

MINUTES

Regular Meeting of Council
Wednesday, February 29, 2012 @ 4:30 pm
Council Chambers

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

1. CALL TO ORDER

The Meeting was called to order at 4:37pm.

2. VISITORS/PRESENTATIONS

None.

3. MINUTES FOR APPROVAL

Motion #12-035

Minutes for Approval

Moved by Deputy Mayor Tucker and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on February 8, 2012 be adopted as presented.

In Favour: 4 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:**A. Economic & Social Development Committee:**

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

The Economic & Social Development Committee was held on February 21, 2012. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: N. Lanning, Councillor; D. Blundon, Councillor; D. Chafe, Development Director.

The following items were discussed:

Gander and Area Chamber of Commerce

The Committee reviewed a news release from by the Gander and Area Chamber of Commerce announcing its new Board of Directors for 2012. On Wednesday, February 15th, the Gander and Area Chamber of Commerce held its 52nd annual general meeting during which their new Board of Directors was announced. Council would like to congratulate Mr. Darrin Murray and his team and looks forward to a continued positive and productive relationship with the Chamber.

Letter from the Honourable Peter Penashue

The Committee reviewed a Letter to the Editor from The Honourable Peter Penashue MP and Regional Minister for Newfoundland and Labrador which appeared in the February 16th edition of the Beacon. In his letter, Minister Penashue responded to a recent Beacon article which stated that “In recent weeks, members of Gander Town Council made repeated efforts to communicate with MP Peter Penashue”. Minister Penashue rebutted this statement claiming “This is completely false. My office has received no communication from Mayor Elliott or any member of Gander Town Council in recent weeks.”

The fact of the matter is, Council has been actively trying to meet with Minister Penashue, and through his office Minister Diane Finley, to discuss changes at Service Canada which will have a significant negative economic impact on our local economy. Phone calls and faxes have gone unanswered.

We are calling on Minister Penashue to present us with information on the Service Canada changes and valid justification as to why rural regions such as Gander must always lose federal civil service positions to larger centres such as St. John's and Halifax. The nature of the positions affected in our community, in tandem with existing technology, allows their work to be done as effectively and efficiently here as any other location. Why was Gander not chosen for the location to consolidate these services?

Deputy Mayor Tucker stated Council would like to meet with Minister Penashue.

Mayor Elliott stated that Council has written, faxed and called his office on several occasions however has had no luck in communicating with him.

It was the consensus of Council that we continue to try to contact Minister Penashue.

KEDC Workshop

The Kittiwake Economic Development Corporation will be holding a Professional Development workshop on March 1st. Councillor Lanning has agreed to represent Council at this event.

Financial Report

The Committee reviewed the yearend report for 2011. Last year's economic and social development budget was \$336,340. Actual expenditures totaled \$319,268.55 which resulted in an overall savings of \$17,071.45. Savings are attributed to additional external funding during the second half of the year.

B. Tourism Committee:

The Tourism Committee report was presented by Councillor Lanning.

The Tourism Committee meeting was held on February 21, 2012. The meeting was chaired by N. Lanning, Councillor. Other members present included: R. Anstey, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Gander Day – Fireworks Location

The Committee reviewed the proposed location for the Gander Day fireworks firing area at the ball fields. The Event Coordinator will be speaking with Gander International Airport to determine if this will be acceptable as the location is on the flight path.

Councillor Lanning stated that Council has been given the green light from the Fire Department.

Winter Carnival

The Winter Carnival – SnoBreak 2012 will be taking place from Friday, March 2nd until Sunday, March 4th. A full schedule of activities is planned including sporting activities, delicious meals, a fun day at Cobb's Pond on Saturday, etc. The schedule for the weekend can be found on gandercanada.com or in Thursday's edition of the Beacon. In conjunction with the Beacon, the Town is sponsoring a colouring contest, so kids don't forget to enter for a chance to win some great prizes.

