regulations**

The Committee reviewed the proposed Shipping Container Regulation for its second and final reading before forwarding a recommendation to Council for adoption. A recommendation was made by the Committee to refer the building separation minimums back to the Department for further review and consideration. It is the Committee's intent to have building separation minimums match those established by Government Services and Fire and Emergency Services.

Given that a previously arranged meeting, with individuals wishing to make in person representation on the proposed regulation, had to be postponed the Committee is recommending that the adoption of this regulation be deferred until the new year.

Since the Committee meeting, Council agreed that a date prior to the new year will be proposed to the interested parties. Written representation will also be accepted if members of the public would like to have input.

### **Accessory Building Regulations**

The Committee reviewed the Accessory Building Regulations as attached.

Given that a previously arranged meeting, with individuals wishing to make in person representation on the proposed regulation, had to be postponed the Committee is recommending that the adoption of this regulation be deferred.

Since the Committee meeting, Council agreed that a date prior to the new year will be proposed to the interested parties. Written representation will also be accepted if members of the public would like to have input.

### **Landscape Regulations**

The Committee reviewed the Landscape Regulations as attached.

Given that a previously arranged meeting, with individuals wishing to make in person representation on the proposed regulation, had to be postponed the Committee is recommending that the adoption of this regulation be deferred.

Since the Committee meeting, Council agreed that a date prior to the new year will be proposed to the interested parties. Written representation will also be accepted if members of the public would like to have input.

### **Gander Minor Baseball – In-Kind Services Request**

The Committee reviewed a request that was referred from the Recreation and Community Services Committee regarding Gander Minor Baseball and their request for in-kind help with the design and construction of new dugouts for the Art Walker ballfield.

The Director outlined the level of effort that would be required from his Department and the timelines required to complete the requested work. The Committee is recommending that the Department assist Gander Minor Baseball as requested. The Director will arrange a meeting with all related parties to discuss the respective responsibilities and timelines for work completion.

**F. Finance & Administration:**

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

The Finance & Administration Committee meeting was held on October 8, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; D. Chafe, CAO; K. Hiscock, Director of Finance (A); B. Hefford, Town Clerk.

The following items were discussed:

**Invoice for Approval**

OPERATING

- |  |                            |
|--|----------------------------|
| 1. Stewart McKelvey  | \$65,198.26                |
| 00-120-1000-7200 – Development Issues with McCurdy Enterprises Limited |                            |
| Budget: \$25,000.00  | Spent to date: \$33,973.00 |

<b>Total operating invoices for approval</b>	<b>\$65,198.26</b>
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The Director of Finance (A) advised that the invoice met the policies of the Town of Gander.

**Motion #20-240**

**Invoice for Approval**

Moved by Councillor Brown and seconded by Councillor Fudge that the invoice be paid as presented.

In Favour:	6	Opposing:	0
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**Decision:** Motion carried.

**Interest Write-Off**

The Finance Committee was presented with correspondence from a residential property owner requesting interest be written off in the amount of \$316.54 on their Town of Gander tax account.

The owner was surprised to receive a water shut-off notice for outstanding taxes as they thought taxes were included in their mortgage payment. They indicated that they did not receive any mailed notifications from the Town since purchasing the property.

The Finance Department issues tax statements at least quarterly and recently received two pieces of returned mail from the property owner which included a tax statement. The statement was sent to the address on file and had the word “moved” written on the front of both envelopes.

The Finance Committee agreed that the property owner was responsible to ensure that the mailing address with the Town is accurate and does not recommend interest be written-off.

### **Investing in Canada Infrastructure Program Agreement**

The Finance Committee was presented with the Municipal Infrastructure Funding Agreement for the Multiplex & Soccer/Track and Field Facility project # 17-CCR-21-00018 in the amount of \$7,734,265 with the Town’s share being \$2,241,592.

#### **Motion #20-241**

### **Investing in Canada Infrastructure Program Agreement**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Town of Gander accept the Municipal Infrastructure agreement with the Department of Transportation and Infrastructure as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Property Tax Reduction**

The Committee reviewed one application for a residential property tax reduction that met Council’s policy based on income criteria.

#### **Motion #20-242**

### **Property Tax Reduction**

Moved by Councillor Brown and seconded by Councillor Fudge that the property tax reduction be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Backland Sales**

The Town of Gander is the owner of large portions of land designated as Open Space Recreation throughout the community. Much of this land is designated as back land as it does not have any frontage and is located at the rear of the individual properties. From time to time, Council receives requests to sell land located at the rear of resident's property.

The decision to sell land becomes complex as it is a Council decision that primarily benefits individual landowners. It is very difficult to design a policy that is fair and consistent to all residents. In addition, there are contractual obligations included in Development Agreements, which result in the Town of Gander receiving no economic benefit from the sale, further supporting the position that there is no community wide benefit to selling backland.

As a community objective, Council historically designated green space reservations to preserve natural urban landscapes. Otherwise subdivisions could be designed with back to back lots, void of all-natural features and habitat. The practical impact of this has been to forgo opportunities to increase density, maximize available lots for sale, and maximize efficient service delivery.

The green space is intended to be a benefit to the community as whole, providing biodiversity throughout neighborhoods and increasing the peaceful enjoyment of all residents. To sell back land has a contradictory impact from a community planning perspective. It allows the erosion of natural urban ecosystems and transfers the benefit of community green spaces to individual landowners.

Council does, however, recognize there are some existing contractual commitments in existence. It plans to honor those agreements and cease future back land sales.

A discussion about how this will impact encroachments took place. It was agreed that the two issues are separate. An additional evaluation will be conducted regarding encroachments.

### **Motion #20-243**

#### **Backland Sales**

Moved by Councillor Brown and seconded by Councillor Fudge the Town of Gander cease all future backland sales.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Tender – One New Enclosed Trailer**

The Recreation Committee referred the results of the tender for a new enclosed trailer to the Finance Committee for consideration. With four bids received, the lowest bid that met specifications was submitted by Action Car & Truck Accessories in the amount of \$12,880 HST inclusive.

The purchase is \$200 over budget.

#### **Motion #20-244**

### **Tender – One New Enclosed Trailer**

Moved by Councillor Brown and seconded by Councillor Fudge that the tender for a new enclosed trailer be awarded to Action Car & Truck Accessories in the amount of \$12,880 HST included be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Depot Parking Lot**

The Municipal Works Department is requesting approval to proceed with the paving of the Depot parking lot. The project is over budget due to a greater than anticipated amount of Class A and B being required.

The project is estimated to be a total cost of \$29,000, \$12,000 over budget and will be offset by savings in other capital projects. The Finance Committee agreed with the recommendation from the Public Works Committee to proceed with the project.

#### **Motion #20-245**

### **Depot Parking Lot**

Moved by Councillor Brown and seconded by Councillor Woodford that the Municipal Works Department proceed with the paving of the Depot parking lot at the estimated cost of \$29,000.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.



## **Gander Minor Baseball - Recreation Baseball Charges**

The Recreation Committee referred a request from the Gander Minor Baseball League to waive the per participant fee for the six additional weeks requested for their summer program to the Finance Committee for consideration.

The Gander Minor Baseball League normally runs for eight weeks in July and August at a fee of \$10.00 tax inclusive per participant for the summer. The rate charged contributes towards the cost of maintaining the fields during the summer months. This year, Gander Minor Baseball decided to extend their program for six weeks and booked the field for two afternoons, one evening and Saturdays from September to mid-October.

They are requesting the fee per participant be waived for this period. The Recreation Director noted that the Town is still required to do the maintenance on the fields and is therefore recommending that the fee still apply.

The Recreation Committee is in agreement with this recommendation. However, they would like to prorate the fee for the six weeks. This will amount to \$7.50 tax inclusive per participant.

### **Motion #20-246**

#### **Gander Minor Baseball – Recreation Baseball Charges**

Moved by Councillor Brown and seconded by Councillor Woodford that the fee per participant for the Gander Minor Baseball league be reduced from \$10 to \$7.50 tax inclusive for the additional six weeks rental from September to mid-October.

In Favour: 5      Opposing: 1 – Councillor Woodford

**Decision:** Motion carried.

Councillor Woodford felt that the revenue of approximately \$300 was not material and suggested it be waived for this year, allowing more clarity for the 2021 season.

#### **G. Other Reports:**

None.

#### **7. ADMINISTRATION**

None.

## **8. CORRESPONDENCE**

None.

The Director of Development left the meeting.

## **9. NEW BUSINESS**

### **REQUEST FOR PROPOSALS (RFP) #20-03**

#### **Prime Consultant Services Related to Cooper Boulevard/Memorial Drive Roundabout**

Some time back Council released a Request for Proposals related to the provision of Prime Consultant Services related to Cooper Boulevard/Memorial Drive proposed roundabout. The general scope of work included the provision of design and contract administration associated with the construction of a roundabout at the intersection of Memorial Drive and Cooper Boulevard.

There were four (4) proposals received and after careful review, the recommendation of the Evaluating Committee is that the work be awarded to Englobe Corp.

#### **Motion #20-247**

#### **Request for Proposals (RFP) #20-03**

#### **Prime Consultant Services Related to Cooper Boulevard/Memorial Drive Roundabout**

Moved by Councillor Woodford and seconded by Councillor Fudge the tender for the supply of Prime Consultant Services related to Cooper Boulevard/ Memorial Drive roundabout be awarded Englobe Corp. for \$102, 821.50 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The Director of Development returned to the meeting.

## 10. ADJOURNMENT

### Motion #20-248

#### Adjournment

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:24 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**