

MINUTES

Regular Meeting of Council Wednesday, February 8, 2012 @ 4:30 pm Council Chambers

Present:	C. Elliott Z. Tucker R. Anstey D. Blundon S. Oram N. Lanning A. Scott	Mayor Deputy Mayor/Chair Councillor Councillor Councillor Councillor Councillor
Advisory Resource:	J. Turner G. Brown D. Chafe J. Blackwood K. Sceviour	Chief Administrative Officer Town Clerk/Director of Finance Director of Economic Development Director of Municipal Works & Services Director of Parks, Recreation & Tourism (A)

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Scout-Guide Week Proclamation

The Mayor and representatives from the Scouts and Girl Guides proclaimed February 19 – 26, 2012 as Scout/Guide Week.

Heritage Day Proclamation

The Mayor proclaimed February 20, 2012 as Heritage Day whereas it is a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage.

3. MINUTES FOR APPROVAL

Motion #12-014

Minutes for Approval

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on January 18, 2012 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Public Safety and Human Resources Committee:

The Public Safety and Human Resources Committee was presented by Councillor Oram.

The Public Safety and Human Resources Committee was held on January 30, 2012. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; G. Brown, Director of Finance; W. Jenkins, Municipal Enforcement Officer; A. Quilty, Fire Inspector.

The following items were discussed:

PUBLIC SAFETY

Breathing Apparatus

The Director of Finance updated the Committee on the status of the Breathing Apparatus. He had contacted the Provincial Government and they advised that we do have to purchase the low bidder that met specifications. This message has subsequently been passed on to the Fire Department and they will begin ordering the Breathing Apparatus.

Ladder Truck

The Fire Inspector Quilty gave an update on the status of the Ladder Truck that is currently in Grand Falls having some repairs carried out. Once those are complete, a crew will be sent from the manufacturer to complete the balance of the repairs.

Intersection of Airport/Markham Traffic Lights

After the last meeting, our Municipal Enforcement Officers talked to officials of the School Board regarding the impact of removing the lights at the intersection. They advised that this would create significant problems for them. It is currently very difficult as it stands now to get busses out in a timely fashion and removal of the lights would make this much more difficult for them.

Council has budgeted to put traffic control cameras at this intersection, and the Committee felt that we should see how these work before making any further recommendations.

The Committee also reviewed an email from a resident who felt the lights were needed as it increases safety of children crossing to visit the playgrounds located in the area and requested that Council consider the possibility of putting a crosswalk button at the intersection if the lights are deactivated. The Committee felt that this had merit and Administration is asked to investigate the possibility of doing so.

Portable Speed Sign

The Director of Finance advised that the sign had been shipped and should be in Gander on January 30 or 31.

91 Construction Engineering Flight

The Town has written the 91 Construction Engineering Flight requesting assistance in the construction of its smokehouse at the Fire Training Ground. We were pleased to receive a letter from 91 Construction Engineering Flight indicating they would be prepared to provide the labour to construct the building and at this time the Committee wish to express its' appreciation for the assistance offered.

Letter of Support from Central Health

The Town reviewed a Letter of Support from Central Health regarding the Town's Application to the Joint Emergency Preparedness Plan to purchase a vehicle to tow the hazmat trailer. If approved the vehicle will be funded on a 50/50 basis between the Town and the Federal Government.

Garbage Dumpsters

The Fire Inspector indicated they are having problems with the location of garbage dumpsters. Under the legislation, they have to be at least 25 feet from the building which in many cases is not happening. The Fire Commissioner has sent out a Provincial-wide directive to businesses requesting they ensure that this law is adhered to. The Committee would like to remind businesses that the 25 foot rule is there to protect their property from potential fire hazard and strongly encourages everyone to comply with the law in this regard. The Fire Inspector will be strictly enforcing the directive of the Fire Commissioner.

HUMAN RESOURCES

Hiring Policy

The Committee reviewed the proposed changes to the Hiring Policy, specifically whether a) to expand our advertising to include appropriate websites and trade publications, and b) to no longer advertise jobs internally first before going external.

There was a lengthy discussion as to whether or not the Town should advertise all jobs internally and externally at the same time. The Committee eventually agreed that the changes being proposed would be recommended by the Committee.

Motion #12-015

Hiring Policy

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the Town accept the modifications to the Hiring Policy as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Preparing New or Amending Existing Policies

The Town currently has a policy on how to modify its Policy and Procedures Manual. Management is recommending certain changes to this policy to make the process more effective.

Motion #12-016**Preparing New or Amending Existing Policies**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the changes to the Preparing New or Amending Existing Policy be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

OH&S Training and Orientation Policy

The Committee reviewed the proposed changes to the OH&S Training and Orientation Policy with regard to safety talk meetings. Currently, there is nothing in our policy that outlines how often meetings will take place with the staff. It is being suggested that a schedule be put in for each of the buildings as to how often each these meetings will be held.

Motion #12-017**OH&S Training and Orientation Policy**

Moved by Councillor Oram and seconded by Councillor Scott adoption of the change to the OH&S Training and Orientation Policy, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Atlantic Path

The Town has received a request from the Atlantic Path Workplace Partner Program to assist them with a long term cancer study. They are recruiting 30,000 participants from Atlantic Canada between the ages of 35 to 69 to participate in the study. Participation includes completing questionnaires on various issues, taking of basic physical measurements and provision of some physical samples.

Specifically, they are asking the Town for three things. The first is to encourage our staff to participate in the program and the second is to provide them an office space to operate from when they come to town to do their periodic visits and the third is to recruit a volunteer coordinator for the study. Gander residents are being asked to participate because statistics show that Gander is a "hot spot" for certain types of cancer.

Motion #12-018
Atlantic Path

Moved by Councillor Oram and seconded by Councillor Scott that the Town participate in the Atlantic Path Workplace Partner Program and provide office space to Atlantic Path on a periodic basis.

In Favour: 7 Opposing: 0

Decision: Motion carried.

B Parks & Recreation Committee:

The Parks and Recreation Committee meeting was presented by Councillor Blundon.

The Parks and Recreation Committee was held on January 30, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; Z. Tucker, Deputy Mayor; J. Turner, CAO; K. Sceviour, Acting Recreation Director.

The following items were discussed:

Community Centre Commercial Signage

The Committee was updated on the Departments actions regarding the Community Centre Commercial signage. A letter has been sent to three local businesses asking for their interest in the program. The Committee would like to invite expressions of interest from all community groups and businesses in Gander and an ad will be placed on the Town's website and in the Beacon detailing the proposed agreement.

Cobb's Pond Rotary Park

The minutes from the last Cobb's Pond Rotary Park Redevelopment Committee were reviewed. A discussion regarding the Committee's vision for the maintenance and programming costs for the park took place. At this time, the Committee recommends that only maintenance costs should be factored into the plan as they would like to see where the needs of the Park are after year one of the new development.

Invoice

The Committee reviewed the attached invoice from EC Boone Ltd in the amount of \$20,340.00 for the repair of the LED sign. The goods and services have been supplied in accordance with the requirements of the contract and the Committee refers this invoice to the Finance Committee for its consideration and recommendation to Council.

Recreation NL – Strategic Planning Session

Recreation NL will be hosting a Strategic Planning Session at the Gander Community Centre on Thursday, February 2nd, 2012 to discuss RNL's focus and activities from 2012 - 2015. Councillor Blundon and the Director of Parks, Recreation and Tourism will attend the meeting on the Town's behalf.

Recreation NL – Provincial Awards Program

Correspondence from Recreation NL regarding their Provincial Awards Program was reviewed. The Committee would like the Director to look into possible candidates from Gander for the award nominations.

URock Volunteer Awards

The Province of Newfoundland and Labrador have unveiled a new program to recognize the work of young volunteers 30 years of age or under. The Committee will forward the information on this program to local organizations to see if they have anyone they would like to nominate. Visit urockvolunteerawards.ca for more information.

Airials Gymnastics Club – Thank You

A letter from the Airials Gymnastic Club thanking the Town for their financial contribution was reviewed. The monies are used to help with operational costs and the upkeep of equipment. The Committee wishes the Club every success in 2012.

Funding Requests

The following requests were approved as per the Grants, Subsidies & In-kind Services Policy.

The Airport Nordic Ski Club was approved for \$400.00 towards three events and a coaching clinic that will be taking place in 2012. There will be approximately 200 participants at the various events this year.

The Cy Hoskins Men's Hockey Tournament was approved for \$300.00 towards their annual tournament which will be taking place on March 9th & 10th, 2012. There will be approximately 160 participants at this event.

The Log a Load for Kids Hockey Tournament was approved for \$300.00 towards their annual tournament which will be taking place on February 10th & 11th, 2012. There will be approximately 150 participants at this event.

Gander Community Centre Dressing Room

Photos of the new dressing room at the Gander Community Centre were reviewed. There were concerns that this dressing room was substandard and questions as to the necessity of having an extra dressing room for girls only were discussed. The Committee requested a review of the present scheduling system to see if the request can be accommodated within the present number of dressing rooms. If scheduling cannot be resolved with the current number of rooms, the Committee would like a cost analysis prepared for adding at least one new dressing room to the Centre.

Gander Community Centre Parking Lot

The Gander Community Centre would like to remind the general public that during the winter season, it is imperative that patrons of the Centre abide by the "No Parking" signage placed in the parking lot. There have been a number of times this winter when people have parked in the no parking areas and this causes concern as they are blocking the road which an emergency service vehicle accesses the building. The Town would appreciate everyone's support in abiding by the signs and the Municipal Police will be patrolling the parking lot to ensure compliance.

C. Economic & Social Development Committee:

The Economic & Social Development Committee was presented by Deputy Mayor Tucker.

The Economic & Social Development Committee was held on January 31, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: N. Lanning, Councillor; D. Chafe, Development Director.

The following items were discussed:

Physician Roundtable Update

In late 2011, the Committee supported a suggestion that a roundtable session be held with local physicians in an effort to better understand issues that may be contributing to a physician shortage in our community. Department staff has advised that they now have list of potential participants whom they will be approaching over the next week or so. The roundtable is expected to be complete before the end of February. It is the Committee's hope that that information and opinions collected will help to more clearly identify issues and provide recommendations for their remedy.

Correspondence- Search and Rescue

MP Scott Simms has written a letter to the Honorable Peter MacKay, Minister of National Defense, advocating for the enhancement of services offered by 103 Search and Rescue. In his letter Mr. Simms stresses the importance of the addition of a new fixed wing search and rescue aircraft at the Gander base. Citing a National Research Council report, Mr. Simms argues the need and benefit of such an aircraft at the busiest of five search and rescue bases across the country.

Council shares Mr. Simms position and hopes that the Government of Canada will take the opportunity to further enhance the services and efficiency of 103 Squadron.

Councillor Scott questioned the status of the report that the Committee had requested to be prepared justifying why aircraft should be stationed in Gander. The CAO advised that staff is presently preparing the report.

Investment Attraction

Department staff is seeking Council's support to realign and modify some of the activities under its Investment attraction program. The changes are requested based on the addition of a new trade component and arising opportunities.

Changes will affect the participation at three tradeshow events and the use of consultants. The Committee agrees with the requested changes as presented by staff.

FDI and Trade Consultants

For 2012, the Department is proposing the use of consultants for both its investment attraction and trade programs. The Committee reviewed the proposed scope of work for a six month investment prospecting project and a shorter four week matchmaking project. After some discussion the Committee agreed with both projects.

The Committee was also advised that Department would like contract the investment prospecting work to the *Philadelphia Sales Company*, the consultant previously used by the Town. The Consultant has reviewed the scope of work and agrees to the terms. The total value of the contract, including expenses, is approximately \$47,000 and is a budgeted item following the reallocation of the Department's 2012 budget.

Motion #12-019

FDI and Trade Consultants

Moved by Deputy Mayor Tucker and seconded by Councillor Anstey that subject to budget reallocation approval, the *Philadelphia Sales Company* be contracted for investment prospecting services for a period of twenty-six (26) weeks at an estimated cost of \$47,000, including all professional fees and expenses.

In Favour: 6 Opposing: 1 Councillor Oram

Decision: Motion carried.

Councillor Oram advised that he is conflict of interest for the next item and left the meeting.

Baird Place Hydro Services

Over the past eight years, the Gander Business Park has experienced significant growth. All commercial land on Roe Avenue has been sold and a new road, Dickins Street, has been added. In addition to ongoing demand for more commercial land, the Department is also seeing increased interest for the industrial land located at the back-end of Baird Place.

One of the challenges with selling this land is the absence of electrical services. Under current practices, a business wishing to purchase land at the back end of Baird Place would have to pay for the full electrification of the street on the pretence that they would be rebated as land was sold.

Discussions with Newfoundland Power indicate that Public Utilities Board dictates how and when electrical services will be installed along a new commercial roadway. Based on these discussions and the challenges with selling land along Baird Place, Management is recommending that Council invest in the electrification of the roadway and recover its cost through Newfoundland Power rebates that are issued as the land is sold.

The Committee accepts this recommendation and forwards the item to the Municipal Works and Services and Finance Committees for review, discussion, and recommendation to Council.

The Finance Committee reviewed the Economic Development Committee's recommendations with regard to the electrification of Baird Place. The Committee agrees that this is a significant impact to development of the area and the most reasonable way to get this service put in is to have the Town request NL Power to do it and recover the cost as the lots on Baird Place are sold.

Motion #12-020

Baird Place Electrification

Moved by Councillor Scott and seconded by Councillor Anstey that the Town write NL Power requesting the electrical service be put in on Baird Place.

Councillor Oram returned to the meeting.

New Business Park Land

The Committee asked if we have commenced the process of acquiring more land adjacent to the Gander Business Park, specifically land under the management of the Gander International Airport Authority. The Director indicated that he could not confirm that the process had begun and would have the item added to the next Management Meeting.

Statistics Canada

Deputy Mayor Tucker stated that he is pleased to see that the new census statistics show that Gander has grown by 11.1% to 11,054 people over the last five years.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Lanning.

The Tourism Committee meeting was held on January 31, 2012. The meeting was chaired by N. Lanning, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Delegation – Targa Newfoundland

A representative from Targa Newfoundland, Janet Brake, and the Municipal Enforcement Officers met with the Committee to discuss the culture of safety planning that Targa has put into place for 2012. Targa feels that increasing public awareness and educating the spectators on the safety concerns of Targa via various mediums such as newsletters, email, etc would help spectators make better choices when viewing the race. The Municipal Police were concerned about the age of some Targa volunteers and believe that volunteers should be in at least grade 12.

Ms. Brake stated that new safety and training plans are being worked on for 2012 and that a new person has been brought into the organization to recruit volunteers.

The Committee agreed that most of the concerns regarding Targa could be rectified by better communication between Targa and the Town and that in 2012, both parties will work to ensure there is an open line of communication.

Gander Day Location

The Event Coordinator briefed the Committee on the proposed Gander Day location. The Art Walker field is the location of choice and the Municipal Works Department has confirmed that sufficient electrical is available in the area of the stage and beer tent. The Committee agreed that this was the most suitable location and that the department can go ahead with plans for Gander Day at this location. A proposal regarding the feasibility of having fireworks at the site is being investigated and the Committee will be updated at the next meeting.

HNL Convention

The Annual Hospitality Newfoundland and Labrador Convention will be held at the Gander Community Centre and the Arts & Culture Centre on February 23 – 25, 2012. Councillor Lanning, Councillor Anstey and the Event Coordinator will be attending on the Town's behalf.

Winter Carnival

A letter from the Boys & Girls Club requesting assistance to host an event at the Winter Carnival was reviewed. The Committee agreed that the request could be accommodated and a letter will be written confirming this. A number of other events are in the planning stages and the Event Coordinator is hoping to have a draft schedule on the website before the middle of February.

Event Coordinator Standards Review

The Event Coordinator has been invited to sit on the Standard Review Committee for Event Coordinators by the Canadian Tourism Human Resources Council (CTHRC). The CTHRC is undertaking this project to update the national occupational standards which outline the knowledge, skills, and attitudes required for an Event Coordinator to effectively carry out their responsibilities. The Committee would like to congratulate the Event Coordinator on this appointment.

Festival of Flight Fun Fly

The organizer of the Fun Fly contacted the Town to request support for hosting guest R/C pilots at their event in 2012. The Committee agreed that as this is the only flight event in the Festival, the organizer could prospect the possibility of hosting guest fliers for the event and once a cost is determined, the Committee will revisit this issue.

Labrador Life

The Committee reviewed a request for advertising from Labrador Life. As all the the funds for advertising has been allocated, we are unable to participate. There being no further business, the meeting adjourned at 6:05pm. Paul MacClausland

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on February 1, 2012. The meeting was chaired by R. Anstey, Councillor. Other members present included: N. Lanning, Councillor; D. Blundon, Councillor; J. Blackwood, Director of Municipal Works & Services; J. Turner, Chief Administrative Officer.

The following items were discussed:

Re-Zoning-Raynham Avenue

The Director advised the Committee that the Municipal Works Department was moving forward on the residential subdivision development backing on Raynham Avenue. At the last meeting of Council, a motion was brought forward to have the zoning changed from a Comprehensive Development Area, to a **Residential Medium Density**.

The Committee also reviewed a 20 meter open space recreation buffer to the rear of Raynham Avenue. This buffer had been added during the last Municipal Plan and after further discussion by the Committee, it was agreed that it should be retained.

The Committee then discussed a portion of Crown Land bordering on this development which would make the development more attractive. It was agreed that the Department should contact Crown Lands and make an application for the purchase of that parcel of land.

There is also a requirement to rezone a strip of land, North of the proposed development area, from **Open Space Conservation** to **Residential Medium Density**. If rezoned, this will make the development more financially attractive as both sides of the street could be developed.

Motion #12-021

Re-Zoning – Raynham Avenue

Moved by Councillor Anstey and seconded by Councillor Blundon that the Engineering Department be given permission to proceed with the amendment process of our Municipal Plan and our Development Regulations to re-zone a parcel of land to the north of Raynham Avenue, currently zoned **Comprehensive Development area (CDA 3)** and **Open Space Conservation (OSC)**, to **Residential Medium Density (RMD)**.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Cobbs Pond Residential Land Agreement

The Committee reviewed the conceptual layout as identified in the Town Plan and observed that the plan did not meet the minimum lot depth requirements under the Town regulations. The Municipal Works Department did a conceptual layout that did fit the existing Town Plan and indicated that this will be included in the Request for Proposals (RFP) when it goes out.

The Committee also considered having this land presented in an RFP as an open slate to Developers to bring forward whatever development concepts they may wish to propose.

The Municipal Works Department presented the concept of rezoning the existing **Industrial General Zone**, entering off Carr into this new residential subdivision development, to a **Commercial Local Zone**, which they felt would better suit the needs of that development making it more of a blended transition into Residential Medium Density. There was also an identified **Open Space Recreation** area acting as a buffer between the two zones.

Motion #12-022

Cobbs Pond Residential Land Agreement

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that the Engineering Department be given permission to proceed with the amendment process of our Municipal Plan and our Development Regulations to re-align the zoning boundaries of a future **Residential Medium Density (RMD)** zone between Ogilvie Street and Carr Crescent. A small **Commercial Local (CL)** zone will also be relocated within this perimeter.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Nova Central School District Bus Depot

The Committee reviewed a letter from the Director of Education requesting the Town Council of Gander amend the Town Plan to permit the construction of a new bus depot at 209 Elizabeth Drive. They expressed concern that the current depot on McCurdy Drive has been vacated due to deteriorating support beams and the district is currently examining several options including repairing the old building, sending the busses to the Lewisporte depot, or building a new one in Gander.

The proposed building will have a foundation footprint of approximately 60 x 80 feet, and 18 feet high.

The Town Planner submitted his review of this proposed location at 209 Elizabeth and indicated that the proposal, as presented, is defined as a "General Garage" and classified as **General Industry** according to the *Town of Gander Municipal Plan and Development Regulations*.

The existing depot is currently located in an **Industrial General Zone** on McCurdy Drive and the proposed relocation site is zoned **Commercial General** and a **General Industry** is neither permitted or discretionary use within that zone. This proposal could be accommodated in one of two ways;

- Rezoning the property to **Industrial General** or
- Add **General Industry** to the Use Zone Table of the Commercial General Zone

The Committee agreed that the second option is the best scenario. This will add **General Industry** to the Use Zone Table of the Commercial General Land Use Zone under the Discretionary Section, which gives Council the discretion to allow or dis-allow industries of this type in the Commercial General Use Zone.

The Town Planner cautioned Council that adding the General Industry Use to the Commercial General Zone would permit general industry uses such as factories, lumber yards, truck and automotive garages etc in all Commercial General Zones in town, such as Elizabeth Drive, Roe Avenue, and Bennett Drive etc. Taking this into consideration the Committee felt that if placed under the Discretionary Use Zone Table, they would be confident in allowing or dis-allowing appropriate businesses in these areas.

Motion #12-023

Nova Central School District Bus Depot

Moved by Councillor Anstey and seconded by Councillor Blundon that the Engineering Department be given permission to proceed with the amendment process of our Development Regulations to add "**General Industry**" to the **Discretionary Use Classes** of the **Commercial General (CG)** use zone table in the Town of Gander's Development Regulations 2009-2019.

In Favour: 7 Opposing: 0

Decision: Motion carried.

50 Rickenbacker Road, Invoice payment

The Committee reviewed a letter from the owner of 50 Rickenbacker Road indicating that he had encountered sewer problems on the lateral line coming into his residents. He hired a plumber and a contractor to excavate and replace a section of pipe that was sagged. Town personnel visited the site during this excavation and confirmed that there was a sag in the line on the Town's side of the property. The supervisor of Municipal Works reviewed the request and is recommending and the Committee agreed that the property owner be reimbursed to the full extent of the policy or in the amount of \$ 250 as indicated.

This item is referred to the Finance Committee for its consideration.

Drinking Water Report

The 2011 Summer Drinking water quality report for the Town of Gander was received in January of 2012. The first index of interest is THM's (Trihalomethane's). The recommended maximum acceptable limit is 100 micrograms per liter based on the running annual average of quarterly samples collected at the point with the highest potential THM levels.

The running annual average for our community was 60.5 micrograms per liter which were within the acceptable limit off 100 micrograms per liter.

The second index of interest is Haloacetic Acids (HAA's) which are compounds formed when source water containing natural organic matter such as decaying leaves and vegetation is treated with chlorine.

The running average for HAA's concentration for the Town of Gander water was 62.5 micrograms per liter which were within the acceptable limit off 80 micrograms per liter.

The third index of interest is the DWQI (Drinking water quality index) which is scored based on the 6 most recent tap samples. The DWQI score was 100 with a DWQI ranking of excellent.

This report will be available on the Town of Gander Website or further information residents can go to the provincial website for the Department of Environment, Water Quality portal. Quarterly samples are collected and the levels of these indicators are posted on that website.

23 Earhart Street, Building Extension

For some time now there has been correspondence between the residents of 23 Earhart Street, the Town of Gander and the Provincial Government in an attempt to accommodate the residents who had requested an extension to their home to make it wheel chair accessible for a special needs individual. It doesn't currently fit the Town Plan and Council had suggested the CAO contact the Province to see if there was a way to accommodate this on a one-off basis.

The recommendation of the Committee was that the CAO contact the Province requesting that they amend the *Urban and Rural Planning Act* to give Council more than the existing 10% discretion in variances. This would allow Council to vary building regulations on a one- by -one basis to allow for such circumstances.

HBB Application, 29 Bondar Street

The Committee reviewed an application from 29 Bondar Street requesting to operate a **business office for *Central Medical Services***.

WHEREAS an application has been received from *Central Medical Services* to operate a business office to provide Occupational Testing Services and

WHEREAS this business will have approximately only 2 visitors per week, no objections were received after advertising was completed, and it meets all Town of Gander requirements under the Home Based Business Regulations

Motion #12-024**HBB Application, 29 Bondar Street**

Moved by Councillor Anstey and seconded by Councillor Scott that **Central Medical Services** be granted permission to operate a business office at 29 Bondar Street offering **occupational testing services**.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Garbage Collection, Gander Goodwill Centre

The Committee reviewed a request from the Gander Goodwill Centre indicating that they were a charitable organization and most of their funds go back into the Community and the Province and being a thrift store, they encounter a huge amount of garbage on a daily basis.

For this reason they were inquiring if there was any means available from the Town to alleviate the cost of garbage removal. After some discussion, Committee decided it would not be prudent to provide garbage collection to this organization and a letter will be written indicating that they should seek other means of garbage collection from their facility.

Councillor Anstey questioned if Council looked at the fact that if Goodwill did not accept this material, it would go to the curb and landfill and the Town would pay for it.

Councillor Scott says he thinks that this is the same circumstance as VON has with plastic that can't be recycled.

It was agreed to refer the issue back to Committee.

Central Waste Management -Tipping Fees

The Committee discussed their concerns that residents of the Avalon Peninsula are able to enter the Waste Disposal Facility and dispose of personal garbage at no cost whereas indications from the Regional Site in Norris Arm indicate that residents of Gander and other surrounding communities visiting the site to dispose of personal garbage will encounter a minimal disposal fee.

The CAO explained that after contacting the regional site, they had explained that because of the site on the Avalon being owned by the City, they had a different fee structure.

They also had concerns that if the Norris Arm site had no tipping fee, local municipalities would be unfairly taxed from garbage being received and processed from regions outside the municipalities' tax base.

Landfill Road, Joint Agreement

The Committee reviewed a Joint Use Agreement for the former dump road off Gander Bay Road. McCurdy Enterprises wish to continue use of the Town Owned road to access their property at the rear of the municipal waste facility.

The Committee had no concerns with the document as presented and it will be formalized and sent to McCurdy Enterprises for signing prior to the landfill closure.

Tender- Full Size Pick up Trucks

The Municipal Works Committee reviewed the results for the supply of three (3) full size pickup trucks. Four (4) tenders were received and the Director advised the lowest of the tenders that met specifications was submitted by Hickman Motors Limited.

The Committee recommends that the tender be awarded to Hickman Motors Limited and refers the tender to the Finance Committee for its consideration.

14 MacLean Place-Variance

The Committee reviewed a request from a developer indicating that they were in a position to place one their properties on the market for sale but could not obtain an occupancy permit because their lot grading did not meet the Town of Ganders lot grading Policy. The Director advised that staff met with a representative of this company last fall at which point they were notified of the grading problem. The Developer then hired a local contractor to have the work completed however, it was not done correctly and the property still does not meet the Grading Policy requirements.

Motion #12-025

14 MacLean Place - Variance

Moved by Councillor Anstey and seconded by Councillor Blundon that the Occupancy Permit still be withheld until the developer meets the Town of Gander Grading Policy as it stands and the Director advised he will write the company notifying of this decision.

Councillor Oram had a concern with the Grading Policy and how it can be maintained in the winter.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Residential Construction Value

The Director introduced a list of *Schedule & Fees* for residential value of construction for 2012.

It was noted that the average increase was approximately 13% on residential building values and this was changed to bring construction cost up to today's true value giving a more accurate representative value.

Residential Building Permit Process Guide

The Director asked the Committee for its interpretation of "Minor Cosmetic Repairs" which do not require a building permit. The Current process guide states "Building permits are required for all aspects of construction with the exemption of painting, landscaping, asphaltting, concrete walks and minor cosmetic repairs not exceeding \$ 5,000."

The Director advised that his interpretation was that minor cosmetic repairs included replacement of windows and siding, shingles, drywall, fences, painting, and landscaping or anything that was not structural in nature and was below \$ 5,000 in cost.

The Committee agreed and this item will be brought back to the Municipal Works Department for further discussion.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on February 2, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: S. Oram, Councillor; R. Anstey, Councillor; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Invoice for ApprovalCAPITALAS RECOMMENDED BY THE PARKS & RECREATION COMMITTEE JANUARY 30, 2012

- | | |
|--|-----------|
| 1. E.C.Boone Ltd. | 20,340.00 |
| 01-000-0080-1840, supply/install LED message systems | |
| Budget 20,340 Spent to date zero | |

Total capital invoice for approval	<u>\$20,340.00</u>
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The Director of Finance advised that the invoice was within budget and met the policies of the Town of Gander.

Motion #12-026**Invoice for Approval**

Moved by Councillor Scott and seconded by Councillor Anstey that the invoice be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Change in Purchasing Policy

The Committee reviewed a suggested change to the Purchasing Policy, specifically the insurance limit required for contractors wishing to bid on Town work. It is being recommended to increase the minimum from \$1,000,000 to \$2,000,000 to bring it in line with the coverage the Town has under its own plan.

Motion #12-027**Change in Purchasing Policy**

Moved by Councillor Scott and seconded by Councillor Anstey that the Purchasing Policy insurance limit for outside contractors be increased to \$2,000,000.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Sale of Surplus Assets Policy

The Committee reviewed the Sale of Asset Policy. There have been some changes in the Municipalities Act adopted February 1st regarding the Disposal of Assets which requires us to make some modifications to the Policy. The Act changes require that Municipalities sell by Public Tender any surplus assets valued at \$500 or more and they can sell by private sale any items under \$500.

Motion #12-028

Sale of Surplus Assets Policy

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that the amended Sale of Surplus Assets Policy be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Department of Municipal Affairs – Payment of Claims

The Committee reviewed a circular from the Department of Municipal Affairs regarding the payment of claims for cost-shared projects. It outlines timelines that the Department intends to meet with regard to processing of claims. The timeline indicates that claims should be forwarded to Municipal Affairs and they will approve them within 20 days of the month end.

The Committee is pleased to see that the processing of claims will be speeded up. They had one concern with the circular with regard to the requirement for the March 2012 work to be submitted to government by April 6. It feels that this timeframe is unreasonable and will write the Department with its concerns.

Multiplex Study

The Committee reviewed correspondence from the Department of Municipal Affairs regarding funding for a study on the feasibility of the Multiplex. The Province has reallocated \$80,000 of the Town's 2011 Capital Works Funding from the Cobb's Pond project to the Multiplex Feasibility Study.

Changes to the Municipalities Act

The Committee reviewed a circular from the Department of Municipal Affairs regarding some changes being proposed by the Municipalities Act. These changes had been announced last year but had not been implemented until February 1, 2012 and they pertain to the process for tax sales for delinquent property as well as adding a clause on disposal of real property by municipalities and a couple of other minor changes.

50 Rickenbacker Road

The Committee reviewed the recommendation from the Municipal Works Committee for the Town to pay \$250 to the owner of 50 Rickenbacker Road regarding work done to correct the sag in the sewer line. The recommendation is as per policy.

Motion #12-029

50 Rickenbacker Road

Moved by Councillor Scott and seconded by Councillor Blundon that \$250 be paid for the sewer repairs for 50 Rickenbacker Road.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender - One 4x4 Pickup Truck

The Committee reviewed the tender results for the purchase of one 4x4 pickup. Four bids were received with Hickman Motors being the lowest bidder that met the specifications.

Motion #12-030

Tender – One 4x4 Pickup Truck

Moved by Councillor Scott and seconded by Councillor Anstey that the Town purchase a 4x4 pickup from Hickman Motors at a cost of \$27,938.93 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Three Full Size 4x2 Pickup Trucks

The Committee reviewed the tender results for three 4x2 pickups for which four bids were received. Hickman Motors was the lowest bid and met the specifications.

Motion #12-031**Tender – Three Full Size 4x2 Pickup Trucks**

Moved by Councillor Scott and seconded by Councillor Blundon that the Town purchase three full size 4x2 pickups from Hickman Motors at a cost of \$72,945.07 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The cost of these items is over budget, however, Municipal Works has assured their global capital budget will not be over at year end as per policy.

Councillor Oram questioned why the Town is purchasing 4x2 pickups. He felt that the Town would not get full use of them.

The Director of Municipal Works & Services stated that it is based on need.

Property Tax Reduction

The Committee reviewed one residential tax reduction application which has been submitted in accordance with Council's policy on tax reductions for residential property. The Director advised that the application met the requirements of Council Policy and recommended approval.

Motion #12-032**Property Tax Reduction**

Moved by Councillor Scott and seconded by Councillor Blundon that the property tax reduction application be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Disposal of Dump Shed

The Town has a shed at the Municipal Landfill that will become surplus once the landfill is closed. Staff is recommending that it be used by the Fire Department for training exercises and that the facility be burned. Municipal Works advised that there is very minimal value in the shed and feel this would be a better use of the asset.

G. Other:

None.

6. ADMINISTRATION

Notice of Public Meeting

The Town Clerk notified the public that there will be a feasibility study considering annexation of the Local Service District of Benton to the Town of Gander on Thursday, February 9, 2012 in the Council Chambers at the Town Hall.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Request for Quotations – Smokehouse

The Town has invited quotations for the provision of engineering services for design and construction of a new smokehouse at the Fire Training Ground and two bids were received.

Motion #12-033

Request for Quotations – Smokehouse

Moved by Councillor Scott and seconded by Councillor Anstey that the Town award the engineering services contract for the Fire Training Ground to Cecon Ltd.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Gander & Area Snowmobile Club

Councillor Blundon met with the Gander & Area Snowmobile Club executive and they are now in control of use of the groomer. They are encouraging everyone to buy their trail passes in order to fund the operation of the groomer.

Central Metals

Councillor Oram wanted to let residents know that if they have surplus metal goods, they can be delivered to Central Metals on McCurdy Drive rather than have to be trucked to Norris Arm.

9. ADJOURNMENT**Motion #12-034****Adjournment**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

There being no further business, the meeting adjourned at 5:30pm.

Claude Elliott, Mayor

Garry Brown, Town Clerk