As part of SnoBreak 2012, the Town of Gander is inviting families to take part in a Snowman Making Contest! People usually expect a hat and scarf or perhaps a carrot, but snowmen may have all kinds of different personalities. Whatever type of snowman you can construct can be entered into the Snowman making contest just by calling the Parks, Recreation and Tourism Office at 651-5927 by Friday, March 2nd at 3:00pm. Prizes for 1st, 2nd and 3rd place will be awarded.

We would like to thank all of the community groups who are hosting events and encourage everyone to get out and participate in the 5th Annual Winter Carnival!

Town of Appleton Winterfest Committee Thank You

A letter from the Appleton Winterfest Committee was received thanking the Town for its contribution to their 20th Anniversary celebrations.

Municipalities Newfoundland & Labrador (MNL) - Donation

A request for a donation from MNL was reviewed. The MNL Municipal Symposium will be held in Gander from May 3rd – 5th, 2012 and will host over 250 delegates. The Committee agreed that sponsoring a nutrition break during the Symposium would be a great idea.

Motion #12-036

Municipalities Newfoundland and Labrador (MNL) – Donation

Moved by Councillor Lanning and seconded by Councillor Anstey that the Town of Gander sponsor a nutrition break during the MNL Symposium at a cost of \$750.00.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Financial Report

The Committee reviewed the 2011 Financial Report and noted that the Department was over budget due to the losses incurred by the 2011 Festival of Flight Kitchen Party.

Councillor Blundon arrived at the Regular Meeting of Council at 4:44pm.

Model Airplane News Magazine

An article showcasing the Festival of Flight Fun Fly was published in the March 2012 edition of the Model Airplane News Magazine. The Committee would like to congratulate the Screaming Eagles RC Club on receiving this recognition and their dedication to this event. We look forward to working with the club to continue the success of this event in 2012.

C. Public Safety and Human Resources Committee:

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

The Public Safety and Human Resources Committee was held on February 20, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: D. Blundon, Councillor; G. Brown, Director of Finance; J. Turner, CAO; A. Quilty, Fire Inspector; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

Invoice for Approval

The Public Safety Committee reviewed the invoice and the Director advised the Committee that all goods and services have been received and met the Town's specifications.

The Committee recommends that the invoice be paid and forwards it to the Finance Committee for its consideration.

Councillor Anstey left and returned meeting at 5:02pm.

Year End Financial Report

The Committee reviewed the Year End Financial Report for Public Safety. It indicated that overall Protective Services was \$1,922.56 under budget. The Committee did have some concerns with regard to the electrical cost during the year for the new Fire Hall and will review usage after the quarterly financial report is received. The Committee also requested that the Fire Department review the requirement for having area lighted and heated and adjust accordingly.

Ammonia Emergency Plan

The Committee reviewed the proposed Emergency Plan for a catastrophic ammonia release/leak. It outlines the process to be followed in the case of a major ammonia leak at the Community Centre.

Motion #12-037

Ammonia Emergency Plan

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker adoption of the Emergency Response Plan for an Ammonia Release or Leak as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Update on Ladder Truck

The Fire Inspector gave an update on the status of the Ladder Truck. There is a crew in from Dependable Fire Trucks this week to make the final modifications necessary on the trucks before putting them into service.

HUMAN RESOURCES

MNL Regional Meeting & Workshop

The Committee reviewed a circular from MNL regarding the Central Regional Meeting and Workshop to be held on March 16th and 17th in Grand Falls – Windsor. Topics on the Agenda include ICSPs and Economic Development. The Councillors will be asked if they are interested in attending the meeting.

Workplace Health Safety and Compensation Commission Annual Report

The WHSCC Report for 2011 indicated that the cost of claims for the Town had been reduced from \$54,008 to \$51,097, a reduction of 5.4%. The number of claims had gone down from 7 in 2010 to 3 in 2011. The Committee was pleased with the reduction in our Workers Compensation Claims.

Network Administrator Salary

The Committee reviewed a memo from the Town Clerk regarding the Network Administrators Salary. When the review was done last year he had indicated he did not agree with the results with regard to his position and asked that it be reviewed. The review has since been done and the Town Clerk is recommending the position be included in Group 8 instead of Group 7.

Motion #12-038

Network Administrator Salary

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that the Network Administrator position be classified in Group 8 on the Town's salary grid.

In Favour: 5 Opposing: 0

Decision: Motion carried.

D. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on February 20, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; K. Waterman, Recreation Director.

The following items were discussed:

Community Centre Commercial Signage

The Committee was updated on the progress of identifying potential groups to oversee the sale of the commercial advertising at the Community Centre. To date, a number of local agencies have been contacted and an advertisement has been placed in the Beacon. There is an information session scheduled for Tuesday, March 20th at 7:30 p.m. in the Meeting Room # 2 at the Gander Community Centre. For more information, please contact the Department at 651-5927.

Community Centre Female Dressing Room

The Municipal Works Department is currently preparing a cost estimate to refurbish dressing room #5 in order to make the room more suitable for a female dressing room. Further information will be available at the next meeting.

A female dressing room is required for events having both female and male participants.

Deputy Mayor Tucker stated that there is a possibility of building a new female dressing room. Options may include an area under the bleaches or moving the existing Minor Hockey Room to make one big or two small dressing rooms. The Town first needs to look at scheduling and second the estimated cost to change existing facilities to accommodate required dressing room.

Healthy Aging Seniors Wellness & Age-Friendly Grants

Information was received on these two provincial grants which are available for senior's groups. The Committee suggested that the Director check with the local senior's clubs to ensure they have received these applications.

Edible Tree Program

Information from Tree Plan Canada was reviewed on grants for communities to develop or plant edible fruit trees. The Committee suggested that the information be forwarded to the Civic Enhancement Committee for their consideration.

Funding Requests

The following requests for funding were reviewed under the Grants, Subsidies and In-kind Services Policy:

The Newfoundland and Labrador Volleyball Association for \$500. Their tournament will take place from March 16 – 18 and will consist of up to 2,158 participants, officials and coaches.

The Kiwanis Musical Festival Committee for \$500. The annual event will take place from March 5 – 9 and there will be up to 2,700 participants.

Mayor Elliott asked the residents of Gander to help support the Kiwanis Music festival as there is a desperate need for volunteers.

The Gander Running Club for \$200. They host the Road Race during the Festival of Flight which is part of the Provincial Timex Series.

The Gander March Hare for \$250. This event is being held at Hotel Gander on March 8th with about 200 participants.

Five members of the Central AAA Female Bantam Icepak Team from Gander were approved for \$100 each. The Central Team won the provincial championships in February and will be travelling to New Brunswick in March for the Atlantics.

Summer Ice Time

The Director updated the Committee on the summer ice rentals. Hockey Newfoundland & Labrador (HNL) has a contract covering the ice time from August 10th to the 31st. The Department is discussing the possibility of other ice rentals for the weekend after August 31st.

Councillor Lanning stated that there are interested parties from the Town that may have wanted ice time.

Councillor Anstey stated that the Town had responded to a proposal call from HNL and had signed a contract to rent the ice for 3 weeks. They did not approach the Town to advise that they did not need the 3rd week and it is his understanding that they sublet the ice to a third party.

It was stated that in the future that Council should request HNL to change details of tender or only respond to for two weeks. The CAO indicated that although we may be able to submit a counter proposal we run the risk of losing the tender if we do not response per their specifications.

Civic Enhancement Committee Meeting

A meeting was held with the Civic Enhancement Committee on February 16th. The discussions focused on uncompleted projects from 2011, priorities for 2012 as well as financial and resource allocations.

The group prepared a list of priorities that will be incorporated into the Municipal Works Department's project list this year. The group agreed that emphasis should be put on the tender of the trees to be planted this year which the Municipal Works Department is currently preparing.

Another meeting will be scheduled for the end of March.

