

# MINUTES

Regular Meeting of Council  
Wednesday, November 7, 2018 @ 4:30 pm  
Council Chambers

<b>Present:</b>	<b>P. Farwell</b>	<b>Mayor</b>
	<b>T. Pollett</b>	<b>Deputy Mayor</b>
	<b>R. Anstey</b>	<b>Councillor</b>
	<b>G. Brown</b>	<b>Councillor</b>
	<b>B. Dove</b>	<b>Councillor</b>
	<b>O. Fudge</b>	<b>Councillor</b>
	<b>P. Woodford</b>	<b>Councillor</b>

<b>Advisory and Resource:</b>	<b>D. Chafe</b>	<b>CAO</b>
	<b>G. Brown</b>	<b>Town Clerk</b>
	<b>J. Blackwood</b>	<b>Director of Engineering</b>
	<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
	<b>T. Barron</b>	<b>Director of Municipal Works</b>
	<b>H. Lowe</b>	<b>Fire Chief</b>
	<b>D. Quinton</b>	<b>Development Director (A)</b>
	<b>A. Janes</b>	<b>Information and Communications Coordinator (A)</b>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Poppy/Remembrance Proclamation

The Mayor proclaimed November 1 – 11, 2018 as a Remembrance Period in the Town of Gander.

### Elk's Lodge Presentation

The Mayor advised Council that he had recently attended the Elk's Lodge 70<sup>th</sup> Anniversary Celebrations and they presented a plaque to the Town of Gander in recognition of our support.

### Long Service Award

Councillor Anstey presented the Mayor with his 12 Year Service Award from the Province.

### **3. APPROVAL OF AGENDA**

Council reviewed the agenda and approved as attached.

#### **Motion #18-279**

##### **Approval of Agenda**

Moved by Councillor Woodford and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on November 7, 2018 be adopted as amended.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

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

#### **Motion #18-280**

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

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on October 17, 2018 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 October 26, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; H. Lowe, Fire Chief; M. Harris, Facilities Operations Supervisor; B. Freeborn, Administrative Coordinator.

The following items were discussed:

## **Festival of Flight Era Video Tapes**

The Department was contacted earlier this year by someone who has some old film which they think contain interviews with citizens from the early days of the Festival of Flight. The film would have to be converted to another format and the cost for this to be done in Toronto where the film currently is, would be approximately \$1,200 plus tax. The Department has been looking to see if there is anyone in Newfoundland that can convert these tapes. After checking with a number of people in the film and video industry, it seems that this cannot be done in Newfoundland.

The Committee discussed if they should pay to have the film converted even though we are unsure what is actually on the film. It was decided that since this is a piece of Gander's history, we should convert the film. The Director will cover the cost from savings in the Festival of Flight budget this year.

The Committee is forwarding this to the Finance Committee for their review and consideration.

## **Delegation – CIMCO Refrigeration**

Kevin Harris from CIMCO Refrigeration met with the Committee to give an overview on the plant and an update on what work was completed recently at the Steele Community Centre. This past April, the plant was shut down due to an ammonia leak. Mr. Harris explained that the problem was in the Heat Exchanger Unit. The Heat Exchanger is made up of gaskets and plates which separate the ammonia from the brine. In April, CIMCO took apart the Heat Exchanger and could not find any deformed or cracked plates or gaskets so they were unable to identify the exact problem. They did replace all the gaskets, and one endplate and it did pass all inspections and seemed to correct the problem when the plant was started back up in August.

However, there was another small leak detected in mid-October and the building was shut down for the day on October 6<sup>th</sup> for CIMCO to assess the problem. At this time, the heat exchanger was re-torqued which fixed the problem. On October 14<sup>th</sup> another leak was detected and October 17<sup>th</sup> the building was shut down again for maintenance. The leak was assumed to be between plates 7-9 so as a result 12 plates were replaced. Since then there have been no issues with the heat exchanger. The 12 plates that were removed have since been sent for further scans and investigation by CIMCO and Mr. Harris explained that there is no visible explanation as to why the leak occurred.

He then explained the history of the Heat Exchanger. It was installed at Gander Gardens in 1995 with the intent of it being moved into the new arena which it did in 2000. The manufacturer recommends replacing gasket units every 8 -10 years which means the gaskets were past their life expectancy this past year and this is why they were replaced in the Spring. He explained that there are two options for replacement of the heat exchanger. One is to replace it with one exactly like we have now which would be approximately \$70,000.

We also have a problem with servicing the current one due to its location in the plant room and lack of room. The second option is to have one built to spec which would cost in the range of \$150,000; however, this system would contain an extremely lower amount of ammonia, be more energy efficient and better for servicing.

The Committee asked what the warranty is on a new heat exchanger and was advised that it was two years; however, depending on the contract it could be longer. The Committee also asked if this plant could run two ice rinks. Mr. Harris said that it's been done at other arenas but have had problems laying the second sheet of ice while one ice surface is being utilized. If the Town of Gander is looking at that for the future, he said it would be best to note that when ordering so it can be built to spec for two ice surfaces.

The Committee thanked Mr. Harris for coming to the meeting and providing them with an update.

### **Adventure Trail Group**

The Adventure Trail Group are still waiting on a decision from the Town on whether they will take liability for the trail they are proposing from the Thomas Howe Demonstration Forest to the Chamber of Commerce. Since this trail falls within the buffer zone of Gander Lake which has a minimum of 300M and can extend out to 500M in some locations, an approval was required from the Department of Municipal Affairs and Environment, Water Resources Division.

The Directors of Recreation & Engineering met with a representative of the Dept. of Municipal Affairs and Environment to discuss the application of the Adventure Trail Committee. The representative said that the Trail Group didn't answer all of the questions that were needed by the Department in order to make a decision. The Director of Recreation indicated that she has contacted the group to ensure that they follow up on these questions.

It was also discussed that The Town of Gander, as the principal applicant, would likely represent the best opportunity for a successful application. The Committee was in agreement with doing the application on behalf of the Adventure Trail Group provided an agreeable MOU can be established. Both Directors advised Council that should they agree to submit this application and they support this trail being within the watershed buffer, other organizations may request similar projects in the future. The Committee feels that all requests should be dealt with on a case-by-case basis as different projects may have various impacts on the watershed buffer, liability and resources from the Town of Gander.

The Committee asked the Director of Recreation to pursue this project and submit the application on behalf of the Adventure Trail Group.

## **Steele Community Centre Ice Cancellation & Subletting Policy**

At the last Committee meeting, the Ice Cancellation & Subletting Policy was presented for its first reading. Since this reading, there have been no objections or concerns.

### **Motion #18-281**

#### **Steele Community Centre Ice Cancellation & Subletting Policy**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that that the Ice Cancellation & Subletting Policy be adopted as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## **Letter re Lights at Ball Hockey/Basketball Facility**

A letter was received on behalf of some youth in Gander asking the Town to consider installing lights at the outdoor basketball court on Airport Boulevard. They noted a number of reasons to consider accommodating this request in their letter such as it would maximize its usage which would allow kids to play longer thus promoting a more active lifestyle and a positive way to socialize.

The Director noted that this was looked into a number of years ago and at that time, some nearby residents had an issue with the lights being on until later in the evening.

The Committee asked the Director to look into the cost of possibly installing a light in the basketball court area and bring it forth in her 2019 budget presentation for review. The Committee also asked that the Director to write and thank them for this recommendation as they love hearing from the youth on improvements in our community.

## **Arrow Air Ceremony**

At a previous meeting, the Department was asked to expand on the Arrow Air Ceremony and would like it to be held at the Silent Witnesses Memorial site. The Director spoke with staff and they had concerns with having the Ceremony at the Silent Witnesses Memorial. If the weather is bad, the road to the site is slippery and it deters citizens from coming to the ceremony. The Department is recommending that the event be held at the Cenotaph on Airport Boulevard.

The Committee was in agreement and recommends that the ceremony continue to be held at the Cenotaph this year.

The Mayor felt the ceremony should be held at the Cenotaph because the US Ambassador had indicated an interest in coming and she suggested it should be at the site. The Committee agreed to have another look at it.

### **Upcoming events**

- a) Nov 14: Gander Minor Soccer Public Meeting
- b) Nov 18 & 23: Kelly Ford Gander Flyers vs. GFW Cataracts
- c) Nov 24: Kelly Ford Gander Flyers vs. Clarenville Caribous
- d) Nov 27: Seniors Wellness Day

### **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 October 30, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: B. Dove, Councillor; G. Brown, Councillor; W. Jenkins, Municipal Enforcement Officer in Charge; H. Lowe, Fire Chief, L. Small, Administrative Assistant.

The following items were discussed:

#### **No Left Turn off Armstrong Boulevard**

The Committee was asked their opinion on whether or not it would be feasible to consider changing the no left turn off Armstrong to be effective only at certain times of the day. It was brought to a councillor's attention that some people simply ignore the rule anyway, it is the only street entering Airport Boulevard in that area that you cannot turn left, it is inconvenient for people working on that street, and after regular business hours the traffic is slower. The suggestion was to permit left turning traffic after regular business hours.

This item was discussed at the Engineering Department and they had no issue with it other than it would cause confusion for drivers to have different times for this rule at this location.

The Committee did not see the merit in changing the traffic rule and agreed to leave the current rule in place.

Councillor Fudge felt that Council should let traffic turn left after 6:00pm as traffic flows are much lower at that time of day. Councillor Anstey suggested we talk to the RCMP before making any changes.

## **Crosswalk Study-Cooper Boulevard**

The Committee recently received the Cooper Boulevard Pedestrian Crossing Study conducted by *Crandell Engineering*. The document is currently being reviewed by the Engineering Department and recommendations will be forthcoming in the near future.

## **Fire Services Study**

The Committee also recently received the Fire Services Study completed by John T. Redden of Emergency Preparedness Services Inc. This report has been reviewed by the Management team and the Committee accepts the report as presented. It will be forwarded to Council for consideration in the 2019 Budget process.

## **Letter from MP Scott Simms – Police Resources**

The Committee reviewed a letter from MP Scott Simms in response to his meeting with Mayor Farwell and Council members on August 7, 2018 to discuss the policing issues in Gander.

The MP advised that he has written the Minister of Public Safety and Emergency Preparedness requesting a review of the decision to stop the sharing of services with our Municipal Enforcement Officers that were previously included in a Memorandum of Understanding between the two departments. He has also contacted the provincial Minister of Justice and Public Safety requesting a review of the duties relating to the Sheriff's office in Gander as it relates to the use of RCMP resources. He will keep Council up to date on any correspondence received on his requests.

The Mayor asked Chief Lowe to investigate what the three new RCMP officers recently announced for Gander are tasked to do. It was suggested that the RCMP Staff Sergeant be invited to the next Committee meeting.

## **Crosswalk at Magee and Penney Road**

The Committee discussed the signage for the crosswalk for the Magee and Penney Road crosswalk. It was brought forward that the signage may not be adequate to warn drivers of the crosswalk ahead when coming from the Gander Bay direction as they are travelling in an 80 km zone into a 60km then 40km. The Office in Charge will investigate the signage and report back to Committee on whether there is adequate warning time, the signs are visible enough, or whether another sign further out may be needed warning of the "NEW" crosswalk ahead.

### 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 October 31, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Barron, Director of Municipal Works & Services; L. Small, Administrative Assistant.

The following items were discussed:

#### **Heath Crescent – 2018 Ice Build-up Issues**

The Director informed the Committee that the issue of ice build-up at both intersections of Heath Crescent is due to the road grade, traffic volume and traffic patterns.

This will be addressed this winter by including Heath Crescent on the Priority #2 Salt Route. James Boulevard will also be added on the route to better reflect the shared service agreement in place with the Gander International Airport Authority. The snow plan is moving forward with equipment preparations which have already begun for this winter season.

#### **57 MacDonald Drive**

The Director reviewed correspondence from the owner of 57 MacDonald Drive who is requesting reimbursement for beginning repairs on a water leak. In this instance, the Town made an error in locating the leak and the homeowner incurred costs of \$391.00 before the error was realized. It is recommended the owner of 57 MacDonald Drive be paid \$391.00 to cover the costs incurred as the repair was the Town's responsibility.

#### **Motion #18-282**

##### **57 MacDonald Drive**

Moved by Councillor Fudge and seconded by Councillor Anstey that the owner of 57 MacDonald be paid \$ 391.00 to cover the costs incurred to begin repairs on the water leak.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## **Fall and Winter Seasonal Reminders**

The Director provided Council with the following seasonal reminders for residents of Gander:

### **Location of leaves/branches disposal site**

Residents are reminded that leaves and grass clippings are to be dropped off at the compost site on McCurdy Drive. There is also composted material available for pickup on site.

Branches are to be dumped off at Magee Road, near the Sewage Treatment Plant. This area is for branches only and is not intended for dropping off any type of wood products. Wood products can be brought to the Waste Transfer site on McCurdy Drive on scheduled dates.

### **Snow Marker Placement for Lawns**

Residents are reminded snow clearing markers must be placed not less than one (1) meter from the curb. Should the property border a sidewalk, markers shall be placed not less than one (1) meter from the inside edge of the sidewalk. In order to effectively remove snow from the street or sidewalk, property must be clear of obstructions. This will help prevent excess snow and ice buildup and maximize snow clearing efforts.

### **Seasonal No Street Parking/Snow Bans**

Winter parking restrictions are now in place until April 30, 2019. During this time, no vehicle shall be parked on any street between midnight and 8:00 am regardless of weather conditions, nor may any vehicle be parked such as to impede or interfere with snow clearing operations at any time of the day or night, at any time of year.

Citizens are also reminded that it is illegal to throw, sweep, shovel or place snow or ice from any private property upon any town street or sidewalk, or such that it obstructs access to fire hydrants.

The fines for snow clearing parking violations are \$107.00 for obstructing snow clearing and parking after midnight to 8 a.m. is \$ 52.00

## **D. Development, Tourism & Culture Committee:**

The Development, Tourism & Culture Committee report was presented by Councillor Brown.

The Development, Tourism & Culture Committee meeting was held on October 31, 2018. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; P. Woodford, Councillor; R. Locke, Development Director.

The following items were discussed:

### **Press Release: Gander Flight Training**

The Committee reviewed a press release from Gander Flight Training (GFT) announcing an influx of international students seeking to train and receive their commercial pilot's license at the local facility. As such, the local economy is seeing a boost as students from at least seven countries are working toward obtaining their commercial pilot's license in Gander.

Adding to that, 8 students recently arrived from Rangist University in Thailand to complete their commercial pilot's license as part of their Aviation Degree Program.

2018 is shaping up to be one of the best years on record for training international students. As well, 18 new domestic students started training in September.

Enrollment at GFT has surpassed 60 students working on various aspects of their training program. Notably, GFT has been training pilots for 26 years providing training for:

- Private license
- Airline operations
- Flight instructor ratings

The Committee extends congratulations to Gander Flight Training on the continued success and expansion of their business operations.

The Committee asked staff to prepare a congratulatory letter for Gander Flight Training.

### **Potential date for meeting with local developers to discuss accessible housing**

This item was forwarded from the Engineering, Planning & Controls Committee as they felt there may be a more active role for the Town to play by talking with senior home developers and emphasizing the need for more accessible units.

After considerable discussion and consideration, the Committee felt that it would be more beneficial to have Council and staff facilitate a meeting between the 50+ club and seniors home developers instead of inviting local developers to attend a special Development, Tourism & Culture Committee meeting.

By doing so, the 50+ club can directly communicate their concerns to local developers.

The Committee asked the Director of Development to contact both parties in an effort to gauge the level of interest in coordinating said meeting.

The Mayor questioned if he was in conflict of interest on the next item as he owns neighbouring property and left the room. The Deputy Mayor took Chair.

**Motion #18-283  
Conflict of Interest**

Moved by Councillor Anstey and seconded by Councillor Woodford that the Mayor is in conflict on the 5 Hawker Crescent HBB Application matter.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**HBB Application- 5 Hawker Crescent**

The Committee reviewed an application from the resident of 5 Hawker Crescent.

**WHEREAS** an application has been received from “Get Fit with Melis” to operate a home office for an online personal training business offering workout programs and calorie guidance.

**AND WHEREAS** the advertising and discretionary use notices were posted with no formal objections received by the deadline date of October 17<sup>th</sup>, 2018 and it meets all of the Town of Gander’s Development Regulations.

**Motion #18-284  
HBB Application- 5 Hawker Crescent**

Moved by Councillor Brown and seconded by Councillor Anstey that “Get Fit with Melis” be permitted to operate a home office for an online personal training business offering workout programs and calorie guidance from 5 Hawker Crescent.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The Mayor returned and assumed the Chair.

**Gander Heritage Advisory Committee - Review of Previous Minutes:**

The Committee reviewed the Gander Heritage Advisory Committee minutes. They are pleased with the Committee’s progress and encourage an open line of communication as they move forward.

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

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

The Engineering, Planning & Controls Committee meeting was held on November 1, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; G. Brown, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant; G. Regular, Supervisor of Technical Services; J. Collins, Development and Control Inspector.

The following items were discussed:

### **Delegation – OH&S Advisor**

#### **Presentation**

As requested by Council, the Town's Occupational Health and Safety Advisor, met with Council to discuss her position and job duties as it relates to the organization.

The presentation to Council gave an overview of her job description and her role to ensure that all aspects of a safe workplace environment are met. She informed Council of her daily routine site visits to all capital works projects, as well as, all water and sewer excavation work and infrastructure upgrades that are being carried out by the Town's Public Works Department.

She also informed Council of a program called PRIME which is an incentive program that employers can avail of in order to receive a refund at the end of each year providing claims are submitted prior to the deadline. Currently, the Town of Gander is enrolled in this program and the OH&S Advisor is responsible for submitting all up to date information to ensure compliance. She also provided a status report for reimbursements that the Town has received in the last five years.

Council thanked the OH&S Advisor for her presentation.

### **Shipping Container Regulation**

Prior to introducing new regulations governing the use of shipping containers for storage purposes, Council approached stake holders seeking their input. Representatives of the local Chamber of Commerce have indicated that some of their members have concerns and are requesting a meeting with Council prior to the adoption of the new regulation.

The Supervisor of Technical Services and the Development Control Inspector presented to Council, a copy of the proposed regulation and answered questions they had before they meet with the Chamber of Commerce to ensure that everyone had clarification of the proposed regulation.

After discussion, it was recommended that the Engineering Department provide an approximate number of businesses that are currently using these types of storage units and forward all pertinent information to Council prior to their meeting with the Chamber of Commerce.

## **Street Light Installation Request**

### **4 Bannock Street**

The Committee reviewed correspondence from a resident requesting to install a street light in the area of 4 Bannock Street. The resident has concerns that this area is poorly lit which makes it unsafe for both pedestrians and drivers.

The Director provided a drawing of this area and recommends that a light pole be installed in this area as it meets the spacing requirements.

The Committee is in agreement and recommends installing a street light pole at the area of 4 Bannock Street and forwards this request to the Finance and Administration Department for their review and consideration.

### **Mitchell/Cooper and Briggs/Cooper and DND Access Road**

The Committee discussed installing street lights at the intersections of Mitchell Street/Cooper Boulevard, Briggs Street/Cooper Boulevard and DND Access Road/Cooper Boulevard.

The Committee feels that these intersections are becoming very busy and the traffic on Cooper Boulevard has increased therefore would like to see street lights installed along Cooper Boulevard at these intersections.

The Director advised that there would be no cost associated to install these street lights however, a monthly charge would apply, as it currently does for each light pole within the Town of Gander.

The Committee recommends forwarding this request to the Finance and Administration Committee for their review and consideration.

### **Left Turning Traffic – Armstrong Boulevard**

The Committee discussed a concern that was brought forward to eliminate the “no left turn” from Armstrong Boulevard onto Airport from the hours of 6 p.m. to 8 a.m. when traffic flow is reduced.

The Director advised the Committee that the proposed “no left turn” is permitted under the Transportation Association of Canada (TAC) Standards however; it may be confusing to have conflicting requirements at different times of day.

After discussion, the Committee agreed and recommends leaving the current configuration as is.

### **Quote Summary – Town Hall Washroom Renovations**

The Committee reviewed responses to a tender that was recently put out for renovations to the Town Hall Washroom Facilities. The Director of Engineering advised that three (3) bids were received and all three bids were well over budget.

The Director advised that he does not recommend awarding the contract at this time and suggests forwarding this request to the Public Works Department to see if this renovation could be completed by Town staff over the next couple of months. If not, this work could be placed up for tender in the New Year.

### **Motion #18-285**

#### **Quote Summary – Town Hall Washroom Renovations**

Moved by Councillor Anstey and seconded by Councillor Brown that quotes for the Town Hall Washroom Renovations be rejected, as presented, and refers this to the Public Works Department for consideration.

In Favour:     7           Opposing:     0

**Decision:**     Motion carried.

### **Change Order – Wastewater Treatment Plant**

The Committee reviewed Change Order #009 for the Wastewater Treatment Plant Collection System in the amount of \$14,073.26. This Change Order is required for the installation of a 24” duckbill type check valve that has been identified as a requirement by the design consultant on the collection system pump station overflow line.

The Committee recommends approval of the change order as presented and forwards it to the Finance and Administration Committee for their review and consideration.

### **Change Order – Wastewater Treatment Plant**

The Committee reviewed Change Order #010 for the Wastewater Treatment Plant Collection System. This Change Order is required to add a sump line connection along Navy Road in the amount of \$632.50.

The Committee recommends approval of the change order as presented and forwards it to the Finance and Administration Committee for their review and consideration.

### **Change Order – Wastewater Treatment Plant**

The Committee reviewed Change Order #011 for the Wastewater Treatment Plant Collection System. This Change Order is required to install a water service line in the Pump Station, install a floor drain in the Pump House floor, as well as, install marker posts on the WWTP access road in the amount of \$4,887.50.

The Committee recommends approval of the change order as presented and forwards it to the Finance and Administration Committee for their review and consideration.

### **Change Order – CBCL Collection Systems**

The Committee reviewed Change Order #008 for the Wastewater Treatment Plant Collection System. This Change Order represents additional resident inspection time required to oversee the contract beyond the contractual deadlines. This change represents no cost to the Town as it will be the responsibility of the General Contractor.

The Committee recommends approval of the change order as presented and forwards it to the Finance and Administration Committee for their review and consideration.

### **Fence Variance – 20 Roe Avenue**

Notice is hereby given that the Town Council of Gander has received an application to construct a fence at the above noted address which will exceed the total permitted height for fences in a non-residential zone. The request is for a fence, at the rear of the property, with a total height of 2.44 metres.

It is noted that this property is zoned Commercial General and has a maximum fence height of 2.0 metres.

**Motion #18-286****Fence Variance – 20 Roe Avenue**

Moved by Councillor Anstey and seconded by Councillor Fudge approval to construct a fence at 20 Roe Avenue, as presented.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Memorial Drive Reconstruction**

The Committee discussed the ongoing reconstruction of Memorial Drive and inquired whether or not the base course asphalt will be laid before the onset of winter.

The Director advised that he has been in contact with the contractor and they have indicated that their intent is to have asphalt placed prior to the end of the construction season. If the contractor is unable to have this work carried out they will be responsible for any cost or inconvenience incurred by residents or the Town.

**F. Finance & Administration:**

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

The Finance & Administration Committee meeting was held on November 1<sup>st</sup>, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Pollett, Deputy Mayor; G. Brown, Director of Finance.

The following items were discussed:

**Canadian Cancer Society**

The Committee reviewed a letter from the Canadian Cancer Society regarding Daffodil Place. They are currently doing a fundraiser to help support Daffodil Place. In their letter, they have indicated to us that 206 people from Gander have stayed there since it opened spending a total of 2,878 nights.

**Motion #18-287**

**Canadian Cancer Society**

Moved by Councillor Dove and seconded by Councillor Woodford the Town donate \$100 towards the Daffodil Place fundraiser.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Property Tax Reductions**

The Committee reviewed three residential tax reduction applications which were submitted in accordance with Council’s policy on tax reductions for residential property.

**Motion #18-288**

**Property Tax Reductions**

Moved by Councillor Dove and seconded by Councillor Fudge that the three property tax reductions be approved as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Tender - Washrooms**

The Committee reviewed the tender results for repairs to washrooms in the Town Hall. The lowest bid was significantly over budget and it is not being recommended that the tender be awarded.

**Change Orders**

The Committee reviewed several Change Orders as recommended by the Engineering Committee.

**Change Order #8 – Springdale Forest Products**

The Committee reviewed Change Order #8 from Springdale Forest Products. There was no cost to this but it was an extension of the timeline for the contract to August 24, 2018. An extension was required as a result of certain events that took place outside of the control of the contractor over the last several months.

**Motion #18-289**

**Change Order #8 – Springdale Forest Products**

Moved by Councillor Dove and seconded by Councillor Woodford that Change Order #8 with Springdale Forest Products Ltd. be approved.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Change Order #9 – Springdale Forest Products**

The Committee reviewed Change Order #9 from Springdale Forest Products. The Change Order was required to install a 24 inch check valve in order to improve the safety at the Collection System Pump Station.

**Motion #18-290**

**Change Order #9 – Springdale Forest Products**

Moved by Councillor Dove and seconded by Councillor Anstey approval of Change Order #9 for Springdale Forest Products Ltd. in the amount of \$14,878.26 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Change Order #10 – Springdale Forest Products**

The Committee reviewed Change Order #10 from Springdale Forest Products. The Change Order is required for 15m of 100mm PVC pipe along the Old Navy Road.

**Motion #18-291**

**Change Order #10 – Springdale Forest Products**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett approval of Change Order #10 from Springdale Forest Products Ltd. in the amount of \$632.50 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Change Order #11 – Springdale Forest Products**

The Committee reviewed Change Order #11 from Springdale Forest Products. The Change Order is required to install a water service line at the pump station, as well as install two marker posts on the Wastewater Treatment Plant access road indicating locations of manholes.

**Motion #18-292**

**Change Order #11 – Springdale Forest Products**

Moved by Councillor Dove and seconded by Councillor Brown approval of Change Order #11 from Springdale Forest Products Ltd. in the amount of \$4,887.50 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Change Order #12 – Springdale Forest Products**

The Committee reviewed Change Order #12 from Springdale Forest Products. This is for a reduction in the amount of the contract as a result of the Town being forced to pay CBCL for resident inspection services beyond the anticipated project closing date of August 24, 2018. This Change Order is for the period of August 26, 2018 to September 20, 2018.

**Motion #18-293**

**Change Order #12 – Springdale Forest Products**

Moved by Councillor Dove and seconded by Councillor Woodford approval of Change Order #12 for Springdale Forest Products Ltd. reducing the contract by \$27,344.70 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Change Order #13 – Springdale Forest Products**

The Committee reviewed Change Order #13 from Springdale Forest Products. This Change Order is for additional resident inspector services provided by CBCL for the period of September 21, 2018 to November 1, 2018. Once again, this is a reduction in the contract payment required to Springdale Forest Products as they are responsible for the additional resident inspection costs for going over the contract deadline.

**Motion #18-294**

**Change Order #13 – Springdale Forest Products**

Moved by Councillor Dove and seconded by Councillor Fudge approval of Change Order #13 for Springdale Forest Products Ltd. reducing the contract by \$38,573.30 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Budget Request – Festival of Flight**

The Committee reviewed a recommendation from the Recreation Committee regarding the Festival of Flight, specifically; they are asking that they be allowed to spend \$1,200 in order to transfer some old film onto another media in order that it can be viewed. The film is dealing with the early days of the Festival of Flight. The Committee felt that this was a good project and agrees with the recommendation from Recreation.

**Motion #18-295**

**Budget Request – Festival of Flight**

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Recreation Department be authorized to spend \$1,200 plus tax to convert old Festival of Flight video to another digital format.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Street Lights**

The Engineering Department is requesting that the Town install nine additional street lights on Cooper Blvd. to improve visibility. He indicated there are areas there that are too dark, in their opinion, and traffic lights will help with safety in the area.

**Motion #18-296**

**Street Lights**

Moved by Councillor Dove and seconded by Councillor Brown that the Engineering Department be authorized to install ten additional street lights on Cooper Blvd. and Bannock Street.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

Councillor Woodford suggested the Engineering Committee have a look at the lighting on all of Cooper Blvd. The Director of Engineering said it would be done as part of a larger traffic study on Cooper Blvd.

**G. Other Reports:**

None.

**7. ADMINISTRATION**

None.

**8. CORRESPONDENCE**

None.

**9. NEW BUSINESS**

**Influenza Clinic**

Deputy Mayor Pollett stated that there will be an Influenza Clinic on November 1, 2, 7, 8, 14, 20, 28, December 4, 12, and 18 at the Steele Community Centre.

**Wastewater Treatment Plant Sod Turning Ceremony**

Councillor Anstey advised that the Town of Gander will be hosting the Wastewater Treatment Plant Sod Turning Ceremony on Friday, November 23<sup>rd</sup>, 2018 at 1pm. The ceremony will take place at the site and a reception will follow at the Fire Hall. Anyone wishing to attend must advise the Town no later than November 16<sup>th</sup> as all attendees will be bussed to the site.

**Budget Presentations**

The Mayor advised that Pre-Budget Consultations are being held tomorrow at 7:00pm. If anyone wants to present they should contact the Confidential Administrative Assistant at 709-651-5900.

**Motion #18-297**

**Adjournment**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 6:25 p.m.

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**P. Farwell, Mayor**

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**G. Brown, Town Clerk**