

# MINUTES

Regular Meeting of Council  
Wednesday, September 26, 2012 @ 4:30 pm  
Council Chambers

|                 |            |            |
|-----------------|------------|------------|
| <b>Present:</b> | C. Elliott | Mayor      |
|                 | A. Scott   | Councillor |
|                 | D. Blundon | Councillor |
|                 | R. Anstey  | Councillor |
|                 | S. Oram    | Councillor |

|                                   |              |                                        |
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| <b>Advisory and<br/>Resource:</b> | J. Turner    | Chief Administrative Officer           |
|                                   | J. Blackwood | Director of Municipal Works & Services |
|                                   | G. Brown     | Town Clerk                             |
|                                   | D. Deschamps | Recreation Director                    |
|                                   | S. Fisher    | Human Resources Supervisor             |
|                                   | D. Chafe     | Development Director                   |

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| <b>Regrets:</b> | Z. Tucker | Deputy Mayor |
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## 1. CALL TO ORDER

The Meeting was called to order at 4:32pm.

## 2. VISITORS/PRESENTATIONS

### World Ostomy Day Proclamation

The Mayor proclaimed September 29, 2012 as World Ostomy Day to improve the rehabilitation of all ostomates worldwide.

### Culture Days Proclamation

The Mayor proclaimed September 28 – 30, 2012 as Culture Days in the Town of Gander.

### **3. MINUTES FOR APPROVAL**

#### **Motion #12-205**

#### **Minutes for Approval**

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on September 5, 2012 be adopted as presented.

In Favour: 5      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 report was presented by Councillor Oram.

The Public Safety and Human Resources Committee meeting was held on September 17, 2012. The meeting was chaired by S. Oram, Councillor. Other members present included: A. Scott, Councillor; Z. Tucker, Deputy Mayor; S. Fisher, HR Supervisor; A. Quilty, Fire Chief (A); O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

#### **PUBLIC SAFETY**

#### **Memorial Speeding- West End**

The Committee was presented with a report indicating the speeds recorded on Memorial Drive West. As this has been an area of record high speeds, the Committee recommends that the presence of the Municipal Enforcement Officer and the issuance of speeding tickets in this area should begin immediately. Other areas of excessive speed throughout Gander have also been identified and therefore speeding regulations will also need to be enforced.

## **Bus Stop**

The Municipal Enforcement Officer advised that a review of the bus stop on the corner of Yeager and Williams does not pose a hazard for school children. It was discussed however that children have no designated place to stand, other than the road, while waiting for the bus. The opposite side of the road with the sidewalk or the trail area leading to Magee Road, would be a more suitable and safe place for children.

The MEO will discuss these options with Mr. Paul Matheson at the School Board.

## **Hours of Training for Volunteer Firefighters**

The Fire Inspector advised that an open house to attract volunteer firefighters, was held at the Fire Hall on August 29. There were 20 – 30 people in attendance of which 10 applications are now on file.

The Committee was advised that the mandatory hours of Volunteer firefighting training should stipulate that a minimum of 10-15 hours of practical training is required. The remainder of the required volunteer training would include the attendance of meetings and other training. The Committee agrees with this suggestion.

## **Fire Safety Plan**

The Fire Inspector is working on plan and will present as soon as it is completed. The revised plan includes what to do in case of fire, bomb threat, and violent person in the workplace.

## **HUMAN RESOURCES**

### **Scent Free Workplace**

The HR Supervisor advised that more research is required prior to implementing a scent free workplace. The Committee would like to advise that until a decision has been made on whether or not to implement an official scent free policy in the workplace, employees and residents are reminded that, in an effort to keep our workplace healthy and safe for both employees and the public, please refrain from wearing overly scented products while working or visiting the Town Hall.

## **Rural Secretariat**

The Human Resources Committee agrees with the suggestion of removing the Director of Development from the Rural Secretariat due to effort and time commitment required. The HR Supervisor will investigate however if there are requirements for the Town to have an employee sit on this Committee or if a resident can represent the Town.

### **B. Parks & Recreation Committee:**

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

The Parks and Recreation Committee was held on September 17, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; D. Deschamps, Recreation Director; J. Turner, CAO.

The following items were discussed:

## **Airport Nordic Ski Club re Assistance**

The Department received a letter from the local ski club requesting assistance to help upgrade their trail system to woods road standard.

The Committee asked the Director to contact the club to discuss the resources required from the Town to upgrade the trail and to advise that their request for financial assistance will be looked at during the 2013 budget process.

## **Requests for Funding**

The following requests for funding were approved under the Grants, Subsidies & In-kind Services Policy.

The Gander Baseball Bantam Pilots for \$500. The team will be representing Newfoundland & Labrador at the AA Championships this month in Dartmouth, Nova Scotia.

The Central Boy's & Girl's Tennis team for \$500.00. Jacob Lane, Mike Adams, Matt Butt, David Summers, Erin McDonald, Rebecca King, Hannah Lane and Heather Chaisson represented Central at the Newfoundland and Labrador Games. The boy's team won the gold medal and the girl's the silver.



### **Stewardship Association of Municipalities (SAM) Fall Meeting**

A notice was received from SAM advising that their annual fall meeting is scheduled for October 12 – 13, 2012 in Happy Valley-Goose Bay. The Committee advised that they would not be sending a representative to this meeting.

### **Gander Senior Flyers Hockey Team**

The Director advised that the schedule for the Senior Flyers Hockey Team has been released and he will be meeting with the General Manager of the team later in the week to finalize some details.

### **Request from Gander Academy for Use of the Community Centre**

An email was received from Gander Academy requesting the use of the Community Centre for an hour on October 12<sup>th</sup> for an event for National Science and Technology Week.

The Committee declined this request due to the time and staffing required to install the floor for a one hour event as well as the loss in revenue from ice rentals. The Director will advise the school of the decision.

### **Parcel of Land #45 – Robertson Ave re Possible Leisure Space**

The Director was asked to review Lot #45 on Robertson Avenue to see if the Department would require this land for possible leisure space in the future. This will be reviewed and the Municipal Works Department will be advised.

### **C. Economic & Social Development Committee:**

The Economic Development Committee report was presented by Councillor Blundon.

The Economic Development Committee meeting was held on September 17, 2012. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: C. Elliott, Mayor; D. Chafe, Development Director; A. Crummey, Development Officer.

The following items were discussed:

## **Outdoor Market Update**

Difficulty in locating vendors for the Farmers Markets has led to the cancellation of three of the four market dates. The Farmers Market will now take place on Saturday, October 6<sup>th</sup> from 9 am to 2 pm. Any farmer, craft or food producer wishing to participate in the market can call the Development Officer at 651-5910.

The Christmas Market will be going ahead as planned on November 30<sup>th</sup> and December 1<sup>st</sup>. Thirteen of the twenty available spaces have already been booked.

## **Bell Aliant FibreOP**

The Committee was very pleased to hear that Bell Aliant will be investing \$2.75 million to bring its fibre optic services to homes and businesses in Gander. This new service will offer customers some of the highest internet speeds available in Atlantic Canada and can be used as an asset when marketing the Town of Gander as a place to do business.

## **Town Communications - YouTube**

The Committee discussed the possibility of using YouTube videos, which would be linked to the Town's web site and Facebook page, to relay important messages to our citizens. The videos could be used to explain in detail the process and reasoning behind various projects.

Staff will investigate the possibility and feasibility of using such videos and report back to the Committee at a later date.

## **New Building Construction – CFB Gander**

The Committee has been told that the article concerning construction at CFB Gander which appeared in the Beacon following the last Council meeting has been forwarded to National Defence Headquarters in Ottawa. The Committee is hopeful this will mean we may receive an update on the project in the near future.

## **Medical Student Golf Tournament**

The Committee was advised that the Medical Student Golf Tournament which took place on Saturday, September 15 was once again a big success. There were 62 students in attendance and their representative made a special point of thanking the Town of Gander for all our efforts in hosting this event.

**D. Tourism Committee:**

The Tourism Committee report was presented by Councillor Oram.

The Tourism Committee meeting was held on September 18, 2012. The meeting was chaired by S. Oram, Councillor. Other members present included: R. Anstey, Councillor; J. Turner, CAO; D. Deschamps, Recreation Director; K. Sceviour, Special Events Coordinator.

The following items were discussed:

**Festival of Flight**

The Event Coordinator has been in contact with a number of booking agents regarding entertainment for the Kitchen Party. Once a list of potential bands has been compiled, the Committee will discuss the options.

**Newfoundland and Labrador Culture Days**

The Event Coordinator updated the Committee on the possibility of hosting an event for Culture Days. Due to the cancellation of the outdoor market, we will not be having an event.

**Invoice – Fireworks FX Inc.**

The Committee reviewed the invoice and the Director advised the Committee that all goods and services has been received and meet the Town's specifications.

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

**Surcharge for Catering at the Community Centre**

Currently, the Gander Community Centre charges a fee to any outside caterer who caters a function in the building. This fee was charged because in the past the operator of the cafeteria paid 15% of gross sales as rent and Council thought it was unfair to permit outside caterers to use the facility without charging the equivalent fee. Presently, the rent charged to the cafeteria operator is based on a fixed amount so the Committee believes that the surcharge is no longer required as it makes catering at the centre more expensive and less competitive.

Currently, the catering surcharge only applies to onsite business that the lessee cannot handle.

**Motion #12-206****Surcharge for Catering at the Community Centre**

Moved by Councillor Oram and seconded by Councillor Anstety that the policy regarding charging a fee to outside caterers should be eliminated due to the fact that the current surcharge makes catering at the Centre less competitive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Eastport Peninsula Agriculture Exhibition Request for Funding**

A letter was reviewed from the Eastport Peninsula Agriculture Exhibition Committee requesting sponsorship of their event. The Committee will provide a donation of \$100.00 towards this event.

The Committee would like to discuss the policy of donating to other community events during the 2013 budget preparations.

**Municipalities Newfoundland & Labrador Request for Donation**

A request for financial assistance was received from Municipalities Newfoundland and Labrador for the upcoming conference being hosted in Gander.

**Motion #12-207****Municipalities Newfoundland and Labrador Request for Donation**

Moved by Councillor Oram and seconded by Councillor Anstey that a donation of \$3,500.00 be given to Municipalities Newfoundland and Labrador to help offset the cost of hosting their convention in Gander.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.



**E. Municipal Works & Services Committee:**

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

The Municipal Works & Services Committee was held on September 19, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; J. Turner, CAO; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

**30-32 Blackwood Drive**

Following the last Council meeting, the Director was asked to meet with the owner of 30 Blackwood Drive and along with support staff; he did visit the owner at this residence. The repair of the sidewalk adjacent to that property would cost approximately \$ 1200 -\$ 1500 and there are 7-10 other properties on this street in need of the exact same repair. This street is scheduled for a complete rehabilitation in the 2014 construction season.

The Committee discussed moving that street up a year in the schedule to 2013 but the Director advised there were other roads in worse need of repair and the Committee didn't see it being a good use of funds to do the short term repairs when the road is already scheduled for a complete overhaul in 2014.

The Director will contact the property owner explaining the Committee's rationale for this decision.

**Invoices for approval**

The Committee reviewed 7 invoices 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 to Council**

The Committee reviewed a letter from a resident expressing concerns about some of the properties in disrepair around town. Specifically, one was a recently acquired building of the Town of Gander on McCurdy Drive and he felt that this was an eyesore.

The Director advised that he was going to request funding in the 2013 budget process for maintenance of this property and grounds.

The Committee then discussed other properties around town in similar condition and the CAO gave a brief overview of some of the outstanding maintenance orders issued. The CAO advised he will follow up with the Town Clerk on the status of orders for these locations.

The Director of Municipal Works advised that the land currently adjacent to our depot is now accepting "green" yard waste only, that is, leaves, grass cuttings, and tree trimmings. This location has been chosen for a number of reasons. The area is currently under video surveillance and there is heavy equipment onsite to turn the waste as required. In addition it will reduce the amount of tonnage being shipped to the Norris Arm location and therefore reduce our cost. Residents are encouraged to drop green yard waste at this location as it is not permitted for curbside collection.

### **Letter-Public Library Board**

The Committee received a letter from the Gander Public Library Board thanking the Director for work completed by Municipal Works Staff in the past month and also expressed concerns with a water leak in the roof. It would appear this is mainly attributed to the heating and ventilation unit on the roof of the building. The Director advised that staff had investigated the problem, obtained a quote on replacing the unit that came in at approximately \$ 21,000, tax included. The quote was forwarded to the Library Board to see if they could secure the funding to have the work carried out. It was also recommended that sufficient funds be allocated for further repairs on the roof other than the area of the air conditioning unit to ensure that this doesn't happen in the future.

The Committee refers this item to the Finance Committee for its review and consideration.

### **Future Residential and Commercial Land**

The Committee had a general discussion on the lack of available land for both residential and commercial development in the Town of Gander. The Committee recommends that the Department enter into discussions with the Airport Authority to lobby the Provincial and Federal Government for some sort of joint use or shared arrangement for development of provincial and federal lands for future development.

### **Approval Motion, Raynham Avenue**

Municipal Plan Amendment # 1, 2012 and Development Regulations Amendment # 3, 2012 are now ready for approval by Council.

**WHEREAS** This amendment proposes to re-zone a parcel of land to the rear of Raynham Avenue from Comprehensive Development Area and Open Space Conservation to Residential Medium Density

**AND WHEREAS** the required advertising and provincial review has been completed, a Public Hearing held on July 10, 2012 at the Town Hall and the Commissioner's Report was received August 30, 2012.

**Motion #12-208**

**Approval Motion, Raynham Avenue**

Moved by Councillor Anstey and seconded by Councillor Blundon that Municipal Plan Amendment # 1, 2012 and Development Regulations Amendment # 3, 2012 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour:     5            Opposing:     0

**Decision:**     Motion carried.

**Approval Motion, Ogilvie St./Carr Cres.**

Municipal Plan Amendment # 2, 2012 and Development Regulations Amendment # 4, 2012 are now ready for approval by Council.

**WHEREAS** this amendment proposes to re-align the zoning boundaries of a future Residential Medium Density (RMD) zone between Ogilvie Street and Carr Crescent and a small Commercial Local (CL) zone will also be relocated within this perimeter.

**AND WHEREAS** the required advertising and provincial review has been completed, a Public Hearing held on August 7, 2012 at the Town Hall and the Commissioner's Report was received September 13, 2012.

**Motion #12-209**

**Approval Motion, Ogilvie St./Carr Cres.**

Moved by Councillor Anstey and seconded by Councillor Blundon that Municipal Plan Amendment # 2, 2012 and Development Regulations Amendment # 4, 2012 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour:     5            Opposing:     0

**Decision:**     Motion carried.

### 13 Memorial Drive

The Committee reviewed an application from the owner of 13 Memorial Drive requesting permission to subdivide a portion of the backland of that lot.

**WHEREAS** an application has been received from the owner of 13 Memorial Drive to subdivide a portion of back land

**AND WHEREAS** the application meets all the requirements of the Town of Gander Development Regulations and legal surveys are in place

#### **Motion #12-210**

#### **13 Memorial Drive**

Moved by Councillor Anstey and seconded by Councillor Blundon that permission be granted for the owner of 13 Memorial Drive to subdivide the lot into two separate parcels of land as per job survey # 6423-12, dated August 20, 2012.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### Lot 289 Penwell Ave.

The Committee reviewed an application from the owner of lot 289 Penwell Avenue requesting permission to subdivide the lot into 2 parcels of land.

**WHEREAS** an application has been received from the owner of lot 289 Penwell Avenue to subdivide the lot into two parcels of land

**AND WHEREAS** the application meets all the requirements of the Town of Gander Development Regulations

Council has requested more information regarding the subdivision of this lot. There were concerns raised regarding Council approving the subdivision which would result in cutting a street belonging to the developer and not the Town.

After discussion with the concurrence of the mover and the seconder the motion was withdrawn and the item was referred back to Committee for further review.

## **79 Raynham Avenue**

The Committee reviewed an application from the owner of 79 Raynham Avenue requesting permission to alter the property boundary.

**WHEREAS** an application has been received from the owner of 79 Raynham Avenue to alter the boundary between 79 Raynham and 81 Raynham.

**AND WHEREAS** the application meets all the requirements of the Town of Gander Development Regulations

### **Motion #12-211**

#### **79 Raynham Avenue**

Moved by Councillor Anstey and seconded by Councillor Scott that permission be granted for the owner of 79 Raynham Avenue to alter the boundary between 79 Raynham and 81 Raynham.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

## **9 Kent Place, Sewer Invoice**

Correspondence was received from the owner of 9 Kent Place indicating that they had a sewer blockage, subsequently informed the Town of Gander who checked the main line and determined that there was no blockage.. The resident was then instructed to call a plumber who cleared the sewer line and determined that the blockage was approximately 5-6 feet from the main line. Town staff visited the site and did a camera inspection and determined that there was a small deflection in the line, not enough to warrant a dig up and repair of the line. They had no concerns that this would cause problems in the future.

This repair does not fall within the guidelines of our re-imbursement policy and the Committee is recommending the resident be notified of this decision.

## **ANW Construction, Snow Clearing Contract**

The Committee reviewed correspondence from ANW Construction indicating that two companies had amalgamated and they would now like to exercise option "B" of the ***Snow clearing for Town Owned Parking Lots, # 10-44*** for the period of November 1, 2012- April 30<sup>th</sup>, 2013.



The Director advised that his staff had reviewed Option "B" and had no issues or concerns with the Town entering into that portion of the contract and the Committee was in agreement. This item is forwarded to the Finance Committee for its consideration.

### **Engineering Requirements 2013**

The Director gave the Committee an overview of the Engineering requirements for the Town of Gander Engineering Department for the last several construction seasons indicating that Capital requirements for 2009 was approximately \$ 2million, Capital 2010 was 1.7 million, 2011 was 1.4 million and 2012 was 2 million and the estimated capital for 2013 was estimated at 3.3 million.

The Director advised that he felt, without adding extra resources, that the department could not comfortably handle that volume of Engineering work in addition to the primary services to the residents with both residential and commercial new development in the town. He is recommending that Memorial Drive to Lothian and Cooper at an estimated construction cost of 1.6 million dollars be contracted out.

#### **Motion #12-212**

#### **Engineering Requirements 2013**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Engineering Department prepare a request for proposals (RFP) for Engineering Services for Memorial Drive road work from Lothian Court to Cooper Boulevard.

In Favour:     5            Opposing:     0

**Decision:**     Motion carried.

### **Tenders**

**Salt Plow Truck**-The Committee reviewed the results of the tender for the supply of one salt plow truck. Three tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by *Western Star Truck*.

The Committee recommends that the tender for the supply of one salt plow truck be awarded to Western Star Truck and refers the Tender to the Finance Committee for its consideration.

**Loader Tires** - The Committee reviewed the results of the tender for the supply and installation of 8 Loader Tires. Only one tender was received so the Director was asked to have purchasing obtain another quote to determine if the tender price was too high given that it included the installation of the tires as well as the supply.

**Activated Carbon & Sand Filter Media-** The Committee reviewed the results of the tender for the supply of Activated Carbon & Sand Filter Media. Two tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by **Univar**.

The Committee recommends that the tender for the supply of Activated Carbon & Sand Filter Media be awarded to **Univar** and refers the Tender to the Finance Committee for its consideration.

**Maintenance Management Software** - The Committee reviewed the results of the Request for Proposals (RFP) for the supply of Maintenance Management Software.

Seven tenders were received and the Director advises that the preferred bid was submitted by **Worktech**.

The Committee recommends that the tender for the supply of Maintenance Management Software be awarded to **Worktech** and refers the Tender to the Finance Committee for its consideration.

**Camera Vehicle Detection System-** There were no tenders received for this item. The Director advised that he had been in contact with several proponents who had shown an interest in the tender who indicated they just didn't have time to prepare their bid and didn't make the Town aware of this before the closing date to allow for an addendum. The Director is recommending that this item be re-tendered.

### **Home Based Business Application- 34 Raynham Ave.**

The Committee reviewed an Application for a home based business from a resident at 34 Raynham.

**WHEREAS** an application has been received from the resident of 34 Raynham Avenue to operate a business called **Newfoundland Vapour** offering T-shirts and electronic cigarettes and accessories online.

**AND WHEREAS** the application has been advertised and meets all the Town of Gander's HBB Regulations and Guidelines

#### **Motion #12-213**

#### **HBB – 34 Raynham Avenue**

Moved by Councillor Anstey and seconded by Councillor Scott that permission be granted for **Newfoundland Vapour** to operate a Home Based Business from 34 Raynham Avenue offering T-shirts and electronic cigarettes and accessories online.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

#### **F. Finance & Administration Committee:**

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

The Finance & Administration Committee was held on September 20, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; G. Brown, Director of Finance; J. Turner, CAO.

The following items were discussed:

Councillor Blundon left the meeting due to conflict of interest.

#### **Snow Clearing – Town Owned Parking Lots**

Council received a request from the contractor to extend the contract for snow clearing of the Town owned parking lots for a third year.

##### **Motion #12-214**

##### **Snow Clearing – Town Owned Parking Lots**

Moved by Councillor Scott and seconded by Councillor Anstey that the snow clearing contract for Town owned parking lots with ANW Construction be extended a third year.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

Councillor Blundon returned to the meeting.

#### **Tender for New Tandem Salt Truck**

The Committee reviewed the tender for the New Tandem Salt Truck as referred from the Municipal Works Committee. The Director advised that the tender is \$25,000 over Budget pending sale of old truck and the tendering process has complied with Council policies and recommends awarding the tender.

**Motion #12-215****Tender for New Tandem Salt Truck**

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for the supply of a Tandem Salt Truck be awarded to Western Star at a price of \$278,833 HST inclusive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Invoices for Approval**CAPITALAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE SEPTEMBER 19<sup>TH</sup>, 2012

- |    |                                                                                                                       |            |
|----|-----------------------------------------------------------------------------------------------------------------------|------------|
| 1. | H. Wareham & Sons Ltd.<br>01-000-0080-1890, claim #2 Airport Blvd Phase 3<br>Contract 435,438   Spent to date 201,474 | 186,893.21 |
| 2. | H. Wareham & Sons Ltd.<br>01-000-0080-1890, claim #3 Airport Blvd Phase 3<br>Contract 435,438   Spent to date 201,474 | 185,010.20 |
| 3. | B&M Paving 1983 Ltd.<br>01-000-0080-1890, claim #1, Heath Crescent upgrading<br>Contract 334,053   Spent to date zero | 277,189.83 |

OPERATING

- |    |                                                                                                                   |           |
|----|-------------------------------------------------------------------------------------------------------------------|-----------|
| 4. | Walters Hoffe Chartered Accountants<br>00-120-1000-7205, 2011 yearend audit<br>Budget 12,000   Spent to date zero | 12,995.00 |
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AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE SEPTEMBER 18TH, 2012

- |    |                                                                                                      |           |
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| 5. | Fireworks FX Inc.<br>00-710-100-6940, Custom Fireworks Display<br>Budget 16,000   Spent to date zero | 15,721.69 |
|----|------------------------------------------------------------------------------------------------------|-----------|

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE SEPTEMBER 19<sup>TH</sup>, 2012

|    |                                                                                                                                      |           |
|----|--------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 6. | H. Wareham & Sons Ltd.<br>00-000-0070-1405, Class A & B quarry materials<br>Inventory                                                | 15,548.80 |
| 7. | H. Wareham & Sons Ltd.<br>00-830-1000-7305, Release of Holdback, Nordic Ski Club contract<br>Budget 91,000      Spent to date 62,551 | 11,911.39 |

|                                       |                     |
|---------------------------------------|---------------------|
| Total capital invoices for approval   | 649,093.24          |
| Total operating invoices for approval | <u>56,176.88</u>    |
| Grand total of invoices for approval  | <u>\$705,270.12</u> |

The Director of Finance advised that the invoices were within budget and met the policies of the Town of Gander.

**Motion #12-216**  
**Invoices for Approval**

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

In Favour:      5      Opposing:      0

**Decision:**      Motion carried.

**2013 Assessment Roll**

The Town has received the 2013 Assessment Roll. Assessment Notices will be mailed to residents on October 1, 2012 and anyone who wishes to appeal their assessment must file their appeal with the Municipal Assessment Agency prior to October 31, 2012.

**Property Tax Reductions**

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



**Motion #12-217****Property Tax Reductions**

Moved by Councillor Scott and seconded by Councillor Oram that the two property tax reduction applications be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Tender – Eight Loader Tires**

The Committee reviewed the tender results for the supply of eight loader tires for which one bid was received.

**Motion #12-218****Tender – Eight Loader Tires**

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for Eight Loader Tires be awarded to Professional Tire at a cost of \$33,347.20 HST inclusive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Tender – Sprinkler Systems Inspections**

The Committee reviewed the tender for the supply of a maintenance contract for the Sprinkler Systems as referred from the Municipal Works Committee. The Director advised that the tender is within Budget and the tendering process has complied with Council policies and recommends awarding the tender.

**Motion #12-219****Tender – Sprinkler Systems Inspections**

Moved by Councillor Scott and seconded by Councillor Oram that the Sprinkler Systems Inspections contract be awarded to Viking Fire Protection at a cost of \$2,502.95 HST inclusive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Tender – Supply of Activated Carbon, Anthracite, Sand Filter Media**

The Committee reviewed the tender for the supply of Filter Media as referred from the Municipal Works Committee. The Director advised that the tender is within Budget and the tendering process has complied with Council policies and recommends awarding the tender.

**Motion #12-220****Tender – Supply of Activated Carbon, Anthracite, Sand Filter Media**

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for Water Plant Filtration Media be awarded to Univar at a price of \$78,467.20 HST inclusive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Tender for Fire Alarm and Transmitter Inspections and Testing**

The Committee reviewed the tender for the service of Inspections and Testing of the Town's Fire Alarms and Transmitters as referred from the Municipal Works Committee. The Director advised that the tender is \$3,555 over Budget and the tendering process has complied with Council policies and recommends awarding the tender. The contract is for a three year period.

**Motion #12-221****Tender for Fire Alarm and Transmitter Inspections and Testing**

Moved by Councillor Scott and seconded by Councillor Anstey the Tender for Inspection and Testing of the Fire Alarms and Transmitters be awarded to Troy Life Fire Systems at a cost of \$22,780.80 HST inclusive.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Capital Asset & Maintenance Management Software**

The Committee reviewed the results of the Request for Proposals for the supply of a Capital Assets and Maintenance Software Program as referred from the Municipal Works Committee. The Director advised that the tender is \$11,275 over Budget and the process has complied with Council policies and recommends awarding the Request for Proposals.

**Motion #12-222****Capital Asset & Maintenance Management Software**

Moved by Councillor Scott and seconded by Councillor Anstey that the Request for Proposals for Capital Asset Management and Maintenance Management Software be awarded to Worktech at a cost of \$168,741 HST inclusive.

In Favour: 4      Opposing: 1 – Councillor Oram

**Decision:** Motion carried.

**Standing Offer Agreement for Fire Fighter Uniforms**

The Committee reviewed the tender for the supply of Fire Fighter Uniforms as referred from the Public Safety Committee. The Director advised that only one bid was received and is within Budget and recommends awarding the tender.

**Motion #12-223****Standing Offer Agreement for Fire Fighter Uniforms**

Moved by Councillor Scott and seconded by Councillor Anstey that the Standing Offer for Fire Fighting Uniforms be awarded to R. Nicholls Distributors as attached at an estimated cost of \$7,841.07 plus HST with price based on tendered quantities and unit pricing.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**FCM Infrastructure Request**

The Committee reviewed an email from the FCM who are launching a campaign called Target 2014 Building our Future. The intent of the campaign is to ensure that new federal infrastructure plan reflects municipal priorities across the country.

Whereas, The Building Canada Plan and a number of important federal-provincial transfer agreements vital to Canada's cities and communities, will expire in March 2014;

Whereas, Federal investments over the last few years have helped to slow the decline of our cities and communities, and the Government of Canada has committed to develop a new long-term plan for municipal infrastructure funding in consultation with municipal and provincial/territorial governments;

Whereas, a seamless transition from Building Canada Plan to a new long term plan is necessary to ensure that municipalities can continue planning their capital spending effectively;

Whereas, The Federation of Canadian Municipalities (FCM) has launched a campaign to ensure the new plan reflects municipal priorities across the country and asks its member municipalities to pass a Council resolution supporting the campaign;

And Whereas, our community has continuing infrastructure needs, such as improvements to our sewage treatment systems, that can only be met with through the kind of a long-term planning and investment made possible by a national plan;

Therefore be it Resolved that Council endorses the FCM campaign and urges the Minister of Transport, Infrastructure and Communities to work with FCM to ensure the new long-term infrastructure plan meets the core infrastructure needs of cities and communities;

Be it Further Resolved that Council urges the Minister of Transport, Infrastructure and Communities to ensure that the new long-term plan is fully in place when existing programs expire in 2014; and

#### **Motion #12-224**

##### **FCM Infrastructure Request**

Moved by Councillor Scott and seconded by Councillor Blundon that a copy of this resolution shall be sent to the Minister of Transport, Infrastructure and Communities, to the Provincial Minister of Municipal Affairs, to the Federation of Canadian Municipalities and to Municipalities Newfoundland and Labrador.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

#### **Budget Schedule**

The Committee reviewed the proposed Budget Schedule for 2013 Budget. The Schedule would see the Budget adopted at the Public Meeting of Council of December 19, 2012.

#### **Motion #12-225**

##### **Budget Schedule**

Moved by Councillor Scott and seconded by Councillor Oram adoption of the 2012 Budget Schedule as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**G. Other:**

**Waste Water Steering Committee:**

The Waste Water Steering Committee report was presented by Councillor Scott.

The Waste Water Steering Committee was held on September 13, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; D. Blundon, Councillor; F. Huxter, Dept. of Municipal Affairs; T. Barron, Supervisor of Municipal Works Dept.; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

### Opening remarks

The Committee began its first meeting with introductions of Committee members and a general discussion on current waste water problems within the Town of Gander, the aging treatment facility and infrastructure, and how best to move forward.

### Role of Committee members

The Committee discussed the role of the attendee's at the meeting and it was the understanding of the Director of Municipal Works & Services that the Department of Environment was supposed to sit on this Committee.

#### **Motion #12-226**

#### **Role of Committee Members**

Moved by Councillor Scott and seconded by Councillor Blundon that a letter be written to the Department of Environment requesting a representative to sit on the Town of Gander Waste Water Steering Committee.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

## **Waste Water Treatment Study, Bae Newplan**

The Committee discussed the Treatment Study prepared by BAE Newplan Group, the consultant hired by the Town through an RFP process to look at the waste water treatment currently existing in the Town of Gander and possible solutions for a long term facility to handle such materials. It was noted that the report had not yet been completed and they were waiting on some further direction from Council and the Department of Environment which was now in place.

The Committee advised the Director to speak with the consultants to encourage them to finish the report and present a status update at the next Waste Water Steering Committee meeting.

## **RFP for a Consultant**

Mr. Huxter relayed to the Committee that it is the Province's position that any consulting firm or waste water treatment technology selected must be done through the RFP process. Interested proponents would be given the opportunity to present their technologies through that process to the Committee or a sub Committee for evaluation. The scope of work for Bae Newplan Group was discussed under the existing contract with the Town and the consensus of the Committee was that they would be present at the next and future committee meetings to present the findings of their report and assist the committee in finding short term solutions. The long term development and commissioning of a plant is probably in the vicinity of 5 -7 years to completion and the Town is experiencing immediate problems that need to be addressed.

## ***Bishop Water Technologies, Executive Summary***

The Committee reviewed correspondence from *Bishop Water Technologies* who expressed an interest in sharing their technology with the Town of Gander as a possible solution for waste water in the municipality.

The Director advised that he was meeting with a representative from Bishop Water Technologies in the near future and would communicate to them that they will be given equal opportunity to bid on a wastewater solution for the Town through the RFP process.

## **BAE Newplan Study**

The Committee discussed whether or not the BAE Newplan study should be made available to the public as several proponents had expressed interest in gaining access to the report.



The Committee is **not** recommending that the report be released as it is still in draft form and felt that the consultant should first be given the opportunity to finalize it.

## Next Meeting

The Director was advised to schedule the next meeting once BAE Newplan Group had finished their report and was ready to present it to the Committee.

Since the report, the next meeting was scheduled for October 23<sup>rd</sup>.

### 6. ADMINISTRATION

None.

### 7. CORRESPONDENCE

None.

### 8. NEW BUSINESS

#### Tender – Round Pond Culvert Upgrading

The Town let a tender for upgrading the culverts at Round Pond and three bids were received. The Director advised that the tender is \$6,030 over budget and has complied with Council policies and recommends awarding the tender.

#### Motion #12-227

#### Tender – Round Pond Culvert Upgrading

Moved by Councillor Scott and seconded by Councillor Blundon that the tender for the Round Pond culvert upgrading be awarded to B & M Paving(1983) Ltd. at a cost of \$87,668.79, HST inclusive subject to approval by the Provincial Department of Municipal Affairs.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

This is a cost shared project with the Province paying 70% and the Town paying 30%.

#### Tender – Camera Vehicle Detection Systems

The Town let a tender for the purchase of camera vehicle detection systems and two bids were received. The Director advised that the tender is within budget and the tendering process has complied with Council policies and recommends awarding the tender.

**Motion #12-228****Tender – Camera Vehicle Detection Systems**

Moved by Councillor Scott and seconded by Councillor Blundon that the tender for the camera vehicle detection systems be awarded to Powell's Electrical Ltd. at a cost of \$69,184.00, HST inclusive.

In Favour: 5      Opposing: 0

These cameras will be located at the Roe Avenue intersection and Markham intersection

**Decision:** Motion carried.

Councillor Oram left the meeting due to conflict of interest.

**Invoice – Professional Grading & Contracting Ltd.**

The Town received an invoice from Professional Grading & Contracting Ltd. for Claim #3 of the Magee Road reconstruction phase 2 project in the amount of \$184,719.96. The Director of Finance advises that this invoice is within budget and has been purchased following all policies of Council.

**Motion #12-229****Invoice – Professional Grading & Contracting Ltd.**

Moved by Councillor Scott and seconded by Councillor Blundon that the Professional Grading & Contracting Ltd. invoice for \$184,719.96 be paid.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

Councillor Oram returned to the meeting.

Councillor Scott left the meeting due to conflict of interest.

**Invoice – Central Newfoundland Waste Management**

The Town received an invoice from Central Newfoundland Waste Management for tipping fees for August in the amount of \$29,756.22. The Director of Finance advises that this invoice is within budget and has been purchased following all policies of Council.

**Motion #12-230****Invoice – Central Newfoundland Waste Management**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Central Newfoundland Waste Management invoice in the amount of \$29,756.22 be paid.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

Councillor Scott returned to the meeting.

**123 Memorial Drive**

The owner of 123 Memorial Drive asked Council for approval to build an accessory building on 123 Memorial Drive.

**Motion #12-231****123 Memorial Drive**

Moved by Councillor Anstey and seconded by Councillor Blundon approval of a building permit application for an accessory building at 123 Memorial Drive to a maximum of 970 square feet including an existing shed.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Swearing in Gerry Parrott**

The Town Clerk announced that Gerry Parrott was the winner of the by-election and Mr. Parrott came forward to swear the oath of office. Mayor Elliott welcomed Councillor Parrott and wished him well.

**9. ADJOURNMENT****Motion #12-232****Adjournment**

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

In Favour:     6        Opposing:     0

**Decision:**     Motion carried.

The meeting adjourned at 6:10pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**