Student Summer Jobs Employment

The Director discussed the application for the hiring of Summer Students which the deadline is February 29th. It was the consensus of the Committee to try and find areas for student employment and to contact the local tennis club to see if efforts could be combined to oversee the limited operations of the splash pad. The Director will be in contact with the tennis association.

The Department was notified by Service Canada that the area of civic enhancement would not be funded through the job creation program because this area already has a full time position employed by the Town of Gander.

Community Roundtable Discussions – Children & Youth

An invitation was received for a representative of the Town to attend a Community Roundtable to discuss resources for Children and Youth in our community. This meeting is being held on Thursday, February 23rd at 3 pm.

The Committee thought this was a great initiative but does not have a representative that is able to attend the meeting at this time.

Financial Report

The Finance Report for 2011 was reviewed by the Committee. The Department discussed the overages of the operations by \$173,300.00. The Department was over budget in 2011 and several factors contributed to this overage. The major ones are as follows:

1. Heating oil costs at the center were over budget due to an increase in fuel price.
2. Major repairs were carried out on the ice plant. This caused a delay in laying summer ice resulting in increased costs to Hockey Newfoundland & Labrador which the town reimbursed them for.

Invoice

The Committee reviewed the attached invoice. Due to a purchase order not being assigned to the order, it was recommended that the invoice be put through the Committee. 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.

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 22, 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:

Garbage Collection - Gander Goodwill Centre

The Committee once again reviewed a request from the Gander Goodwill Centre requesting assistance from the Town in alleviating the cost of their garbage removal. The Committee is again not recommending that Town resources be used to collect non-residential garbage at this facility as it would impede operations and be further complicated after Central Newfoundland Waste Management Association (CNWMA) begins curbside collection. It was also noted that this organization did not fit the Grant Subsidy and In-Kind Services Policy # 016 and no assistance could be offered through that policy.

Water Testing Locations

At the last Committee meeting the Water Testing Quarterly Report was discussed and the Committee had asked for follow-up information with regards to the sampling locations throughout the town, clarification on raw water and tap water at select locations, and an unofficial survey as to what facilities in Gander were still using bottled water.

The Committee reviewed a report by the Supervisor of Municipal Works and Services which indicated various sampling locations throughout town and that some facilities were still using bottled water and some tap water.

Councillor Anstey stated that due to Town growth water testing should be extending to the extremities of the Town.

Draft RFP, Cobb's Pond Residential Land Assembly

The Committee reviewed a draft copy of the Request for Proposals (RFP) for the Cobb's Pond Residential Land Assembly, prepared by the Engineering & Municipal Works Department.

The Director advised that in the preparation of this RFP, consideration was taken into account from the roundtable discussions that took place with different interest groups in town. In addition to that, the new Development Standards including, base course asphalt, curb and rough grading of Lots was incorporated into this RFP.

The draft report will be forwarded to the Finance Committee for their consideration, specifically to the area of payment structure and development fees.

The Committee then went on to discuss the evaluation criteria and scoring for the evaluation of the RFP.

Generally, the Committee felt that it was a good RFP. The Committee recommended that the Open House scheduled for February 28th, to discuss the rezoning of that land in preparation for the residential development, and the Open House for the Hydrology Study should be scheduled to coincide with each other. The Committee advised that they would like to see all inquiries and correspondence flow through the Director of Municipal Works Office for this RFP and the contact information on the RFP should reflect this.

The Director advised that he will follow up with the consultant to determine if this can be arranged.

Councilor Anstey advised that an Open House was held on February 28th with residents to provide information on the proposed rezoning and subdivision development and AMEC, the Town's consultant was present to provide information on their conclusion from the hydrology study.

Invoices for approval

The Municipal Works Committee reviewed two invoices for approval and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the invoices be paid and forwards them to the Finance Committee for its consideration.

Letter from the Department of Environment

The Committee reviewed a letter from the Department of Environment regarding the location of the future Waste Water Treatment facility. This letter indicates that any future Waste Water Facility would not be permitted to discharge effluent into the Town of Gander Lake Watershed. The Committee had a general discussion around that point and the impact it would have on the future location of a new treatment facility in the Town of Gander.

130 Roe Avenue, Subdivision of Property

The Committee reviewed correspondence from B & H Properties requesting the subdivision of property at 130 Roe Avenue.

WHEREAS a request has been received from B & H Properties to subdivide the property at 130 Roe Avenue and

WHEREAS this was advertised with no objections received and meets all the Town of Gander's regulations.

Motion #12-039

130 Roe Avenue, Subdivision of Property

Moved by Councillor Anstey and seconded by Councillor Blundon that B & H Properties be granted permission to subdivide their property at 130 Roe Avenue.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The owner is also requesting a 10% variance from the normal five meter sideyard requirements.

WHEREAS a request has been received from B & H Properties for a 10% sideyard variance and

WHEREAS this is the only variance request for this property and the Municipal Works has no concerns with the variance.

Motion #12-040

130 Roe Avenue Sideyard Variance

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that B & H Properties be granted permission for a 10% Sideyard variance at 130 Roe Avenue.

In Favour: 5 Opposing: 0

Decision: Motion carried.

HBB Application, 6 Scott Place

The Committee reviewed a Home Based Business application from **Abbott Wellness Solutions** requesting to operate a **business office** for *Allergen Control Cleaning Service*.

WHEREAS an application has been received from the owner of 6 Scott Place to operate a business office to provide an Allergen Control Cleaning Service and

WHEREAS this business is permitted as a discretionary use in that zone, advertising was completed with no objections received, and it meets all Town of Gander requirements under the Home Based Business Regulations.

Motion #12-041

HBB Application – 6 Scott Place

Moved by Councillor Anstey and seconded by Councillor Blundon that **Abbott Wellness Solutions** be granted permission to operate a business office at 6 Scott Place offering an *Allergen Control Cleaning Service*.

In Favour: 5 Opposing: 0

Decision: Motion carried.

HBB Application, 47 Curtiss Avenue

The Committee reviewed a Home Based Business application from **K & K Promotions** requesting to operate a **business office** for Direct Marketing and Promotions from 47 Curtiss Avenue.

WHEREAS an application has been received from K & K Promotions to operate a business office to provide direct marketing and promotions and

WHEREAS this business is permitted as a discretionary use in that zone, advertising was completed with no objections received, and it meets all Town of Gander requirements under the Home Based Business Regulations.

Motion #12-042**HBB Application – 47 Curtiss Avenue**

Moved by Councillor Anstey and seconded by Councillor Blundon that K & K Promotions be granted permission to operate a business office at 47 Curtiss Avenue offering direct marketing and promotions.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Financial Report

The Committee reviewed the Department's year end quarterly report. Worthy of noting was some operational savings in wages due to several positions that were left vacant and not filled until part way through the year. Overall the total Municipal Works budget was under budget by \$ 633,877, of which approximately \$ 403,000 was due to capital out of revenue items that were not purchased or were deferred until the following year.

The report was forwarded to the Finance Committee for their review and consideration.

Tenders

#1) - The Committee reviewed the results of the tender for **Magee Road Reconstruction Phase II-2012**. Four (4) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by *Professional Grading and Contracting Ltd.*

The Committee recommends that the tender be awarded to *Professional Grading and Contracting Ltd.* and refers the Tender to the Finance Committee for its consideration.

Following that, the Committee had a general discussion on the Engineering practices used in the capital works programs in the Town of Gander. The Director gave a brief overview of how capital works projects are selected and what design criteria are used to develop the tender documents. After consultation with Municipal Affairs and Engineering departments from other Municipalities the Director advised that the Practices used in the Town of Gander are for the most part Standard.

The Committee then discussed the condition of Magee Road, the Engineering practices used in the design of that project and the fact that the area originally set in the limits of that contract have shown further deterioration. The Director advised that prior to the start of that project a follow up evaluation would be carried out and construction would be adjusted accordingly.

Prior to the commencement of the work this summer the Committee will review any changes in the contract scope of work.

2) - The Committee reviewed the results of the tender for the supply of one **new sub-compact vehicle**. Two (2) tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by **Gander Toyota**.

The Committee recommends that the tender be awarded to Gander Toyota and refers the Tender to the Finance Committee for its consideration.

#3) - The Committee reviewed the results of the tender for the supply of one **new duplex pump control panel with level regulators**. One (1) tender was received from **ITT Flygt** and the Director advises that this submission met specifications.

The Committee recommends that the tender be awarded to **ITT Flygt** and refers the Tender to the Finance Committee for its consideration.

MMSB

The Committee reviewed correspondence from the Multi Materials Stewardship Board (MMSB) indicating that once again this year because the regional site was unprepared to accept Household Hazardous Waste, they were willing to supply the service to a number of municipalities across the province and invited the Town of Gander to join in.

The cost of the event is \$ 17,000 of which the Town will be responsible for a portion in the amount of \$ 4,477.95. The rest was to be provided in-kind by MMSB. The Director advised that the regional site was not in a position to accept hazardous material at this time and is recommending that the Town take part in the provincial HHWD. To be noted, the cost to the Town this year for one event was equal to that of last year for two events.

The Hazardous Waste Collection Day has been held in Gander for several years and the amount of waste collected has increased each year. Therefore, the Committee recommends that the program continue until CNWMA is in a position to provide the service itself. As other Communities in the Central area may now avail of the program, the Committee feels that it is a regional service and should be funded by the Province.

The Committee is recommending that the Town take part in this event and as the amount budgeted does not cover the estimated cost, the item is forwarded to the Finance Committee for its consideration and recommendation to Council.

261 Airport Boulevard, Patio Permit

The Committee reviewed correspondence from the owner of 261 Airport Boulevard who explained that he had applied for a permit to erect a patio last year on the side of his building (Corner Pocket) at the corner of Airport and Armstrong Boulevard.

Recently, when attempting to renew a liquor license he was advised that he required approval from the Town. Upon inspection it was discovered that the patio projected onto Town property.

The Committee made two recommendations; the first one was to offer for sale the section of land required to accommodate the patio if the Development does not project into the town right-of-way. The second option was to offer an annual permit for the patio and then if it became a problem, the permit renewal could then be refused the following year.

The Director will contact the owner and advise him of these options.

Property Damage, 7 Lewington Place

The owner of 7 Lewington Place has written the Municipal Works Committee regarding circumstances that have been ongoing for the past year concerning lawn damage and alleged driveway damage as a result of a water and sewer dig up at that location.

The Director advised that it would be very difficult at this time of year to make determinations on the extent of the damage and if the Town is liable to correct the alleged damage. The Committee was assured that the Director would write the owner and set a date for early spring to visit the site and meet with the owner, discuss the sequence of events and put a plan in place to rectify the problem if in fact the Town is responsible for the damage incurred.

The Committee requested that the Department investigate the practice of using sods rather than seed to reinstate lawns after winter damage or water and sewer digs. The Director advised that he will prepare a cost comparison and report back to the Committee.

Gander Lake Back Up Generator

The Director advised the Committee that during the tender of the backup generator for Gander Lake, he failed to consider that there would be a two to three week period when there would be no backup power if for some reason there were a power outage.

Under the Public Tender Act, Council can change the scope of work if the cost is less than 10% or \$15,000 of the Contract and the contractor is willing to remove the old generator and temporarily install it to provide backup power at a cost of \$9,800. The wire which will be used will remain the property of the Town and equates to approximately 50% of the cost.

The Committee concurs with proceeding with the work and refers it to Finance for a recommendation to Council.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on February 23, 2012. The meeting was chaired by C. Elliott, Mayor. Other members present included: R. Anstey, Councillor; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE FEBRUARY 22, 2012

- | | |
|--|------------|
| 1. Nortrax Canada inc. | 270,522.00 |
| 01-000-0080-1819, 2012 John Deere Motor Grader | |
| Budget 243,000 Spent to date zero | |

OPERATING

AS RECOMMENDED BY THE PUBLIC SAFETY COMMITTEE FEBRUARY 20, 2012

- | | |
|--|-----------|
| 2. Sojourn | 19,407.75 |
| 01-000-0080-1807, Portable Variable Message Sign | |
| Budget 13000 Spent to date zero | |

AS RECOMMENDED BY THE PARKS & RECREATION COMMITTEE FEBRUARY 21, 2012

- | | |
|---|----------|
| 3. CIMCO | 4,288.97 |
| 00-820-1000-6805, repairs to brine pump | |
| Budget 15,000 Spent to date 150.00 | |

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE FEBRUARY 22, 2012

4. Greatario Engineered Storage Systems 30,484.27
00-400-5500-8100, Claim #3, Water Reservoir & associated work
Contract 231,233 Spent to date 124,865

Total capital invoice for approval	270,522.00
Total operating invoices for approval	<u>54,180.99</u>
Grand total of invoices for approval	<u>\$324,702.99</u>

The Director of Finance advised that the invoices were within budget except for the overages on the grader and the portable sign which had been previously approved by Council and met the policies of the Town of Gander.

Motion #12-043**Invoices for Approval**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that the invoices be paid as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Expansion of the Municipal Ticketing Pilot Program

The Committee reviewed correspondence from the Provincial Government regarding the Expansion of the Municipal Ticketing Pilot Program. This program allows municipalities to ticket offenders for property related offences which makes it much easier for municipalities to prosecute violations of its property or related bylaws.

The CAO has responded to the correspondence indicating the Town is very interested in participating in the program.

Councillor Anstey stated that the three cities were involved in a pilot project and results showed that municipal ticketing was effective for enforcement of Municipal Regulations. The Town of Gander will need to review its regulations and determine which regulations are enforceable through municipal ticketing.

Tender - Supply of One Sub-Compact Vehicle

The Committee reviewed the tender results for the purchase of one Sub-Compact Vehicle. Two bids were received.

Motion #12-044**Tender – Supply of One Sub-Compact Vehicle**

Moved by Councillor Anstey and seconded by Councillor Lanning that the tender for the supply of one Sub-Compact Vehicle be awarded to Toyota Gander at a price of \$20,482.97 taxes included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender – Supply of One Duplex Pump Control Panel

The Committee reviewed the tender results for the supply of one Duplex Pump Control Panel. One bid was received on the item and it met the specifications.

Motion #12-045**Tender – Supply of One Duplex Pump Control Panel**

Moved by Councillor Anstey and seconded by Councillor Blundon that the purchase of one Duplex Pump Control Panel be made from ITT Flyght at a cost \$26,201.69 taxes included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Magee Road Reconstruction Tender

The Committee reviewed the tender results for the Reconstruction of Magee Road. Four bids were received on this tender.

Motion #12-046**Magee Road Reconstruction Tender**

Moved by Councillor Anstey and seconded by Councillor Blundon that the tender for Magee Road Reconstruction Phase 2 be awarded to Professional Grading and Contracting Ltd. at a price of \$1,119,069.68 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Hockey NL Invoice

Last summer the Town invoiced Hockey NL for ice time. There was an issue regarding the rental of the ice to the organization last summer and they incurred significant cost because the ice was not ready when it was supposed to be and they had to move to Clareville for a period of time. During negotiations between the two groups, the Town eventually paid HNL to cover some of their costs. At that time, HNL paid the ice rental invoice.

Motion #12-047 **Hockey NL Invoice**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that \$192.98 in interest on the Hockey NL ice rental invoice be written off.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Annual Financial Report

The Committee reviewed the Unaudited Financial Report for 2011. In 2011, a surplus of \$51,408.32 was generated. Revenues for 2011 were \$13,285,790.52.

Major Revenue Variances included the following:

Tax Revenues were \$168,142 over budget due to Gander's strong continued growth rate.

The Municipal Operating Grant was \$32,477 over budget due to a one time provincial increase in the 2011 Provincial Budget.

Permits were \$29,244 over budget due to a strong construction season in 2011.

Landfill Tipping Fees were \$19,155 over budget due to the Town taking the garbage from Fogo Island for six months in 2011.

Expenses for 2011 are \$13,235,986.12.

Major Expenditure Variances included the following:

Insurance cost was \$15,965 under budget due to lower number of deductibles than had been budgeted.

Diesel fuel cost was \$30,340 over budget due to a combination of increased consumption and high prices.

Salt cost was \$47,993 over budget in 2011.

Filter cost at the Water Plant was \$35,000 under budget due to the filters lasting longer than initially anticipated.

Waste Collection cost was \$90,000 under budget due to the delay in the opening of the Central Waste Management Facility.

Heating oil cost at the Community Centre was \$36,605 over budget due to increased consumption, as well as oil price increases.

The Committee is pleased with the Financial Report results for 2011. At the end of 2011, Council has now an accumulated surplus of \$1,427,442. \$897,000 of this surplus has already been budgeted to balance the budget in 2012, leaving the Town with \$530,442 in unallocated surplus funds at the end of 2011.

The Committee reviewed the Capital Variance Report.

Capital projects were \$610,611 under budget and most of this was a result of a couple of large projects being cancelled in 2011.

The Committee also reviewed the Collection Report for 2011 and it indicated that the Collection Rates were in line with previous years. The Committee was pleased with the results of our collection activities in 2011.

Household Hazardous Waste

The Multi Material Stewardship Board (MMSB) has been providing a program for the collection of certain Hazardous Material and our Town has been contributing toward the cost of operating the service. The service will be provided in the future by Central Waste but does not have facilities constructed at this time. Because of the delay, MMSB has proposed to provide a Household Hazardous Waste Day in Gander this spring and are asking the Town to contribute \$4500 toward the cost.

The Committee felt that Council should write Municipal Affairs and request funding as the Town will be contributing to what is in essence is a regional service. The Committee does support continuing with the service because it has been provided for several years and is very well accepted by our residents and has concerns that material will be dumped in general garbage if the service is curtailed.

Backup Generator

The Committee reviewed the Municipal Works recommendation that the Town request the contractor arrange for temporary back up power at Gander Lake while installing the new generator. It agreed with the recommendation.

Motion #12-048 Backup Generator

Moved by Councillor Blundon and seconded by Councillor Lanning approval of a Change Order in the amount of \$9800, plus HST, less the cost of wiring which will remain the Town's property, for Goodyear's Electrical Ltd to provide temporary power at Gander Lake while the new generator is being installed.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Other:
None.

6. ADMINISTRATION
None.

7. CORRESPONDENCE
None.

Councillor Lanning left the meeting at 5:39pm due to conflict of interest.

8. NEW BUSINESS

Triple A Ice Pak

Councillor Blundon noted the Triple A Ice Pak Pee Wee A Hockey Team won the Provincial Championships and will be participating in the Bell Aliant AAA Atlantic Championships in PEI.

They are requesting \$500 towards their trip to PEI. Councillor Blundon was questioned as to why the request wasn't discussed at Committee and he explained that the request was late being submitted and the tournament will take place before the next Council Meeting.

It was the consensus of Council that \$500 would be provided to the Triple A Ice Pak Pee Wee A Hockey tournament from the Ambassador Program.

Councillor Lanning returned to the meeting at 5:42pm.

Garbage Trucks

Councillor Anstey updated the community on the status of curbside collection of garbage and advised that because the Town is experiencing mechanical issues with its trucks he encouraged all residents to have garbage out at 8:00am on their scheduled day as per the requirements of the Garbage and Refuse Regulations to ensure that the garbage is picked up. Central Waste Management Authority have loaned a used tandem truck which should improve the service.

9. ADJOURNMENT

Motion #12-049

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

There being no further business, the meeting adjourned at 5:45pm.

Claude Elliott, Mayor

Garry Brown, Town Clerk