

MINUTES

Regular Meeting of Council
Wednesday, September 4, 2019 @ 4:30 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:

D. Chafe	CAO
G. Brown	Director of Finance
J. Blackwood	Director of Engineering
N. Newell	Director of Recreation & Community Services
T. Barron	Director of Municipal Works
H. Lowe	Fire Chief
D. Quinton	Development Director (A)
K. White	Communications Coordinator

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. APPROVAL OF AGENDA

Motion #19-188

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on September 4, 2019 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-189

Regular Minutes for Approval

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on August 14, 2019 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 Living report was presented by Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on August 28, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; R. Anstey, Councillor; N. Newell, Recreation Director.

The following items were discussed:

Multiplex Funding Update

The CAO and Director updated the Committee on a recent meeting held with the Director of Infrastructure and Waste Management with the Department of Municipal Affairs and Environment.

More than 600 applications were received with work totaling over \$888 million dollars of which 160 were approved with work values at \$120 million dollars.

Many of the approved applications were projects that addressed health and safety with regards to clean drinking water.

While the Town is preparing a resubmission of an application for the September 30, 2019 deadline, it was explained in the meeting that during the first round of applications many smaller projects were approved so a number of regions could be awarded funding around the province. It was also discussed whether or not the Town of Gander would consider dividing the projects into phases which may be more favorable for a funding recommendation.

The Committee discussed this in detail and felt that Council is at a disadvantage for having their wastewater treatment facility near completion and now other communities in the province can access funding for this type of project and recreation facilities are not a priority. They also discussed whether or not it may be beneficial to divide up the multiplex/soccer and track facility application. After much discussion, they felt that the proposal should be submitted as is and should a recommendation be given later, then a decision to prioritize the projects can be made. The Committee also felt it is a good idea to discuss the application and challenges to date with the Multiplex Steering Committee, so they are aware of what is happening and for their input. The Director will set up a meeting in the next week with the Multiplex Steering Committee.

Variance Report

The Committee reviewed the Department's variance report for the second quarter of 2019. The purchase of Zamboni batteries at a cost of approximately \$12,000 was an unbudgeted item.

The Committee is referring the report to the Finance and Administration Committee for their review and consideration.

Central NL Summer Games

The Committee discussed the Central NL Summer Games and asked why Gander is not participating. The Director explained that it began 25 years ago and was made up of 6 teams originally from Grand-Falls Windsor, Bishop Falls, Springdale, Botwood, Lewisporte and Twillingate. It began by inviting communities whose recreation departments ran their own recreation programming. Some communities have stopped participating over the years.

There is a grant from the Healthy Living Fund to host the games. The games used to be a week-long event and now are two days. The Director explained that her understanding was that many communities who have their own associations for specialized sports such as soccer, softball, basketball, etc. have stopped participating because youth are involved in sports within the programs. She explained that she can investigate this further and report back to the committee with more information.

9/11 Commemorative Service

The Director explained that the 9/11 Commemorative Service is planned for Wednesday, September 11th at 2 pm outside the Town Hall. It is open to the public and all are welcome. For more information, please contact ksceviour@gandercanda.com or call 651-5936.

Councillor Dove left the meeting due to conflict of interest.

Gander Musical Theatre Symposium

The Director explained to the Committee that there is \$5,000 budgeted for the Gander Musical Theatre Symposium scheduled for September 12th - 15th. She advised Council that the funds needed from the Town to run the event will likely be closer to \$6,000 and that there is money budgeted in special events for other events that occur throughout the year that can be used to cover the extra funds required. The Committee feels that this is a new event happening in Gander with 120 event attendees.

Motion #19-190

Gander Musical Theatre Symposium

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that an additional \$1,000 be allocated for the Gander Musical Theatre Symposium.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Dove returned to the meeting.

Basketball Court – Lights and Proposed Dugout

The Director advised the Committee that the Department inquired about having NL Power place light poles at the basketball court. The poles could be 100-watt lights 25 ft or 30 ft high. If 100 watts is not enough, then the power of the lamps can be increased. They are similar lights to those that are placed in cul de sacs in Town where light range is wider. There is no cost for installation but is a monthly charge of \$18. The lights come on at dusk and stay on all night. The Committee did not feel this was the best idea and asked the Department to look at other options.

The Department met with the Matthew Sargent Foundation regarding the new proposed location for a dug out. The dug out is still 20 ft x 7ft and will be placed adjacent to the basketball net in the center of the court near the edge of the parking lot. The Committee felt this was a reasonable place for the dugout.

The foundation is also requesting in-kind assistance from the town to have the area dug out to lay the concrete block. The Committee is pleased with this project and would like the Department to work with the Foundation to move it forward.

Upcoming Events

- a) Sept 6 – 8: Caroline Ouellette Hockey School
- b) Sept 6 – 8: Gander Ladies' Softball Playoffs
- c) Sept 6 – 8: Quadapalooza
- d) Sept 11: 9/11 Commemorative Service
- e) Sept 12 – 15: Gander Musical Theatre Symposium
- f) Sept 19-21: Stewardship Association of Municipalities AGM

B. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on August 27, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: R. Anstey, Councillor; G. Brown, Councillor; H. Lowe, Fire Chief/Director of Public Safety & Protective Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Airport Boulevard - Signage for Lane Change

The Committee again discussed the signage that had been previously approved for installation in this year's budget. Referencing the Public Works and Services Committee minutes of February 20, 2019, it did not meet the Transportation Association of Canada (TAC) Standards as it applies to the design of Town intersections. For this reason, the Public Works and Services Committee recommended the signs were no longer required for installation.

The Committee agrees with the recommendation of the Public Works and Services Committee and discussed options to remedy ongoing issues with lane designation at Town intersections.

The Committee recommends the design of future Town traffic lights meet the TAC standards for adding lane designation signs and the Town consider installing road signs approaching the intersections for those already in place. This item is referred to the Engineering Department for consideration.

Elizabeth Drive Crosswalk Request and Petition

At a previous meeting, the request for a crosswalk to be installed near the old fire hall on Elizabeth Drive was declined.

The residents in the new housing units in that area have now brought forward a petition as they are not happy with this decision and have safety concerns with crossing the street. There is no sidewalk on the side of the road to lead them to the intersection on Airport Boulevard so walking up to the intersection is not an ideal option.

The Committee agreed the increased volume of foot traffic in the vicinity is cause for consideration of a crosswalk in the area. The Committee forwards this item to the Engineering Committee to determine the safest location should Council agree to install a crosswalk in the area.

Sidewalk – Magee School Area

It was brought to the Committees attention that the sidewalk in the area of the Schools is incomplete at this time.

The Committee felt this should not be a concern for students as it is anticipated the sidewalk will be reinstated prior to the opening of the school year.

The sidewalk has not been reinstated and is a significant safety concern. The Town has written each of the schools to advise of our concerns about the Province tearing up the sidewalk.

Variance Report

The Committee reviewed the second quarter variance report for the Public Safety Department.

The Department is overbudget by \$ 24,165 due to unexpected engine repairs to the ladder truck and building repairs.

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

Department Activity- Update

The Fire Chief reported that new recruiting for Volunteer Firefighters will begin again this fall as will the Junior Firefighting Program. The Department recently conducted a food drive for the Salvation Army Food Bank, water rescue training at Cobb's Pond, and a safety talk at a local daycare center.

The Annual Provincial Fire Convention will be held in Gander this year from September 27-29th.

There will be a Memorial Event at Gander Fire Rescue on September 8th beginning at 9 a.m. to mark the **National Fallen Firefighter Memorial Day**. Residents are invited to attend.

A recruiting drive for volunteer firefighters will be starting September 9th.

Speeding Complaint – 77 Raynham

The Committee reviewed correspondence from a resident expressing concerns of speeding and ATV use on Raynham Avenue.

The Committee felt this is an enforcement issue and recommends that Municipal Enforcement Officers monitor the area and ticket accordingly.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on August 28, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; R. Anstey, Councillor; P. Woodford, Councillor; T. Barron, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

115 Ogilvie Street

The Committee further discussed the situation with the culvert at 115 Ogilvie Street. This item was referred to the Public Works and Services Committee from the last regular meeting of Council held on August 14th for clarification.

The Director informed the Committee that after a site visit of the property it was determined the original culvert met minimal requirements and was insufficient to keep the residential driveway in place. The result was continuous erosion of the driveway bed material causing the pavement to crack. It was apparent the resident installed a short section of culvert to alleviate the issue and it has now reached the point of failure. This would have been corrected by the Town of Gander during its regular scheduled maintenance of culverts and ditching if the homeowner did not take on the task to repair it himself some years ago.

The culvert has since been replaced and should be paved shortly.

Tender # 19-21 Supply one Epoke 3800 Spreader Insert

The Director presented the tender summary for the supply of one Epoke 3800 Spreader Insert. One tender was received, and the Director advised it met specifications and was submitted by FST Canada Inc., o/a Joe Johnson Equipment in the amount of \$96,877.10, HST included. This is at a variance of \$2,851.53 over budget.

The Committee recommends that the tender for the supply of one Epoke 3800 Spreader Insert be awarded to FST Canada Inc., o/a Joe Johnson Equipment and refers this tender to the Finance and Administration Committee for its consideration.

Tender # 19-23 Supply one Full Size half ton Single Cab 4x4 pickup truck

The Director presented the tender summary for the supply of one full size half ton single cab 4x4 pickup truck. Two tenders were received, and the Director advised that the lowest of the tenders that met specifications was submitted by Kelly Ford in the amount of \$42,694.90, HST included. This is \$717.22 over budget.

The Committee recommends that the tender for the supply of one full size half ton single cab 4x4 pickup truck be awarded to Kelly Ford and refers this tender to the Finance and Administration Committee for its consideration.

Tender # 19-24 Supply two Full Size Extended Cab 4x4 pickup trucks

The Director presented the tender summary for the supply of two full size extended cab 4x4 pickup trucks. Three tenders were received, with one being non-compliant, and the Director advised that the lowest of the tenders that met specifications was submitted by Kelly Ford in the amount of \$90,624.60, HST included. This is \$5,181.54 over budget.

The Committee recommends that the tender for the supply of two full size extended cab 4x4 pickup trucks be awarded to Kelly Ford and refers this tender to the Finance and Administration Committee for its consideration.

Tender #19-25 Supply one 25-ton capacity Tilt Top Tag Along Trailer

The Director presented the tender summary for the supply of one 25-ton tilt top tag along trailer. Three tenders were received, and the Director advised that the lowest of the tenders that met specifications was submitted by Atlantic Powertrain in the amount of \$46,575.00, HST included. This is \$5,235.00 over budget.

The Committee recommends that the tender for the supply of one 25-ton tilt top tag along trailer be awarded to Atlantic Powertrain and refers this tender to the Finance and Administration Committee for its consideration.

Cobham Lift Station upgrades

The Director presented the Committee with a report from CBCL with recommendations to upgrade the components of the Cobham Lift Station.

The Committee agreed to proceed with the upgrades to the Cobham Lift Station as outlined in the attached report and refers this item to the Engineering and Finance and Administration Committees for their consideration and recommendation to Council.

Multi-Materials Stewardship Board (MMSB) Community Waste Diversion Fund

The Supervisor of Public Works informed the Committee the 2019-20 Community Waste Diversion Fund is now accepting proposals for funding.

It was suggested the Town apply for funding for the purchase of a Vibroscreen. This will allow the Town to screen the compost currently available for both Town and residential use.

The Committee agrees and recommends the Supervisor of Public Works submit the application to the MMSB Community Waste Diversion Fund for the purchase a Vibroscreen.

Chipper Report – Supervisor of Public Works

The Supervisor of Public Works presented the Committee with a report on a chipper purchased with funding received from the MMSB.

The guiding principles for availing of this program is to reduce, reuse, recycle, recover and dispose. The following is a summary of the benefits to the Town for this purchase:

- Reduced the need to purchase mulch, further reducing the chemicals added to the environment.
- Trucking away cut trees for disposal was not required as they were chipped and returned to the environment.
- Enhanced our green spaces.
- Provided mulch to both the Community garden and residents for personal use.

Variance Report, second quarter

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

The Municipal Works and Services Department is currently operating over budget by \$44,689.00. The largest contributing factor for this quarter is the costs associated with the waste transfer station management and waste bin rentals, in addition to carrying forward the overage from the first quarter report. This overage may carry through to year end, assuming all remaining expenditures fall within the proposed budget.

D. Development and Tourism Committee:

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

The Development and Tourism Committee meeting was held on August 28, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; P. Woodford, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

Variance Report Ending June 30, 2019

The Quarterly Variance Report was reviewed by the Committee and they are pleased that the department is on budget with no major variances to report.

Municipalities Newfoundland and Labrador (MNL) North Atlantic Forum

The Committee was advised of the North Atlantic Forum & Canadian Rural Revitalization Foundation Conference being held in St. John's from October 1-5, 2019. This conference, which is supported by MNL and hosted by Memorial University and the Canadian Rural Revitalization Foundation (CRRF) focuses on solutions for sustainable communities. The Committee recognizes that there are topics of relevance to Gander being addressed at this conference including a day dedicated to Culture and Heritage Industries, Tourism and Social Enterprise. As such, the Committee feels that there is value in attending this event but since it is unbudgeted, will support attendance only if financial savings can be identified within the current Development Department budget.

Lakeside Homes Future Use Consideration

The Committee discussed Lakeside Homes in relation to future usage once the home has been replaced. Replacing Lakeside Homes has been identified as a priority with Central Health and allowances have been made to have the new facility built adjoining the long-term care facility currently under construction off Magee Road. The Committee feels that while the replacement for Lakeside homes is likely several years out, it is important to begin discussions as to what will become of the current facility and site.

The Committee would like to ensure that discussions are ongoing with the province to ensure that; the new facility to replace Lakeside Homes is built following the completion of the long term care facility and that consideration be given to maintaining all or portions of the current facility to meet other community health care needs such as rehabilitation services, counselling services, general medical services, etc.

Traffic Box Paintings

Five of the seven boxes in Town have been completed with two left to do. Council is very pleased with the efforts of the artist, Melissa Francis and would like to thank her for her work on this project.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on August 29, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Street Light Installation

The Director updated the Committee on the installation of street lights on Memorial Drive near the Trans-Canada Highway. He informed the Committee that a tender recently released by the Department of Transportation and Works did not have street lights included in the scope of work. The Director advised that he will contact the Department of Transportation and Works to request to have lights installed at the new entrance to Magee Road off the Trans-Canada Highway.

Contract Change Orders – Wastewater Treatment Plant

No. 13

The Committee reviewed Change Order #13 for the Wastewater Treatment Plant Design Build project. This Change Order includes switching out the aluminum removable railing to a strap rail system. This system is less expensive than the aluminum railing therefore, a credit in the amount of \$1,391.50 will be applied.

After discussion, the Committee recommends approval of Change Order #13 as attached and forwards it to the Finance and Administration Committee for their review and consideration.

No. 14

The Committee reviewed Change Order #14 for the Wastewater Treatment Plant Design Build project. This Change Order includes switching out millwork in the workshop to include a stainless-steel countertop in the amount of \$1,124.70.

After discussion, the Committee recommends approval of Change Order #14 as attached and forwards it to the Finance and Administration Committee for their review and consideration.

No. 15

The Committee reviewed Change Order #15 for the Wastewater Treatment Plant Design Build project. This Change Order includes the supply and installation of a card access system, Ethernet drops and a network architecture as detailed in EC-0015-R1 in the amount of \$88,415.51.

After discussion, the Committee recommends approval of Change Order #15 as attached and forwards it to the Finance and Administration Committee for their review and consideration.

No. 16

The Committee reviewed Change Order #16 for the Wastewater Treatment Plant Design Build project. This Change Order includes the supply and installation of BEST locks to match the existing keying system currently being used by the Town in the amount of \$5,595.90.

After discussion, the Committee recommends approval of Change Order #16 as attached and forwards it to the Finance and Administration Committee for their review and consideration.

No. 20

The Committee reviewed Change Order #20 for the Wastewater Treatment Plant Design Build project. This Change Order includes supply and installation of a 4" IT building antenna mast in the amount of \$13,304.99.

After discussion, the Committee recommends approval of Change Order #20 as attached and forwards it to the Finance and Administration Committee for their review and consideration.

Proposed Traffic Lights – Memorial Drive and Cooper Boulevard

The Committee discussed the possibility of installing traffic lights at the intersection of Memorial Drive and Cooper Boulevard and if they are warranted at this time. The Director provided information that was collected by Nav Canada which indicated gate movements per day at the Gander Air Traffic Control Centre.

Also, the Director provided correspondence from the Gander Wellness Centre indicating an estimated number of clients per day that go to and from the business. The business owner expressed concerns of many near misses and would like to see traffic lights installed at this intersection.

The Committee recognizes that traffic has increased on Cooper Boulevard at this intersection as well as, the intersection at Raynham and Cooper. Through previous discussions Council have requested that traffic lights for the intersections of Cooper/Memorial and Cooper/Raynham be brought forward in the 2020 budget process for review and consideration.

Traffic Study – Lindbergh/Markham/Airport Boulevard

The Committee discussed the traffic lights at Airport and Markham intersection, whether they are still warranted and if they would be better utilized at a different intersection which is currently not controlled with lights.

The Director recommended that before any changes were made, a traffic study should be completed to determine if the current traffic lights are warranted for Lindbergh and Markham.

Motion #19-191

Traffic Study – Lindbergh/Markham/Airport Boulevard

Moved by Councillor Anstey and seconded by Councillor Woodford that a traffic study be completed for the Airport and Markham Intersection.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Discretionary Use – 4 Carr Crescent

Notice is hereby given that the Town Council of Gander has received an application to relocate an existing tattoo shop to the above noted address.

It is noted that this area is zoned **Industrial General** and **Shop** uses are permitted as a Discretionary Use in this zone as per the Town of Gander Development Regulations.

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

Motion #19-192**Discretionary Use – 4 Carr Crescent**

Moved by Councillor Anstey and seconded by Councillor Fudge approval for the discretionary use at 4 Carr Crescent as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Discretionary Use – 303 Magee Road

Notice is hereby given that the Town Council of Gander has received an application from the owner of the above noted address to keep one (1) horse on this site.

It is noted that the proposed site is situated in a Rural Residential/Rural zone and Animal uses are permitted as a Discretionary Use under the Town of Gander Development Regulations.

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

Motion #19-193**Discretionary Use – 303 Magee Road**

Moved by Councillor Anstey and seconded by Councillor Brown approval for the discretionary use at 303 Magee Road as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Gander Long Term Care Facility

The Committee reviewed correspondence from Mr. Cory Grandy, Assistant Deputy Minister with the Department of Transportation and Works regarding the construction of the Gander Long Term Care Facility.

The design build team for the project had submitted plans for the new facility to the Town for review some time back. Town officials raised several concerns with the design the most significant of which was the fact that the development did not comply with the Town's Municipal Development Regulations, Ministerial Regulations, 2009 – 2019 Section 67. The development as presented indicated no street frontage. This along with other concerns were forward to Mr. Grandy and his team for their consideration and indicating that a permit could not be provided by the Town based on the current submittal.

Mr. Grandy acknowledged Council's concerns in his correspondence, however, indicated that "the Province retains its authority to determine location of Provincial infrastructure, and access to the same, within municipal boundaries". He has requested that the Town Council of the Town of Gander acknowledge the Province's authority and proceed to issue a permit. He had also indicated that he has directed the design build team to proceed with development in accordance with the unapproved site plans.

The Committee was disappointed with Mr. Grandy's response and concurred that a permit could not be issued by the Town as it would be in direct contravention of its development regulations approved by Council and approved by the Province in the 2009 – 2019 Municipal Town Plan.

Further to this municipal infrastructure including concrete curb, sidewalk and landscaping have been removed without Council's approval. Council has grave concerns with this action as the infrastructure removed serves as a main artery, channeling students to and from the local schools and college scheduled to reopen in a matter of days. The Director was asked to send correspondence to Mr. Grandy indicating Council's concern.

The Mayor expressed dissatisfaction with how the Province has handled the matter. Councillor Woodford suggested that the Town rebuild this sidewalk and bill the Province for it.

Development Application – 310 & 316 Airport Boulevard

The Committee reviewed an application from the business owner of both 310 and 316 Airport Boulevard requesting approval to merge these two properties into one and address this property as 310 Airport Boulevard. The Director advised that his staff have reviewed the request and had no issues with it.

The Committee agrees with this request.

Motion #19-194

Development Application – 310 & 316 Airport Boulevard

Moved by Councillor Anstey and seconded by Councillor Brown approval to combine properties 310 and 316 Airport Boulevard as one property as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Departmental Variance Report to June 30, 2019

The Director presented to the Committee, the departmental variance report to June 30, 2019. The Director advised that the departmental variance was \$22,117.00 over budget due to less housing developments than anticipated. However, the Director advised that since the end of the report 14 new residential permit applications have been processed, and with the recent opening of two new residential subdivisions the Committee is hopeful this trend will continue.

The Committee is pleased with this and forwards this report to the Finance and Administration Committee for review.

Eastgate – Extension Request

The Committee reviewed correspondence from Cecon Development Corporation (CDC) requesting that the partial completion date for Briggs Street be revised from November 30, 2019 to July 31, 2020 indicating that they have concerns with placing asphalt directly over the infrastructure installed by the Town for the new sewage treatment plant and that allowing this extra time for settlement would be beneficial.

After discussion, the Committee agreed with CDC's request however feel that an extension to June 30, 2020 is adequate and not July 31, 2020 as the developer had requested.

Motion #19-195

Eastgate – Extension Request

Moved by Councillor Anstey and seconded by Councillor Fudge that Eastgate Development Agreement for Phase 5, Briggs Street be amended to have the partial completion date adjusted to June 30, 2020.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Fire Hydrant Placement – Wilcockson Crescent

The Committee reviewed correspondence from a resident of 33 Wilcockson Crescent indicating that a fire hydrant was recently installed in the front of his house during the infrastructure upgrades to this street and is requesting that it be relocated to another area.

After discussion, the Committee agreed that the Town is in conformance with the requirements of the National Fire Protection Association standard and does not recommend relocating the fire hydrant at this time.

Councillor Brown suggested that in the future if there is a change to hydrant locations when a road is repaved, the resident be informed.

Airport Boulevard – Signage for Lane Change

This item was referred from the Public Safety Committee to the Engineering Committee to discuss the installation of overhead lane designation signs to the intersections already in place on Airport Boulevard referencing lane direction as you approach the intersection. Upon further investigation it was determined that the existing light standards could not accommodate the requested signage.

The Committee would like this to be taken into consideration in future purchases of traffic lights and would like the Director to work with the Municipal Works Department on locations for post mounted lane designation signs on existing controlled intersections.

Elizabeth Drive Crosswalk Request

This item was referred from the Public Safety Committee to the Engineering Committee to determine a location to install a crosswalk near the old Fire Hall on Elizabeth Drive as a petition was received requesting to have a crosswalk installed due to safety concerns with crossing the street in that area.

The Engineering Committee agreed with installing a crosswalk as suggested and would like the Director to work with the Director of Public Works to determine the best location for this crosswalk and have it installed during this construction season.

Driveway – 125 Memorial Drive

The Director informed the Committee that he and the Supervisor of Infrastructure and Planning recently met with the homeowner of 125 Memorial Drive to view and discuss issues regarding the driveway at that property. The Director advised that since the recent completion of upgrades on Memorial Drive, the driveway slope does not meet the minimum requirements and the Supervisor of Infrastructure and Planning is currently investigating the issue and will contact the contractor to discuss the matter.

The Committee would like the Director to follow up with this issue and provide notification to the resident advising of the same.

Briggs Street Paving

The Committee discussed the access road to the new Wastewater treatment facility and if this road would be paved.

The Director advised that asphalt paving was not included in the original scope of work for the construction of the new Wastewater treatment facility and recommends that once the project is nearing completion and the project team has a comfort level with the budget, consideration could be given to this additional work.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on August 29, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; G. Brown, Director of Finance; J. Blackwood, Director of Engineering.

The following items were discussed:

Invoices for Approval

OPERATING

- | | | |
|----|---|-------------|
| 1. | Saunders Equipment Ltd.
Acct: 00-820-1000-6450 – Batteries for Zamboni | \$14,774.63 |
| | Spent: \$2,179 Budget: \$3,500 | |
| 2. | Coastline Specialties Ltd.
Acct: 00-810-5500-8100 – Rubber surfacing for playground | \$84,105.25 |
| | Spent: \$0.00 Budget: \$87,876 | |
| | *Received \$87,876.00 Federal Funding | |
| 3. | Brenntag Canada Inc.
Acct: 00-400-1000-6410 – Soda Ash for WTP | \$13,248.00 |
| | Spent: \$38,836 Budget: \$55,500 | |
| 4. | High Engineering Ltd.
Acct: 01-560-0080-9335 – Design of Lifeline & retaining system-
WTP | \$18,820.99 |
| | Spent: \$24,966 Budget: \$87,000 | |

5. High Engineering Ltd.
Acct: 01-560-0080-9335-Install lifeline-Depot \$13,293.71
Spent: \$24,966 Budget: \$87,000

6. High Engineering Ltd.
Acct: 01-560-0080-9335 – Lifeline & retaining system-WTP \$13,797.02
Spent: \$24,966 Budget: \$87,000

Total operating invoices for approval \$158,039.60

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

Motion #19-196 Invoices for Approval

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the invoices be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Travel Expenses Policy

At the last Council meeting, a proposed change to the Travel policy was discussed and referred back to Committee. The issue is whether or not staff who are assigned Town vehicles should be given the option of taking their own vehicles when travelling for work outside of Town. The recommendation from Management is that they be given the option of taking their own vehicle versus the Town vehicle and if they took their own vehicle they would be paid \$0.17 per kilometer as opposed to the normal rate of \$0.43 per kilometer. The current practice is if they decide to take their own vehicle there is no payment to the employee.

The Committee is split on the recommended change to the policy as there are only two Committee members at the meeting and as such there is no recommendation being made by the Committee.

Motion #19-197 Travel Expenses Policy

Moved by Councillor Dove and seconded by Councillor Woodford to adopt changes to the Travel Policy.

In Favour: 6 Opposing: 1 – Councillor Brown

Decision: Motion carried.

FCM Grant

The Town has been advised that it has been approved for a grant from the Federation of Canadian Municipalities (FCM) for \$104,700 to go towards paying for the cost of an Energy Efficiency Study on Town operations.

Most of the work will be investigating potential energy savings in the operation of the Steele Community Centre. The Federal Government will be making a public announcement on the grant on September 5, 2019. Council would like to thank the FCM for providing the grant to us.

Tender – Four New Dell Laptops and Docking Stations

The Committee reviewed the tender results for Four New Dell Laptops and Docking Stations. Two bids were received. The low bidder was Dell Canada.

Motion #19-198

Tender – Four New Dell Laptops and Docking Stations

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the tender for Four New Dell Laptops and Docking Stations be awarded to Dell Canada at a price of \$10,448.40 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – 40 New Dell Computers

The Committee reviewed the tender results for 40 New Dell Computers. Two bids were received. The low bidder was Dell Canada. The computers being replaced are at least four years old and the main reason that they are being replaced at this time is that they use the Windows 7 operating system, and Microsoft has announced that it will no longer be supporting Windows 7 after January of 2020.

Motion #19-199

Tender – 40 New Dell Computers

Moved by Councillor Dove and seconded by Councillor Brown that the tender for 40 New Dell Computers be awarded to Dell Canada at a price of \$46,114.54 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – One 25 Ton Capacity Tilt Top Tag Along Trailer

The Committee reviewed the tender results for One 25 Ton Capacity Tilt Top Tag Along Trailer. Three bids were received. The low bidder was Atlantic Powertrain.

Motion #19-200

Tender – One 25 Ton Capacity Tilt Top Tag Along Trailer

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for One 25 Ton Capacity Tilt Top Tag Along Trailer be awarded to Atlantic Powertrain at a price of \$46,575.00 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This item is \$5,235 over budget.

Tender – One Full Size ½ Ton Single Cab 4 x 4 Pick Up Truck

The Committee reviewed the tender results for One Full Size ½ Ton Single Cab 4 x 4 Pick Up Truck. Three bids were received. The low bidder was Kelly Ford.

Motion #19-201

Tender – One Full Size ½ Ton Single Cab 4 x 4 Pick Up Truck

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for One Full Size ½ Ton Single Cab 4 x 4 Pick Up Truck be awarded to Kelly Ford at a price of \$42,694.90 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This item is \$717.22 over budget.

Tender – Two Full Size Extended Cab 4 x 4 Pick Up Trucks

The Committee reviewed the tender results for Two Full Size Extended Cab 4 x 4 Pick Up Trucks. Three bids were received. The low bidder was Kelly Ford.

Motion #19-202

Tender – Two Full Size Extended Cab 4 x 4 Pick Up Trucks

Moved by Councillor Dove and seconded by Councillor Fudge that the tender for Two Full Size Extended Cab 4 x 4 Pick Up Trucks be awarded to Kelly Ford at a price of \$90,624.60 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This item is \$5,181.54 over budget.

Tender – One Epoke 3800 Salt Spreader Insert

The Committee reviewed the tender results for One Epoke 3800 Salt Spreader Insert. One bid was received. The bidder was FST Canada Inc.

Motion #19-203

Tender – One Epoke 3800 Salt Spreader Insert

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for One Epoke 3800 Salt Spreader Insert be awarded to FST Canada at a price of \$96,877.10 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This item is \$2,851.53 over budget.

Professional Municipal Administrators Fall Forum

The 2019 Fall Forum of the Professional Municipal Administrators (PMA) is being held in Gander. The organizers have contacted the Town asking if Council will sponsor a coffee break being held during the event. There are sufficient funds in the Special Events budget to handle this.

Motion #19-204
Professional Municipal Administrators Fall Forum

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Town provide \$500 to PMA to sponsor a coffee break at their 2019 Fall Forum.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Pomerleau Change Order #13

The Committee reviewed Change Order #13 for the new Wastewater Treatment Plant. The change order is required to replace the removable aluminum railing with a strap system.

Motion #19-205
Pomerleau Change Order #13

Moved by Councillor Dove and seconded by Councillor Fudge that Change Order #13 for the new Wastewater Treatment Plant be approved in the amount of \$1,391.50, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Pomerleau Change Order #14

The Committee reviewed Change Order #14 for the new Wastewater Treatment Plant. The requested change is for the millwork in the workshop for a stainless steel counter.

Motion #19-206
Pomerleau Change Order #14

Moved by Councillor Dove and seconded by Councillor Brown that Change Order #14 for the new Wastewater Treatment Plant be approved in the amount of \$1,124.70, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Pomerleau Change Order #15

The Committee reviewed Change Order #15 for the new Wastewater Treatment Plant. The requested change is for the supply and installation of a card access system, three Ethernet drops in the chlorination building and a network IT architecture for the facility.

Motion #19-207

Pomerleau Change Order #15

Moved by Councillor Dove and seconded by Councillor Fudge that Change Order #15 for the new Wastewater Treatment Plant be approved in the amount of \$88,415.51, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Pomerleau Change Order #16

The Committee reviewed Change Order #16 for the new Wastewater Treatment Plant. The requested change is for supply and installation of BEST locks in lieu of Sargent locks which includes new interior handles required to fit BEST locks.

Motion #19-208

Pomerleau Change Order #16

Moved by Councillor Dove and seconded by Councillor Anstey that Change Order #16 for the new Wastewater Treatment Plant be approved in the amount of \$5,595.90, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Pomerleau Change Order #20

The Committee reviewed Change Order #20 for the new Wastewater Treatment Plant. The requested change is for supply and installation of a 4" Mast. The Mast will be mounted to the North side of the building.

Motion #19-209

Pomerleau Change Order #20

Moved by Councillor Dove and seconded by Councillor Anstey that Change Order #20 for the new Wastewater Treatment Plant be approved in the amount of \$13,304.99, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2019 Second Quarter Variance Report – Operating Budget

The Committee reviewed the Variance Report for the second quarter of 2019. Revenues are projected to be \$146,481 over budget and expenses are projected to be 212,590 over budget. The Town brought forward a surplus from 2018 of \$85,860.

Overall, the Town is projecting a small surplus of \$19,751 to the end of 2019 on its operating budget.

2019 Capital Variance Report

The Capital Variance Report for 2019 was also reviewed. The Town is projecting that our Capital Budget for 2019 will be \$42,228 under budget in 2019.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Ride for Hope

Councillor Woodford stated that Ride for Hope is supported by the Pentecostal Church on Magee Road and will take place on Saturday, September 7th from their church property. All motorcyclists are invited and more info can be found by contacting the church.

Blood Donor Clinics

Councillor Woodford stated there will be Blood Donor Clinics held on September 17th and 18th at the United Church.

Municipalities Newfoundland & Labrador (MNL) Proposed Motion

AirBnB's are becoming more popular as rental options in the Province and Council feels that there should be guidelines instituted to govern operations of AirBnB's in the Province. A Motion has been drafted for the upcoming MNL convention regarding this matter.

The motion reads as follows:

Whereas AirBnB and other short-term rental activity continues to expand in response to Newfoundland and Labrador tourism growth;

Whereas health, safety and provincial hospitality sector reputation concerns are not being addressed in this relatively new enterprise sphere; and,

Whereas policy and regulatory leadership on this issue in other jurisdictions can be drawn upon for core principles and other implementation experience to inform the development of an approach for Newfoundland and Labrador;

Therefore Be It Resolved that Municipalities Newfoundland and Labrador partner with Hospitality Newfoundland and Labrador on the development of a framework to govern short-term rentals in Newfoundland and Labrador.

Motion #19-210

Municipalities Newfoundland & Labrador (MNL) Proposed Motion

Moved by Councillor Anstey and seconded by Councillor Brown that the previous motion be submitted to MNL for its consideration.

In Favour: 7 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #19-211

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:35 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk