

MINUTES

Regular Meeting of Council
Wednesday, January 13, 2021 @ 4:00 pm
Council Chambers

Present:

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

Advisory and Resource:

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None

3. APPROVAL OF AGENDA

Motion #21-001

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on January 13, 2021 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #21-002

Regular Minutes for Approval

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on December 16, 2020 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Services:

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

The Recreation & Community Services meeting was held on January 5, 2021. 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:

Labatt Breweries Contract

The Department has a contract with Labatt Breweries for the provision of beer at the Steele Community Centre and events such as the Festival of Flight. Since there were no events held in 2020 due to COVID-19, the Town of Gander will not require Labatt Breweries to provide the items such as the \$1,500 cash donation, the merchandise, and prizes for the Festival of Flight. The Committee understands that the contract could not be fulfilled this year due to COVID-19. The remaining terms of the agreement will remain in effect until 2024.

Community Partnership Fund

The Department is currently accepting applications for the Community Partnership Fund. The deadline to apply is February 1st. Interested groups can find the information on the Town of Gander's Facebook page or can contact the Department at 651-5927 for a copy of the application.

Outdoor Rink Update

The Department is preparing to start the outdoor rink, but temperatures have been mild throughout December and January. It is anticipated the rink will be opened around January 18th if the weather cooperates. Updates on the progress and official opening will be posted on the Recreation & Community Services Facebook page. The rink will be located at the same area as last year, Field B at the ballfield complex, and the hours of operation will be daily from 10:00 am – 9:00 pm with the lights turning on at 4:30 pm. The public is reminded that helmets are required, it is use at own risk and to be respectful of all users. Also, there will be signage posted with the maximum number of users to follow provincial guidelines due to COVID-19.

B. 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 January 5, 2021. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: G. Brown, Councillor; B. Dove, Councillor; O. Fudge, Councillor; R. Locke, Development Director; B. Hefford, Town Clerk; D. Quinton, Development Officer.

The following items were discussed:

Temporary diversion of Obstetrical & Pediatric services to CNRHC

The Committee reviewed a Public Service Announcement from Central Health advising the public that effective as of December 28, 2020, obstetrical and pediatric services at James Paton Memorial Regional Health Centre (JPMRHC) will be temporarily diverted to the Central Newfoundland Regional Health Centre (CNRHC) in Grand Falls-Windsor.

The rationale for this temporary diversion is related to various factors, including current vacancies, maternity leave, illness and inability to secure sufficient locum coverage to maintain safe and reliable services at two sites.

Despite this diversion, Midwives will continue to be supported to allow for Midwifery services, including labour and delivery, to be offered safely at JPMRHC for clients who are availing of these services.

The Committee would like to notify patients who feel they may be in labour to proceed directly to the admitting department at the CNRHC in Grand Falls-Windsor. If delivery is imminent, pregnant women in labour who live closer to Gander should proceed to the nearest emergency centre.

If you have any questions in this regard, please contact your obstetrical care provider. For questions regarding your health, please call 811. For emergency assistance please call 911.

The Committee has asked staff to monitor the situation and offer support to Central Health to assist in the restoration of obstetrical and pediatric services at JPMRHC.

Home-Based Business Application-37 Viscount Crescent

The Committee reviewed a Home-Based Business application from the resident of 37 Viscount Crescent. The application has been received from “Mike D’s Plastering & Painting” to operate a mobile plastering & painting business.

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

Motion #21-003

Home-Based Business Application – 37 Viscount Crescent

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that “Mike D’s Plastering & Painting” be permitted to operate a mobile plastering & painting business from 37 Viscount Crescent.

In Favour: 7 Opposing: 0

Decision: Motion carried.

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 January 5, 2021. The meeting was chaired by R. Anstey, Councillor. Other members present included: P. Woodford, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Tap Water Quality Report, Spring 2020

The Director presented the Committee with the Town of Gander Tap Water Quality Report. This quarterly report shows the Town’s water quality with reference to the Canadian Drinking Water Guidelines for each parameter.

A Water Quality Index (WQI) is a means by which water quality data is summarized for reporting to the public in a consistent manner. It is similar to a UV index or an air quality index, and tells us, in simple terms, the quality of water from a drinking water supply.

The most recent report is for Spring 2020, where the Town's Water Quality Index (WQI) had a rating of 97% - Excellent. A WQI Value of 95 - 100 tells us the water quality is protected with a virtual absence of impairment and conditions are very close to pristine levels. These index levels can only be obtained if all measurements meet recommended guidelines virtually all the time.

This testing is conducted by the Provincial Government and a detailed report of the analysis results may be viewed on the Department of Municipal Affairs and Environment website:

<https://www.mae.gov.nl.ca/waterres/whatsnew/index.html>

29 Fraser Road

The Committee reviewed correspondence from the resident of 29 Fraser Road asking for clarification of where the responsibility lays with snow clearing operations in front of her property.

In 1979 the Town realigned Fraser Road at the intersection of Airport Blvd to address Town growth. As a result, the private driveway to the property was extended to meet the new road location. At that time, Council agreed to clear snow at the end of the resident's driveway. This practice continued until December of 2000, when the resident assumed responsibility for snow removal as per the standards throughout the remainder of the community.

The Committee reviewed a satellite image of area, while the town easement is larger at this property, it fundamentally does not differ from all other properties throughout the Town. All residents are responsible to remove snow from the end of their driveways, which is technically located on the Town owned easement. The Committee does not recommend the Town clear the easement of the property 29 Fraser Road.

2021 Waste Transfer Station Dates

The Director informed the Committee that the 2021 Waste Transfer Dates has been confirmed. Keeping consistency with previous years, it will be one Saturday per month except for February. With minimal users availing of the service during this time, it is included as an extra event in the month of May when the demand for this service is higher. The scheduled dates for 2021 are as follows:

January 9th

March 13th

April 10th

May 8th & 29th

June 12th
July 10th
August 14th
September 18th
October 16th
November 13th
December 11th

Notable Dates

- The next Waste Transfer Station is scheduled for March 13th. Hours of operation are 8 a.m. – 4 p.m.

Details on this event can be viewed on the Town of Gander Website at www.gandercanada.com.

D. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on January 6, 2021. The meeting was chaired by B. Dove, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; O. Fudge, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; L. Small, Administrative Assistant (via TEAMS).

The following items were discussed:

Advertisement Request

The Committee reviewed correspondence from the Citizens Crime Prevention Association of Newfoundland and Labrador (CPPANL) requesting support for its Family Violence Awareness Handbook by purchasing an advertisement. As this is not a budgeted item, and the Committee prefers to support our local Women’s Shelter, this request was not approved.

Magee/Rowell/Penney- Crosswalk Light

The Director presented the Committee with drawings indicating proposed work to be completed at the Magee/Rowell/Penney intersection area in 2021. The Engineering Department had requested input from the Public Safety Director on safety considerations to be included in the reconfiguration. It is being recommended that the Town of Gander install crosswalks lights, like the ones at Raynham & Cooper.

Both Cooper Boulevard and Magee Road are classified as minor arterials and these crosswalks are in place to allow pedestrian movement from large neighborhoods. The Magee road intersection has experienced increased volumes with the location of the Gander Elementary. The new road design calls for a wider street and traffic turning lanes. While this allows more efficient movement of vehicles, it does increase risks for pedestrians. The Committee agreed that the lights would be an added feature to improve overall safety of the intersection. It would be cost efficient to incorporate the light installation now during the road reconstruction.

The Committee agreed with the Director and referred the recommendation to the Engineering Department for design. They also noted that in future, it would be best if all developments included a plan for the movement of vehicular and pedestrian traffic in and out of the development area.

Keep the Wreath Green Campaign

The Keep the Wreath Green Campaign for the month of December had two lights turn red: one for a chimney fire and another for a cooking incident. The fire chief was pleased with these numbers.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on January 6, 2021. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; G. Brown, Councillor; O. Fudge, Councillor; J. Blackwood, Director of Engineering; B. Hefford, Town Clerk.

The following items were discussed:

Accessory Building Regulations

The Committee reviewed an accessory building, maximum size comparison chart prepared by the Engineering Department which compared Gander to other communities including CBS, Mount Pearl, Paradise, Grand Falls-Windsor and Corner Brook. The chart showed comparisons on maximum permitted accessory building sizes based on overall lot size and required separations from both the main building and property boundaries. The Committee discussed recommendations from the department for changes to the existing regulation that would permit larger accessory buildings in situations where properties were large enough to accommodate such structures. It was recommended that on large lots, applicants could apply to Council, provide a site plan, the general intended use for the structure and a description of the building for their review and consideration.

It is proposed that Council would provide notice to the neighboring properties and any correspondence would be taken into consideration in the review of the application.

The Committee had concerns with the proposed separations and recommended that they be reduced in the newly proposed, draft regulation. During the application review process, if Council deemed it was necessary to impose greater separations, it could be addressed as a stipulation of the permit. It was also requested that the number of size categories be reduced providing more flexibility to a greater number of property owners for large accessory buildings.

The Committee presents to Council the first draft of the revised Accessory Building Regulations for its first reading. The Committee would like to encourage the residents of Gander to review the proposed changes and forward any comments or concerns to the Engineering Department so that they can be reviewed and taken into consideration prior to adoption.

The Mayor and Council encourages residents to become engaged in the process. This could have impacts on residents in the future.

41 Cochran Street – Storm Water Management

The Committee reviewed correspondence from the property owner of 41 Cochran Street who has been dealing with storm water management issues at the rear of that property. The Director briefed the Committee on the approved design for stormwater near that property and indicated that, although all adjacent properties met the approved grading at the time of occupancy, it would appear that several have altered these grades and as a result, storm water is not being channeled in the swale at the rear of these properties as designed.

The Committee recommends that the department visit the properties and verify the existing grades as compared to the approved design grades along the drainage swale. Any properties that have altered their grades will be contacted and made aware of the discrepancy and the potential impact that this alteration could have on their land, as well as adjacent properties. This will identify the source of the problem and allow the department to assess possible solutions.

The Director and the Town Clerk will contact the owner of 41 Cochran to relay the action the department will be taking and discuss possible remedies to the situation he is currently facing.

Municipal Service Accessibility across Trans-Canada Highway

The Director presented a request forwarded from the Development Committee requesting Engineering staff coordinate with the Department of Transportation and Infrastructure to install municipal service infrastructure across the Trans-Canada Highway as better indicated in drawings 19-1065 and 19-1065B.

The Committee was disappointed that this work had not been completed prior to the reconstruction of the roadway completed under the direction of the Provincial Department of Transportation and Works and that the new asphalt surface would now have to be cut to complete the installation. The Committee felt it was important to have this work completed to facilitate existing and potentially new developments in this area and recommends that dialogue be reinitiated between the Town and Provincial officials. It was also agreed that the Town of Gander make application to the Department of Transportation and Infrastructure to install the service upgrades and required road cut. The administration of the project and responsibility for costs can be pursued as a separate point once the approval is acquired.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on January 7, 2021. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; R. Anstey, Councillor; T. Pollett, Deputy Mayor; B. Hefford, Town Clerk; K. Hiscock, Director of Finance (A).

The following items were discussed:

Invoices for Approval

OPERATING

1. Cal LeGrow Insurance Limited	\$185,285.50
00-120-1000-7215 – Insurance Premiums	
Budget: \$205,000.00	Spent to date: \$ 0
2. Municipal Assessment Agency Inc	\$33,878.00
00-120-1000-7200 – Assessment Services	
Budget: \$138,000.00	Spent to date \$ 0
Total operating invoices for approval	\$219,163.50

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

Motion #21-004

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.

ECCM – COVID-19 Stimulus Program

The Committee reviewed correspondence from the Department of Environment, Climate Change and Municipalities advising that our application for funding under the COVID-19 Stimulus Program was approved.

The funding is cost shared on a 90/10 basis between the Province and the Town to a maximum of \$135,000 with the Town's share being \$15,000.

The following projects were approved:

- Council Chambers AV upgrades.
- Town Hall upgrades.
- Install waterline at the Ballfield.
- Softball field upgrades.
- Lift station roof replacement.
- Accessible playlot swings.

The Committee is pleased that the application for funding was approved.

Motion #21-005

ECCM – COVID-19 Stimulus Program

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the offer for funding from the Department of Environment, Climate Change and Municipalities for the COVID-19 Stimulus Program Project #17-CSP-21-080 in the amount of \$135,000 be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

WWTP Change Order

The Engineering Committee referred the change order from Pomerleau for the purchase and installation of 2 Huber Compactors in the amount of \$277,865.40 HST inclusive to the Finance Committee for consideration. The compactors will make the screening process cleaner, more operational efficient as there will be less volume. This will generate savings as waste material will be dewatered prior to disposal at the Regional Waste Management Facility.

Motion #21-006
WWTP Change Order

Moved by Councillor Brown and seconded by Councillor Woodford the Change Order from Pomerleau for the purchase and installation of 2 Huber Compactors in the amount of \$277,865.40 HST inclusive be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Expression of Interest – Summer Ice Rental at Steele Community Centre

The Recreation Committee referred the results of the Expression of Interest to operate a Summer Hockey School at the Steele Community Centre to the Finance Committee for consideration.

Two bids were submitted with the highest offer received from Impact Hockey in the amount of \$152.17 plus HST per hour. The school will operate for 45 hours per week for two weeks each summer for three years from 2021-2023.

Motion #21-007
Expression of Interest – Summer Ice Rental at Steele Community Centre

Moved by Councillor Brown and seconded by Councillor Fudge that Impact Hockey be awarded the Expression of Interest to operate a Summer Hockey School at the Steele Community Centre in the amount of \$152.17 plus HST per hour for 45 hours per week for two weeks each summer for three years from 2021-2023.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Bidder's List

The Finance Department is in the process of updating the local bidders list which is referenced when purchasing goods and services required by the Town. We encourage local businesses that are interested in being considered for the provision of goods and services to register with the Town.

To be added to the list or to provide updated information, please visit the Town of Gander website at www.gandercanada.com to obtain the bidders list form or contact our Procurement Officer, Suzanne White at 651-5905.

The link will also be provided through social media outlets.

Assessment Commissioner

Under Section 32 of the Municipal Assessment Act, the Town of Gander is required to appoint an Assessment Commissioner. The Act governs the process that municipalities establish property assessments for taxation purposes.

The Town of Gander has issued an Expression of Interest for a permanent Assessment Commissioner with limited interest. As an interim measure, the Town of Gander has reached an agreement with a Commissioner from another region.

Motion #21-008

Assessment Commissioner

Moved by Councillor Brown and seconded by Councillor Anstey that James D. Hughes, Q.C. be appointed the Assessment Commissioner for the Town of Gander.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

Commissioner's Report

The Town Clerk tabled the Commissioner's Report submitted from the Town Plan Public Hearings. The document will be brought forward to Engineering Committee for consideration.

John and Beryl Barnes

Mr. and Mrs. Barnes are residents of Gander. Recently, there was a fire in their neighborhood. They wrote to thank Gander Fire Rescue for their outstanding efforts in responding to the fire, keeping the community safe.

9. NEW BUSINESS

Wastewater Treatment Plant - Scope Change

Council is recommending that an application be made to the Department of Municipal Affairs and Infrastructure for the construction of a standalone accessory building to be added to the scope of the existing Wastewater Treatment Facility project. This building will house several pieces of supporting equipment including, but not limited to, a sewer Jet Vac Truck, Backup Generators, pumps, valves, piping and other accessories normally associated with operating a Sewage Treatment System. The building is proposed to be located on the same parcel of land as the new Sewage Treatment Facility which is owned by Council.

The equipment and materials described above are expensive and need to be protected from theft, vandalism, and the harsh environment typical of Newfoundland's climate. When the new treatment facility was specified for the Design Build Process it was done in manner to minimize cost. There was minimal storage space specified and upon review of the submittals to the request for proposals, staff realized that the detailed space was inadequate. Although it was an option to issue a change order, it was determined that a more cost-effective means of delivery would be to issue a separate contract for a standalone structure to meet the needs of the department.

This sewage treatment project is currently under budget and the preconstruction estimate for the proposed accessory building is \$269,000 HST inclusive.

Motion #21-009

STP Storage Facility

Moved by Councillor Woodford and seconded by Councillor Brown that application be made to the appropriate Provincial Government Department for a scope change which will include the construction of a standalone accessory building to support the New Wastewater Treatment Facility.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Air Canada

The Mayor acknowledged the disappointing announcement by Air Canada to withdraw services from Gander International Airport. Council realized it requires action, but to withdraw services all together causes concern of the community. We rely on this service to maintain connection to the rest of the country. This decision highlights the lack of support from Federal and Provincial Government.

This is very serious and requires all stakeholders, including government, residents, and businesses to co-operate to identify solutions that maintains this essential service.

The Mayor informed the community that Premier Furey called today, assuring Council that the Government of NL understands the gravity of the situation and the importance of the Airport to Gander and the entire region.

As part of a National Building exercise, we implore the Federal Government act now. We are the only G7 country that has not offered aid for its national airline. Airlines have been left to rely on aides available to all other businesses. However, the Mayor feels that the importance of Air Services to rural and remote communities warrants actions beyond that offered to local enterprises.

The Mayor calls on our neighbors in the region to unite in a coordinated effort to highlight the importance of Air Services to our region. Though the Federal Government can make immediate aid available, it is not exclusively a Federal Government concern. The Provincial Government does have impact. The amazing work of holding the virus at bay, the long term vision of saving our economy must begin to be considered.

Councillor Fudge also identified the challenge for the tourism sector. Gander has seen a huge impact. We need help.

Councillor Brown's Birthday

The Mayor wished Councillor Brown a Happy Birthday.

10. ADJOURNMENT

Motion #21-010

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:08 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk