

MINUTES

Regular Meeting of Council
Wednesday, December 18, 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	Town Clerk
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	D. Quinton	Director of Development (A)
	H. Lowe	Fire Chief
	K. White	Communications Coordinator

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

2019 Santa Claus Parade

The Gander Lions Club presented the awards for the winners of the various categories of the floats to the following:

Commercial – JLS Welding & Fabrication (Grinch Returns)
Non Commercial – MADD Gander & Area
Family/Neighborhood – Codey Kean (Minecraft Christmas)

Beck Junior High Presentation

The Mayor advised Council that the Town has received letters from a class of Grade 6 and 7 students attending Beck Junior High in Katy Texas regarding the role Gander played in 9/11. In their letters they spoke of the lesson they had learned from the events of that week.

The Town also received a similar book of letters from Davila Middle School in Bryan, Texas that had written letters on the same topic. The Mayor thanked both schools for the letters and advised Council that we will be sending them a token of thanks.

3. APPROVAL OF AGENDA

Motion #19-285

Approval of Agenda

Moved by Councillor Dove and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on December 18, 2019 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #19-286

Regular Minutes for Approval

Moved by Councillor Anstey and seconded by Councillor Woodford that the Minutes from the Regular Meeting of Council on November 27, 2019 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #19-287

Special Minutes for Approval

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Minutes from the Special Meeting of Council on December 10, 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 Councillor Fudge.

The Recreation & Community Living meeting was held on December 9, 2019. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

NL Association of Fire Services Convention

The Convention for the NL Association of Fire Services was held at the Steele Community Centre from Sept 26 – 29, 2019. The number of tables they required exceeded the amount the Steele Community Centre has in their building; therefore, they were required to rent tables to have enough for their banquet. The tables were rented from St. John's and brought out by their Association.

Since the Steele Community Centre was unable to provide the tables required, Fire Services is asking that the Town pay for the rental of the tables and U-Haul as well as the mileage from St. John's to Gander. The total cost they are requesting is \$1,130.21.

The Committee is recommending that the NL Association of Fire Services be reimbursed for the cost of the trailer, table rental and the mileage at 665 km x 36.09¢ per kilometre at the provincial government rate. They are also asking that all future contracts specifically outline how many tables the centre can provide for each booking; and should a group request more, it is at their own cost unless approval is given by the Town of Gander prior to their event.

Motion #19-288

NL Association of Fire Services Convention

Moved by Councillor Fudge and seconded by Councillor Brown that the Town of Gander pay the NL Association of Fire Services for the rental of tables, the U-Haul Trailer and mileage at a cost of \$992.85.

In Favour: 7 Opposing: 0

Decision: Motion carried.

SnoDrag 2020

SnoDrag will be having their annual snowmobile drag races in mid to late February 2020. This event is usually held on Cobb's Pond; however, this year they are working in conjunction with the Screaming Eagles RC Flying Club and the Elks Club to possibly use a portion of land just east of Gander. If this land is not secured for their event, they are requesting the use of Cobb's Pond as in years past.

They will confirm the location later but are still requesting parking on one side of Magee Road, closing the road on Magee during the hours needed, barricades, pylons, assistance with keeping the parking lot clear of snow, and advertising on the Town of Gander's social media sites. They are also requesting personnel to help work the barricades during the event, however, the Town is unable to provide staff, but it can help advertise for volunteers. The Committee agrees with this recommendation and forwards the various requests to the Municipal Works and Public Safety Departments.

Bonfire Night

The Committee received a recommendation from the Public Safety Committee to hold next year's community Bonfire on Guy Fox night at Cobb's Pond Rotary Park using the small fire pits burning wood only. The Committee discussed this and would like the Recreation Department to follow up with the Pentecostal Church to see if they are planning another Bonfire in 2020, and if they would be interested in partnering again before deciding to move the Bonfire location. The Department will follow up on this.

Steele Community Centre Christmas Schedule

The Steele Community Centre's Christmas Skating and Shiny Schedule is now available, and all sessions will be free of charge for the holidays. The schedule can be found on the Recreation & Community Services Facebook page, at the Steele Community Centre or you can call the office at 651-5927 to request a copy.

The ice time over the Christmas holidays is booking up quickly, however, if a business or organization would like to host a skate for their employees or families, please email the Department at recreation@gandercanada.com or call the office at 651-5927.

Upcoming events

Dec 19:	Gander Collegiate Alumni Hockey Game
Dec 20:	Steele Community Centre Coffee Social for Walkers/Skaters
Dec 21:	Skate with Santa
Dec 23:	Christmas Classic Hockey Game
Jan 3 - 5:	Gander Minor Hockey Atom Invitational Hockey Tournament
Jan 14:	Central Health Influenza Clinic

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 December 11, 2019. The meeting was chaired by B. Dove, Councillor. Other members present included: O. Fudge, Councillor; R. Anstey, Councillor; G. Brown, Councillor; H. Lowe, Director of Protective Services/Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

House Numbering on Memorial Drive

At the last Committee meeting, a complaint regarding the numbering system at the Cooper Boulevard end of Memorial Drive was brought forward and the Director was asked to check the bylaw for civic house numbering.

The bylaw states that the house numbers should be near a light so they are easily visible; there will be no changes to the numbering in that area as it is not financially feasible to change the sequence on the whole street.

Traffic Lights- Markham/Airport/Lindberg Intersection

The Committee discussed removing traffic lights at the intersection of Airport Boulevard, Lindberg Road and Markham Place.

After reviewing the summary in the *Crandell Traffic Signal Study*, prepared in November of this year, it was agreed that the lights should remain in place until such time as the Engineering and Finance Departments make their recommendations to Council.

The Public Safety Committee sees no issue removing the lights once due diligence is completed and the overhead A-R5 flashing crosswalk light is installed. This item is now referred back to the Engineering Department.

Pedestrian Lights Request- Rotary Club

The Committee reviewed an email from the Rotary Club requesting that Council consider installing a flashing light for the crosswalk at the end of Airport Boulevard near the sloped entrance to Cobbs Pond Rotary Park. They will be installing a ramp for easier access and they feel that a signal light, like the one at Raynham and Cooper, may be warranted there.

Council discussed this request but wishes to wait until the ramp has been installed before making a final decision.

Department Activity Update

The Fire and Enforcement Departments participated in the Gander Lions Club Santa Claus Parade again this year; it was a wonderful parade and feedback has been very positive.

The Gander Firettes will be hosting the Fire Hall annual kids Christmas party on December 15th for all members and their families.

The “*Keep the Wreath Green Campaign*” has begun with the wreath now installed on the front of the fire hall.

Recently, Cpl. Wanda Lee Jenkins and members of Gander Fire Rescue released a Christmas Video of the fire truck lights synced to a version of the “Carol of the Bells” which went viral very quickly; it was picked up by various news outlets across the Country and even further.

Council would like to congratulate them on a job well done; it was very well received and enjoyed by a lot of residents and viewers far and wide. It is great to see our employees showing this kind of spirit and able to share it with everyone.

C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on December 10, 2019. The meeting was chaired by R. Anstey, Councillor. Other members present included: P. Woodford, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Outside Winter Walking Area

A resident recently spoke with the Director about winter walking accessibility and suggested the Town consider creating a safe walking area for residents to enjoy the outdoors. This would be an area that would be cleared of snow, away from the busy streets and road spray from passing vehicles.

The Committee discussed the idea, possible locations, and the maintenance required to keep the area cleared of snow and ice. Unfortunately, the Town does not have the resources required to maintain such an area while adhering to safety requirements.

The Committee felt this was a great concept and it will be considered with future development proposals. It was suggested the green space adjacent to the Steele Community Center parking lot that extends to the trail near the library may be a possible location. This will allow residents accessible parking and a choice to use an indoor or outdoor facility.

Policy Review – MW002, Low Water Pressure

The Committee reviewed the proposed changes to Policy MW002, Low Water Pressure. The changes, as indicated on the attachment, will bring the policy up to date and includes the following:

- Updated contact numbers
- Updated roles/positions
- Minor grammar changes

The Committee presents the proposed changes to Council for the first reading. Any objections must be presented to Council in writing on or before January 23, 2020.

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 December 11, 2019. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: P. Farwell, Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; D. Quinton, Development Director (A).

The following items were discussed:

Delegation - Sharing our Cultures Program

The Committee welcomed a delegation representing the “Sharing our Cultures” program. The Sharing our Cultures program is a youth focused initiative aimed at promoting cultural awareness, respect and inclusivity. The program celebrated its 20th anniversary in St. John’s in 2019 and has expanded the program to Gander for 2020.

This year’s program in Gander will see 56 local high school students researching 16 countries from around the world and later showcasing the various cultures at a ceremonial event to be held on March 17, 2020. This event will be open to grade six students throughout the central region during the day and will open in the evening for public viewing. Council has been invited to attend the Opening Ceremony to kick off this event.

The Committee is very pleased that the Sharing our Cultures program is being offered in the Gander region this year and hopeful that it will continue beyond 2020. The Committee would like to encourage the public to attend this event on the evening of March 17, 2020 as a show of support for our local students and as a show of appreciation for cultural diversity in our community.

A “Star Disc” for Gander

The Committee received an update from the Development Department regarding the efforts of an outside group to raise funds to purchase and install a “Star Disc” in Gander.

The Committee was informed that a crowdfunding campaign for the StarDisc has been officially launched by Chris Spencer and Aidan Shingler, the two English gentlemen behind the StarDisc. On Saturday, December 7th, they posted a 7-minute promotional video to YouTube and their Face Book page (“A StarDisc for Gander”), accepting donations towards the \$350,000 goal (£200,000). The StarDisc is a Thank You from 9/11 passenger Chris Spencer who was hosted by Gander in 2001, in partnership with Aidan Shingler, designer of the original StarDisc located in Devon County, England, to fully fund this gift.

Gander’s StarDisc is intended to commemorate the 20th anniversary of 9/11 in 2021 and to establish a permanent memorial to ensure the events surrounding 9/11 are remembered by future generations.

Gander and Area of Chamber of Commerce – Joe and Clarice Goodyear Business Achievement Awards

The Committee reviewed correspondence from the Gander and Area Chamber of Commerce highlighting the results of the recent Joe and Clarice Goodyear Business Achievement Awards. Altogether, 8 awards were presented in multiple categories including a new “Women in Business” award. The Committee would like to congratulate all award nominees from the region and in particular would like to congratulate the following award recipients;

- The Old Salt Box Co. of Fogo Island on receiving the “Joe and Clarice Goodyear Business Achievement Award”
- The Anchor Inn and Suites of Twillingate on receiving the “Business of the Year Award”
- Mr. T’s Ultramar of Gander on receiving the “Customer Service Award”
- Paws-N-Shop of Gander on receiving the “Helping Hands Award”
- Experience Twillingate of Twillingate on receiving the “Environmental Award”
- Hare Bay Adventures of Hare Bay on receiving the “Small Business Award”
- Nicole Keats, The Newfoundland Tea Co. of Gander on receiving the “Women in Business Award”
- Krystle West, X-Height Zone of Gander on receiving the “Women in Business Award”

The Committee would also like to congratulate Memorial University Bachelor of Commerce student Katelyn Goodyear on receiving the 2019 Chamber of Commerce \$500.00 scholarship. The Committee will further acknowledge the 2019 business award winners directly by issuing congratulatory letters from the Town of Gander.

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 11, 2019. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

ATV Trail Relocation – Long Term Care Facility

The Director advised that the Province has submitted a proposed site plan to temporarily relocate the ATV trail that was displaced by the construction of the new Long-Term Care Facility. The plan includes barricading the existing trail and clearly marking the detour. The Committee reviewed the proposed rerouting and agreed this would be a satisfactory means to direct snowmobile and ATV traffic around the construction site until such time as the Province could design and construct a permanent trail.

After discussion, the Committee agrees with the proposal as submitted and would like to notify the public of the temporary detour.

Discretionary Use – 35H Armstrong Boulevard

Notice is hereby given that the Town Council of Gander has received an application to operate a U-Haul Outlet from the above noted address.

The location in question is currently zoned ***Commercial General*** and ***Light Industry*** uses are permitted as a Discretionary Use in this zone as per the Town of Gander Development Regulations.

Motion #19-289

Discretionary Use – 35H Armstrong Boulevard

Moved by Councillor Woodford and seconded by Councillor Anstey approval for the Discretionary Use at 35H Armstrong Boulevard as attached, pending no objections are received by the advertised deadline.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Prime Consultant Services – Cobb’s Pond Phase 3

The Committee reviewed the results from a request for quotes for the provision of engineering services for the Cobb’s Pond Rotary Park Phase 3 Project. The Director advised that three quotes were received, and the lowest quote received was from DMG Consulting Limited in the amount of \$23,500.00.

After discussion, the Committee recommends that the project be awarded to DMG Consulting Limited and forwards this to the Finance and Administration Committee for their review and consideration.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on December 12, 2019. The meeting was chaired by G. Brown, Councillor. Other members present included: R. Anstey, Councillor; P. Woodford, Councillor; G. Brown, Director of Finance; D. Chafe, CAO; K. Hiscock, Supervisor of Accounting.

The following items were discussed:

Invoices for Approval

OPERATING

- 1. Stewart McKelvey
 - Acct: 00-120-1000-7220 – McCurdy Enterprises \$16,102.49

Spent: \$31,604 Budget: \$15,000

2. Municipalities NL – PREPAID – 00-000-0070-1415 (2019)	
Acct: 00-100-1000-7040 - MNL Fees 2020	\$12,701.52
Spent: \$0.00	Budget: \$15,300
Total operating invoices for approval	\$28,804.01

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

Motion #19-290
Invoices for Approval

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Policy P023 – Clothing Allowance

Last month, this item was brought to Council and it was decided to deal with it as a part of the budget process. Policy P023 deals with the payment of clothing allowances to non-management, non-unionized staff in the amount of \$120/year.

This policy is a carry over from the days when clothes were routinely damaged through the use of carbon paper and other office supplies that are no longer used.

The Committee felt that the allowance is no longer justified and are recommending that the policy be abolished. They are recommending that a Policy be drafted dealing with staff reimbursement for clothing damaged at work and staff are preparing this draft Policy for Council's review.

Motion #19-291
Policy P023 – Clothing Allowance

Moved by Councillor Brown and seconded by Councillor Fudge that Policy P023 – Clothing Allowance be rescinded.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Policy P025 – Workers Compensation

Council has a Policy on how employees’ pension contributions are managed while they are off with a WorkplaceNL approved compensable injury. The Policy was last amended in 2008 and some of the nomenclature in the Policy is outdated and needs to be changed.

Motion #19-292

Policy P025 – Workers Compensation

Moved by Councillor Brown and seconded by Councillor Anstey that Policy P025 Workers Compensation be amended as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Steele Community Centre Advertising Contract

The Town has a contract with the Gander Rotary Club (Rotary) for the sale of advertising in the Steele Community Centre. Under the agreement, Rotary sells the advertising and the proceeds of the advertising revenue are split between Rotary and the Town. This contract expires on December 31, 2019.

The Committee asked that a Request for Proposals be issued for this service going forward.

Group Insurance Renewal

The Town has a Group Insurance Program for its staff which is provided through Municipalities Newfoundland and Labrador. They have notified us that the rates for 2020 for health and dental coverage will be increasing which will result in an overall premium increase of 13% next year. Premiums are going up because the costs of claims are going up.

The Finance Committee asked staff to review what the Town’s options are with regard to the Group Insurance Plan.

Acting Town Clerk

The current Director of Finance/Town Clerk has advised Council that he will be retiring effective January 3, 2020. As a result of this resignation, Council has to appoint an Acting Town Clerk until the position is filled on a permanent basis.

Motion #19-293
Acting Town Clerk

Moved by Councillor Brown and seconded by Councillor Woodford that the Chief Administrative Officer be appointed as the Acting Town Clerk for the Town effective January 4, 2020.

In Favour: 7 Opposing: 0

Decision: Motion carried.

As a result of the resignation, another Signing Officer will have to be appointed.

Motion #19-294
Signing Officer

Moved by Councillor Brown and seconded by Councillor Woodford that the Director of Engineering be appointed as a Signing Officer in place of the current Director of Finance/Town Clerk effective January 4, 2020.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Prime Consultant Services – Cobb’s Pond Phase 3

The Committee reviewed the recommendation from the Engineering Committee that DMG Consulting Limited be awarded the contract to provide engineering services for the Cobb’s Pond Phase 3 Project and is in agreement with the recommendation.

Motion #19-295
Prime Consultant Services – Cobb’s Pond Phase 3

Moved by Councillor Brown and seconded by Councillor Dove that the contract for provision of engineering services for Phase 3 of the Cobb’s Pond Rotary Park contract be awarded to DMG Consulting Limited at a price of \$23,500, HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Other Reports:
None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Update on Sewer Treatment Plant

The construction of the Gander's new Wastewater Treatment Facility is progressing on schedule and is anticipated to start operation at the end of January in the new year.

The contract for the lift station and transmission mains has reached substantial completion and all systems have been successfully commissioned.

The outfall into Whitman's Pond has been completed. General site drainage ditches have been constructed and reclamation of the burrow pits and other disturbed sites are nearing completion. The chlorine building at Beaverwood has been completed and is awaiting Hydro connection so that the systems can be commissioned.

Interior finish and trim work continue in the main building and it is nearing completion. Mechanical equipment has been installed and final electrical connections are being completed. Mechanical systems including the aeration blowers, UV system, HVAC and Backup generator are being tested and Town staff are receiving operational and maintenance training by the respective equipment representatives.

Three of the four lagoons have been completed with geotextile and HDPE liners and are filled with water while the fourth has been constructed but not lined. As a result of poor weather, the subcontractor was unable to finish the fourth lagoon lining and the General contractor has proposed operation of the facility, temporarily bypassing the fourth lagoon. As the facility is designed to handle future growth this temporary bypass can work while still producing effluent that will meet or exceed performance guarantees provided by the contractor. Both the process control Engineers for the contractor and Owner have agreed that this temporary bypass will not have a negative effect on the plant operation or effluent.

Council is pleased with the progress and looks forward to the official opening of the long-awaited facility. Council would like to remind residents that this is still an active construction site and although residents may be curious, for their own safety and the safety of the workers on site please refrain from entering the area. In addition, residents are urged to use caution in the area of the outfall at the lower, North East end of Whitman's Pond as the ice may be thinner or the water unfrozen as a result of the discharge.

Council would like to thank all those involved for their hard work on the project and appreciates the patience of the residents of Gander as we near the transition from our old treatment plants to the new state of the art facilities.

Garry Brown Retirement

The Mayor congratulated the Director of Finance/Town Clerk Garry Brown on his upcoming retirement in January. He noted that this was Mr. Brown's last meeting and that he has been working for the Town for 34 years. The Mayor wished him well in his retirement.

Christmas Greetings

The Mayor and Council wished the residents a Merry Christmas and Happy New Year.

2020 Budget

Councillor Brown presented the 2020 Operating and Capital Budgets.

Motion #19-296

2020 Tax Rates, Rental Rates and Fees

Moved by Councillor Brown and seconded by Councillor Woodford approval of the various 2020 Tax Rates, Rental Rates and Fees which have been established within this Budget, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #19-297

Due Date for Payment of All Taxes

Moved by Councillor Brown and seconded by Councillor Anstey that March 31, 2020, be established as the due date for payment of all taxes.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #19-298

Interest Rate on Arrears

Moved by Councillor Brown and seconded by Councillor Dove that all taxes that are in arrears after March 31, 2020, will be charged a simple interest rate of 12% per annum and will be charged at the first day of each month on the outstanding principal.

For those property owners who elect to pay their property tax monthly by post-dated cheque or pre-authorized bank payment, the due date is the last banking day of the month in which the tax is payable and will be considered overdue if unpaid after the end of the month.

All other invoices, including those issued because of supplementary assessments, are due 30 days from the date of issue and all invoices in arrears at the end of the month following the issuance will be subject to simple interest charges of 12% per annum.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #19-299

2020 Operating & Capital Budgets

Moved by Councillor Brown and seconded by Deputy Mayor Pollett adoption of the 2020 Operating & Capital Budgets as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #19-300

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:50 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk