

MINUTES

Regular Meeting of Council Wednesday, November 7, 2012 @ 4:30 pm Council Chambers

Present:	C. Elliott	Mayor
	Z. Tucker	Deputy Mayor
	A. Scott	Councillor
	D. Blundon	Councillor
	S. Oram	Councillor
	G. Parrott	Councillor
Advisory and Resource:	J. Turner	Chief Administrative Officer
	J. Blackwood	Director of Municipal Works & Services
	G. Brown	Town Clerk
	D. Deschamps	Director of Recreation and Community Services
	S. Fisher	Human Resources Supervisor
	D. Chafe	Development Director of Development
	P. Fudge	Fire Chief
Regrets:	R. Anstey	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Poppy Remembrance Proclamation

On November 1, 2012 the Councillor Scott proclaimed November 1 – 11th as Remembrance Period where it is a time for each one of us to reflect and recall to mind the sacrifices made by our Veterans to ensure the peace we now enjoy.

Restorative Justice Week Proclamation

The Mayor proclaimed November 18 – 25, 2012 as Restorative Justice Week whereas in the face of crime or conflict, restorative justice offers a philosophy and approach that views these matters principally as harm done to people and relationships.

Peter Pan Proclamation

The Mayor proclaimed November 20, 2012 as National Child Day in the Town of Gander whereas they provide a community service who support the Rights of Children.

3. MINUTES FOR APPROVAL**Motion #12-255****Minutes for Approval**

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that the Minutes from the Regular Meeting of Council on October 17, 2012 be adopted as presented.

In Favour: 6 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 October 29, 2012. The meeting was chaired by S. Oram, Councillor. Other members present included: A. Scott, Councillor; G. Parrott, Councillor; Z. Tucker, Deputy Mayor; S. Fisher, HR Supervisor; J. Turner, CAO; P. Fudge, Fire Chief; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY**Bus Stops**

The CAO advised that it is Council's policy that the location of Bus Stops are determined by the School Board as they have all of the information surrounding their establishment such as the bus routes and number of students.

Council's role is to ensure that bus stops, in consultation with the School Board, are identified on the construction drawings. The Committee is concerned with the safety of children on roads during the winter season and therefore request that the Municipal Enforcement Officer investigate how many bus stops are actually on the non-sidewalk side.

Further to this, the Committee is recommending that this be forwarded to Municipal Works for review of regulations regarding the location of sidewalk and bus stops for future development.

Morris Trucking

Complaints have been received regarding the parking of commercial vehicles in a residential area. The Municipal Enforcement Officer advised that the present By Law permits a vehicle with the carrying capacity used by Morris Trucking and questioned whether or not the Committee would like to have a review conducted. The Committee concurred and also requested confirmation that Morris Trucking has been approved for a Home Based Business Permit at his present location as his business was approved based on his old Rickenbacker Road address. This will be referred to the Development Department for further investigation.

Gazebo

The Town received a letter regarding concerns that the Gazebo located in the Town Square was being used as a place for the teenagers to drink and use drugs. In addition, concerns were raised regarding the condition of the structure and suggesting that it be removed. The Municipal Enforcement Officer advised that the intent of the structure was to have a place where the teenagers could hang out. Prior to this, teenagers would hang out under store canopies around the Town Square causing more nuisance than if they were using the gazebo.

The Committee decided to leave the gazebo where it is currently located and the CAO stated that he would have Municipal Works review the condition of the structure and have it repaired if necessary.

Variance Report

The Committee reviewed the Variance Report for the third quarter of 2012. It indicated it projected a shortfall in Public Safety of \$28,608. The two major factors related to this shortfall were the loss of the police radar for an extended period of time, as well as electrical cost for the Fire Hall being 7000 more than budgeted.

RCMP Report

After reviewing the report, the Committee would like to have the report broken down to include the number of actual tickets that were issued for the period. The Municipal Police will request that the RCMP have this done for their next report.

Magee Road Sign

The Committee noted that there was a school zone sign missing on Magee Road at the intersection of Memorial Drive. This is referred to Municipal Works for investigation and action.

Magee Road Main Electrical Wire

Concerns with respect to the safety of the 77,000 watt main wire running directly on Magee Road was discussed. With three large schools and a residential apartment all in the same location there is a potential for injury or death in the event of issues with this main power line. The Committee has requested that the Town contact NL Power to discuss the issue.

The MEO and Fire Chief left the meeting.

The Director of Recreation and Community Services joined the meeting.

HUMAN RESOURCES

Fire Services Request Outside of Municipal Boundaries

A detailed discussion took place regarding the requirement of our Municipal Enforcement Officers to respond to Fire Services Requests Outside of Municipal Boundaries. The Committee has requested more input from the RCMP as to what role they play into this response. An invitation to attend our next meeting will be sent to the Gander Detachment to discuss this issue further.

Community Centre

The Director of Recreation and Community Services presented the Committee with an alternative to filling the vacancy created by the resignation of Operations Supervisor at the Community Centre. The Director recommended that rather than filling the position with a supervisor position, he recommended that the unionized lead hand position be created for a 3 month trial period. The Committee agrees with the temporary trial position and since it is a temporary position is recommending that it would be posted internal only.

Motion #12-256**Community Centre Operations Supervisor Position**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the position of Community Centre Operations Supervisor would not be filled and that a temporary unionized position of lead hand would be created and evaluated for a three month period and that the position would be open to internal applicants only.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #12-257**Community Centre Operations Supervisor Amendment - Vote**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker to amend the posting to read internally and externally.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #12-258**Community Centre Operations Supervisor Amendment**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker to adopt the motion as amended.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Queen's Diamond Jubilee Medal

A new commemorative medal was created to mark the 2012 celebrations of the 60th anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada. The Medal Program is a tangible way for Canada to honour Her Majesty for her services to this country. At the same time, it serves to honour significant contributions and achievements by Canadians. During this year 60,000 deserving Canadians will be recognized.

The Committee was advised that the deadline for nominations has been extended to December 31, 2012.

Sustainable Planning Seminar

Municipalities Newfoundland and Labrador will be conducting a workshop on Sustainable Planning on November 13 at Hotel Gander. All interested Council members are welcome to attend.

Registration forms are available online at www.municipalitiesnl.com.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on October 29, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; G. Parrott, Councillor; D. Deschamps, Recreation Director; J. Turner, CAO; B. Freeborn, Administrative Assistant.

The following items were discussed:

Hockey School Contract

Hockey Newfoundland & Labrador were contacted with regard to the number of weeks they will need to run their High Performance Program in August 2013. The organization notified the Director that they will only require two weeks.

The Committee asked the Director to prepare a request for proposal for interested parties who would like to run a summer hockey school following the Hockey Newfoundland & Labrador Camp. The proposal must state that there is a minimum hourly ice rental rate and a minimum amount of hours per week required in order to make this cost effective for the Community Centre.

Washroom Storage Building

The Director is still reviewing the site and type of building to be located at the recreation complex near the ball fields due to the recent tender coming in over budget. The Committee asked the Director to look into the cost of purchasing a portable building so it can be moved if needed. They also asked the Director to check with the Dept of Municipal Works to make sure such a building meets the town's regulations.

Gander Flyers

The Gander Flyers have hosted the first three of their home games at the Gander Community Centre and the events have been a success. There have been 1100 to 1300 fans in attendance. The Community Centre will continue to work with the Flyers throughout the season. The feedback received from fans thus far is very positive and a big thanks goes out to the Parks and Recreation Administration Assistant for going above and beyond to make sure our customers' needs have been taken care of.

Tidy Towns

The Town of Gander received notice that we have won the 2012 Tidy Town Award. This is a great honour and the Committee would like to thank all the businesses, citizens, Civic Enhancement Committee and the Town of Gander employees who helped in any way to make this a success.

Gander Community Tennis Association re Budget

A letter was received from the Tennis Association requesting funding in the upcoming budget to help with improvements to their facility.

The Committee felt that these groups put a lot of work and effort into running their programs and are suggesting that a donation be made in the amount of \$5,000.00. The Director will include this request in the 2013 budget process.

Thomas Howe Forest Foundation re Budget

The Thomas Howe Forest Foundation also wrote requesting an increase in their annual budget for 2013. The Committee agreed that this group also puts a tremendous amount of work into their Foundation and is recommending that the Director put forth a donation of \$5,000.00 in the 2013 budget process.

Snowmobiling – Cobb's Pond Rotary Park

A request was received from Sideways Motorsports to have a snowmobile drag race for one day during the winter if the conditions are suitable on the ice at Cobb's Pond Rotary Park. The Committee does not have a problem with this request as long as the Director checks with the Municipal Works Department to ensure that it will not interfere with any work being done by the contractor in the area.

If the race does proceed, a copy of their insurance will be required by the Department at least two weeks prior to the event.

The CAO stated that the contractor has concerns with insurance coverage especially as it stipulates in the contract that the contractor is responsible for insurance in the area and requests that the Town of Gander would be responsible for all damage incurred.

The item was referred to the Municipal Works & Services Committee.

Variance Report

The Committee reviewed the variance report and questioned the Director on the amount of dollars spent on the elevator at the Community Centre. The Director will check with the company that does the maintenance to see how to solve this problem.

T’Railway Upgrading

Municipal Works asked the Department to review a section of the T’Railway near the Fire Hall which poses a safety concern due to the embankment in that area. Other areas of the T’Railway were also discussed such as the area near Gander Toyota.

The Committee asked the Director to re-evaluate the current community T’Railway and Councillor Parrott agreed to help the Director with this.

Request for Funding

The following request was approved under the Grants, Subsidies & In-kind Services policy:

The Gander Community Tennis Association for \$200 towards the tournaments they hosted this past summer. They hosted a couple of tournaments where there were approximately 120 participants and coaches.

They were also approved for \$100 towards the cost of hosting a professional coach from St. John’s to run their program for four weeks this summer.

Cobb’s Pond Rotary Club Advertising Contract

The Rotary Club contacted the Department regarding the advertising around the boards on the ice surface at the Community Centre. One of the advertisers complained that due to the number of marks from pucks on the boards, the advertisements are difficult to read.

The Director explained that these marks have been there for a number of years and cannot be removed. The Director will ensure that the cleaning of these boards will be added to the Department work list to be completed at the end of every season.

The Committee asked the Director to check into pricing for the replacement of a number of these advertising board covers and add it to the 2013 budget requests. The Gander Rotary Club will be contacted and current advertising can be moved to a more convenient location if needed in the interim.

Outdoor Rink

A young resident contacted the Director with regard to the Town of Gander possibly having an outdoor rink. The Director did a review of areas in Town and is suggesting that the ball fields would be a perfect location as we have the lights and water source available. The Director will be meeting with the Municipal Works Department to discuss the feasibility of this project.

Civic Enhancement Committee – Role of the Department

The Director is suggesting that the responsibility for the Civic Enhancement Committee fall under the Department of Municipal Works. At the last meeting all members were in agreement that most of the work being done for the Civic Enhancement Committee falls under the Municipal Works Department.

The Committee agrees with this recommendation and forwards it to the Municipal Works Committee for their review.

Multiplex

At the September 5, 2012 Committee Meeting, Council passed a resolution to enter into negotiations with Tract Consulting to perform services of a feasibility study for the Multiplex. At the last Multiplex Committee Meeting the direction was given that the Prime Consulting Agreement be issued to Ron Fougere Associates.

Motion #12-259

Multiplex – Rescind Motion #12-200

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker to rescind motion #12-200 which agrees to offer Tract Consulting the Multiplex consulting agreement.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #12-260

Multiplex – Ron Fougere Associates

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that Council enter into negotiations with Ron Fougere Associates to perform the services of a feasibility study of constructing and operating a multiplex for the Town and if there is a failure to obtain a prime consulting agreement with Ron Fougere Associates within a reasonable timeframe, then Council wishes to proceed to negotiate a contract with the second proponent, Tract Consulting.

In Favour: 6 Opposing: 0

Decision: Motion carried.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Deputy Mayor Tucker.

The Economic Development Committee meeting was held on October 29, 2012. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; D. Chafe, Development Director.

The following items were discussed:

Letter from Hon. Peter Penashue

The Committee reviewed a letter from the Honorable Peter Penashue, Minister of Intergovernmental Affairs which provided follow-up on issues raised during the September 13th meeting between the Minister and Council.

In his letter, Minister Penashue indicated that the nationwide consolidation and automation of the processing of Employment Insurance claims was proceeding as previously announced but that it would not impact on the front desk services offered by Service Canada. Those whose positions have been affected have until the end of the year to indicate whether they wish to compete for the remaining jobs, relocate, retire or accept a severance package.

On the issue of planned construction at CFB Gander, the Minister advised that construction of phase one will commence in 2013 and phase two by 2015, subject to the availability of departmental funding in that fiscal year.

While the Committee is disappointed with the decision impacting Service Canada employees, it is hopeful that the Government of Canada will honour its commitment to CFB Gander and 103 Search and Rescue.

We would like to thank Minister Penashue for meeting with and providing the additional information and clarification we requested.

Letter from Resident to Hon. Peter Penashue

A local resident recently emailed the Honorable Peter Penashue expressing his opinion on the planned position cuts and relocation for the Gander office of Service Canada.

In his email, our resident expresses concern over the economic impact the cuts will have on the community and recommends that if the cuts are absolutely necessary that the changes be made through natural attrition in the course of several years. The gradual shift would mitigate the impact on individual and families and the local economy.

The Committee appreciates the residents input and hopes that Government of Canada will consider less disruptive alternatives as they proceed with their consolidation plans.

Letter from the Public Service Alliance of Canada

In an email dated October 12, 2012, the Public Service Alliance of Canada, through Ms. Jeannie Baldwin, Regional Executive Vice President, advises that two staff positions presently located in Gander will be relocated to St. John's. Ms. Baldwin indicates that the decision captures the needs of the provinces membership as a whole.

The Committee cannot understand why, on one hand the union and its members seek the support of Council to preserve jobs in Gander, then they themselves do exactly what they criticize the Federal Government for.

A letter will be written to PSAC requesting the rationale for the decision and expressing concerns regarding the loss of jobs in our community.

Provincial Cabinet Shuffle

On October 19th Premier Kathy Dunderdale announced changes to the Provincial Cabinet. In addition to ministerial changes to several departments, Premier Dunderdale announced the creation of a new office of Public Consultation, a branch within Executive Council with a mandate to ensure that every department conducts effective, targeted and interactive public consultations. The Committee believes that this is a positive step and looks forward to receiving more information on the program.

Variance Report

The Department presented its variance report for the period ending September 30, 2012.

The Department is projecting savings of \$31,231 with \$46,600 in savings under business travel offsetting approximately \$9,000 in lost revenues associated with cancellation of the fall farmer's markets. Most of the savings have resulted from the department receiving outside funding for its business attraction program.

ICSC Report

The Committee was updated on the most recent International Council of Shopping Centers Canadian Convention. The reports indicated that retailers and developers remain interested in Gander and in some cases have advanced plans for new development. Department staff will continue to work with and support those interested in investing in the community.

Town Owned Parking Lots

The Committee discussed and item brought forward by one of its members, specifically the naming of the Town owned parking lots. Under current policy, streets in the Town of Gander are named after distinguished aviators and pioneers of the industry but there is no provision for parking lots. The Committee feels that the naming of parking lots would be beneficial and has asked that staff prepare a list of appropriate names for consideration.

Commercial Landscaping Deposit

Councillor Blundon raised a question as to why landscaping deposits could not be returned prior to a commercial developer completing the required landscaping and paving. Present development regulations define paving as a part of landscaping and the purchase and sales agreement clearly stipulates that all landscaping must be complete before the deposit is refunded. The Committee debated the requirement to complete paving as a part of the landscaping and ultimately decided that it remain so.

As per the development regulations, the landscaping deposit will only be returned upon completion of all landscaping work, including paving.

Deputy Mayor Tucker stated that the idea of a landscape deposit was to provide money to finish landscaping should the developer not complete the work as indicated on the approved Development Agreement. It was noted that the current 10% deposit requirement would not cover the cost of completing landscape deficiencies.

The Mayor indicated that this item is to be returned to Committee for review and recommendation.

Outdoor Market

Councillor Parrott suggested that one of the twenty kiosks used for the various outdoor markets be made available to a local charitable organization at no charge.

The kiosk must be used exclusively for fundraising including the sale of tickets and accepting donations but must not offer products or services for sale that competes directly with any other vendor at the market.

The Committee supports this idea and has directed staff on the matter.

Motion #12-261

Outdoor Market

Moved by Deputy Mayor Tucker and seconded by Councillor Parrott that if all the booths were not rented out, the Town would allow a booth to be used by a local charitable organization at no charge.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Blundon left the meeting due to conflict of interest.

Downtown Redevelopment

A representative of the Civic Enhancement Committee has approached the Development Department wishing to discuss how they might assist with the redevelopment of the downtown commercial district.

The Committee asked for additional information on the type of work proposed and will discuss the item at its next scheduled meeting.

Councillor Blundon returned to the meeting.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on October 30, 2012. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; D. Deschamps, Recreation & Community Services Director.

The following items were discussed:

Variance Report

The Committee reviewed the variance report and discussed the loss of revenue for the Kitchen Party during the Festival of Flight. The Finance Director explained some of the reasons but the Committee thinks that more discussion is needed for long term planning for the Festival of Flight and in particular, the Kitchen Party.

Adventure Central Annual General Meeting

The Annual General Meeting is being held in Grand Falls-Windsor on Tuesday, November 20th at 7 pm. The Department will check to see if anyone is available to attend.

Chamber of Commerce Afternoon Tea

The Chamber will be hosting an afternoon tea/coffee with MP, Joyce Murray on November 2nd. Ms. Murray will be speaking on small business and tourism. The Committee recommended that a department representative attend if available.

Invoice – Destination Gander

The Committee reviewed the attached invoice which was presented for its consideration. The Director advised that the goods and services have been supplied in accordance with the requirements of the contract and the Committee refers the invoice to the Finance Committee for its consideration and recommendation to Council.

The Committee also asked that the Executive Director of Destination Gander be invited to the next Committee Meeting to provide an update.

Festival of Flight

The Committee feels strongly that a meeting is needed to discuss the Festival of Flight within the next couple of weeks. The Director will speak to the Special Events Coordinator to setup the meeting.

It was noted that in the past, the more money spent on bigger bands resulted in higher attendance rates and profits.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on October 31, 2012. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; J. Blackwood, Director of Municipal Works & Services; J. Turner, CAO.

The following items were discussed:

61 McCurdy Drive

Councillor Blundon excused himself from the meeting due to conflict of interest.

It was the consensus of Council that Councillor Oram was not in conflict of interest for the next item.

The Committee reviewed correspondence between the Town of Gander and the owners of 61 McCurdy Drive regarding water issues at or near this property.

The Director advised that in his opinion, there was no more water now than prior to recent road reconstruction work on Magee Road, entering 61 McCurdy Drive from Town property. In fact, some catch basins were re-engineered so that a fair volume of water from the adjacent properties was now being redirected away from 61 McCurdy. The Committee agreed and is recommending that no further action be taken at or near this property.

Councillor Blundon returned.

Accessory Building - Regulation Change

The proposed changes to the Accessory Building Regulations are being presented for the second and final reading:

WHEREAS there were no objections or recommendations received after the first reading

AND WHEREAS the Committee recommends the approval

Motion #12-262

Accessory Building – Regulation Change

Moved by Councillor Parrott and seconded by Councillor Blundon that the proposed change to the Accessory Building regulations be approved, as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

99 Rickenbacker Road

The Committee reviewed photographs taken prior to the reconstruction of Rickenbacker Road and photo's after the work was completed noting that there was previously a significant amount of water pooling on the road in front of 99 Rickenbacker. Following the reconstruction of that road, the ponding was significantly reduced and the contractor was asked to go back a second time to help shape the roadway to direct the water away from that property. The Committee feels that this issue has been adequately addressed and that no further action is required.

TAC Standards -4 way stops and Crosswalks

The Committee reviewed the Transportation Association Standards (TAC) for the installation guidelines on 4-way stops and how it would apply to the intersection at Cooper Boulevard and Memorial Drive.

The installation is possible at this intersection however; the Committee is recommending that in the 2013 Budget process, funding for a traffic study be allocated to better understand the traffic flows at this intersection. Following that study, a recommendation would be made by the consultant and Council could then decide whether a 4 –way stop or a controlled intersection is warranted. The Chairperson of the Safety Committee for Nav Canada will be notified of Council's decision.

Invoices for Approval

The Committee considered the invoice from LSG Construction Limited for Claim # 1 of the Cobbs Pond Park Redevelopment along with correspondence from the Director of Municipal Works to *Tract Consulting*, the engineering consultants for the project, expressing concerns about cost overruns for amassed common and rock backfill.

Tract Consulting responded indicating that their civil engineers had made a volume calculation error which resulted in significant lower volumes in unit price tables that would be required and they had now adjusted their estimate to indicate the actual required amount of this material.

The Director advised that the Department would be reviewing the new information provided. *Tract Consulting* also advised that they had identified areas of cost savings that could help ensure the project came in on budget without sacrificing the integrity or the quality of the work being carried out. The Committee was comfortable with this explanation as the Director advised he would look into it further and closely monitors the quantities as the project progressed.

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

Councillor Oram stated that if there were errors made in tendering process again shouldn't the engineering company be responsible for mistakes and he questioned their accountability.

Councillor Scott stated that it was a unit price contract and therefore the contractor was not liable for additional units.

The CAO stated this is a legal issue and the Regular Meeting should be adjourned and the item discussed in a Privileged Meeting.

This item was referred to a Privileged Meeting of Council.

9 & 12 Melvill Place

The Committee reviewed correspondence from the owners of 9 & 12 Melvill with an attached petition from several residents in that area expressing concerns over the fact that their subdivision had not been completed, more specifically Binnie Street and sidewalks still to be completed. The Director advised the Committee that following the last Committee meeting letters of default had been sent to the developer and these residents would be written notifying them of the course of action Council had taken to try to bring these developments back on course.

Deputy Mayor Tucker stated that paving is ongoing and that work on Binnie Street sidewalks has begun.

Atlantic Concrete Association

The Committee reviewed correspondence from the Atlantic Concrete Association expressing concerns brought to their attention, that the Municipality of Gander was accepting bids for projects from ready mix concrete producers who were not members of the Atlantic Concrete Association.

They are urging all specifying authorities including the Town of Gander to continue to support the Atlantic Concrete Association Plant Certification Program to ensure ready mix concrete producers have the appropriate capabilities to produce concrete to meet the project needs.

The Director advised that at present, both ready mix plants within the Town of Gander were certified and are members of this association.

In the past, the Town of Gander has accepted ready mix concrete from facilities without certification as there was no producer in the general vicinity that was certified. As of this past construction season, two of the local ready mix plants have become certified and are members of the Atlantic Concrete Association.

It was the consensus of Council that Councillor Scott was not in conflict of interest for the next item.

CAW Letter

The Committee reviewed correspondence presented to Council at their last meeting from the CAW Local 597 indicating that they had been notified at a labor management meeting on October 1, 2012 that the Town of Gander would not be renewing the position of refuse collection operator and that this work would be contracted out to the CNWM authority. They are requesting that the Town immediately reverse this decision. The Chief Administrative Officer advised that Management had met with the union in December of 2011 and advised them of the proposed change that was being presented at the budget presentation meeting and were advised that Council had indicated that the jobs would be reduced through attrition.

The Committee reviewed the budget speech for 2012 which had clearly stated that the Town was considering contracting out this service. After careful review by Municipal Works and Finance the recommendation was made that this service could be provided more economically feasible by CNWM authority. The Committee is not prepared to recommend reversing the decision.

VON Broadening Horizons Recycling

The Committee reviewed correspondence from the VON Broadening Horizons Recycling indicating that they wish to be considered for continued financial support by the Town during the 2013 Budget deliberations. They thanked the Town for their support in the past and the Director advised that he would include this in the budget process for Councils consideration at that time.

Sanitary & Storm Systems-Master plan

The Committee discussed the master plan for the Town of Gander sanitary and storm systems. Part of the report brought to the Town by the Towns Consultant on wastewater, BAE Newplan Group, indicated that one option for future waste water treatment in the Town was to convert the older section of town from a combined system to a separated sanitary and storm system.

The Committee discussed the impact of incorporating these new design standards while rebuilding streets throughout town under the capital works program. The Director advised that he would place it on the next Waste Water Steering Committee meeting for discussion and consideration.

Councillor Oram questioned whether or not a new sewer treatment plant could be avoided by separating the existing sanitary and storm sewer infrastructure in the old section of town?

The issues raised by Councillor Oram were addressed in the report by Bae NewPlan Group – waste water treatment study.

Removal Orders

The Committee reviewed recent removals orders that had been issued for 4 properties on Roe Avenue for the destruction and removal of Town curb without approval and for failure to meet submitted approved site plans.

Motion #12-263 Removal Orders

Moved by Councillor Parrott and seconded by Councillor Blundon that removal and remediation orders be issued for the following properties;

- H& M Enterprises- 135 Roe Avenue
- Beaton Holdings Ltd-105 Roe Avenue
- Glenn Collings Ltd -176 Roe Avenue
- Action Truck Caps – 145 Roe Avenue

In Favour: 5 Opposing: 1 – Councillor Oram

Decision: Motion carried.

Discussion regarding enforcing these regulations took place. Council was advised that the process is for the developer to submit a plan to Engineering for approval. It was after this approval that the developer took it upon himself to change the previous approved plan by removing Town curb and paving to the roadway. These regulations should be reviewed as discussed by the Municipal Works Committee.

Deputy Mayor Tucker left the meeting.

Green Municipal Fund

The Committee discussed the Green Municipal Fund, a program which provides funding for a capital project involving the retrofitting, construction, replacement, or expansion of a fixed asset or infrastructure which would improve the environmental performance within a municipality. The potential is for low interest rate loans and grants to implement capital projects. Funding could be provided up to 80% of the eligible project costs with a loan maximum of up to 10 million dollars and a grant amount usually set at 20% of the loan to a maximum of one million dollars.

The Committee agreed that the waste water facility would be a good example of this type of project and recommends that the Town move forward with the application.

The Director advised that there is a considerable amount of work involved in researching and compiling information for this application and is recommending that the seasonal engineering clerk be allocated part time work to have this application filled out and submitted without delay.

The Committee agreed with the recommendation and forwards it to the Finance Committee for its consideration.

NL Power-Take Charge Challenge

The Committee reviewed correspondence from NL Power providing information on their **Take Charge Campaign** that has the potential for a municipality to win \$ 7,500 to use towards a community project. This is a fun community based challenge aimed at engaging communities across NL and Labrador to promote saving energy and saving money.

Councillor Dave Blundon volunteered to become the Town Champion who would act as team captain throughout the challenge. The event is set to take place between October 4, 2012-April 12, 2013.

New Federal Waste Water Effluent Regulations

The Director briefed the Committee on a document prepared for the Town of Gander by BAE Newplan Group Limited, which is a summary of the new ***Federal Waste Water Effluent Regulations***, monitoring and sampling requirements, its impact on the municipality and the recommended go forward plan for the Town.

Councillor Scott left the meeting.

Central NL Waste Management - Curbside Collection Agreement

The Committee reviewed the agreement between the Town of Gander and the Central NL Regional Service Board for curbside collection commenced to start on November 1, 2012. The Committee had no issues or concerns with the agreement and is recommending signing the agreement as presented.

Motion #12-264

Central NL Waste Management – Curbside Collection Agreement

Moved by Councillor Parrott and seconded by Councillor Blundon that the Mayor and Town Clerk be authorized to sign the Curbside Collection Agreement with the Central NL Regional Services Board.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Deputy Mayor Tucker and Councillor Scott returned to the meeting.

Quarterly Variance Report

The Committee reviewed the Municipal Works Departmental Variance Report to September 30, 2012. The Director advised that the total Municipal Works budget was at this time under budget.

The Committee reviewed some of the larger variances which include savings in wages for positions that were vacant and required some time to be refilled. The single largest variance was a cost savings and delay in the Central NL Waste Management Curbside Collection Programs starting up. A few other items were discussed with no major concerns and the Committee recommends that this item be forwarded to the Finance Committee for their review and consideration.

McCurdy Enterprises Limited

The Committee reviewed correspondence from McCurdy Enterprises Limited pertaining to letters of default for subdivision development agreements that were sent out following the last meeting of Council. The letter raised some concerns about the relationship between the Town of Gander and McCurdy Enterprises in recent endeavours through development agreements and capital works projects. McCurdy indicated that they were available for consultation if the Town wished to discuss in more detail the letters that were sent between the two parties.

The Director advised that after receipt of the letter he had contacted the developer indicating that he wished to meet to discuss the issues prior to a meeting of Council. Following or in the absence of that meeting arrangements will be made for Council to meet with the developer to discuss outstanding issues.

Calhan Investments-Kingsford Smith Place

Calhan Investments are nearing a state of substantial completion and the Committee reviewed the site plan for the proposed park development as well as the intent as written in the agreement between the Developer and the Town of Gander to see if it met the intent of the agreement as it was constructed to date.

The Director was advised to check the proposal call to see if this also complied and if so then the Committee had no issue with granting the Certificate of Substantial Completion provided all the requirements of the agreement were met.

Geosmin Report

The Committee reviewed a report from the Water and Sewer Foreman pertaining to a recent problem in the Town of Gander during the summer months with Geosmin which is the element that gives an earthy smell to the potable water in some areas of Town. After extensive research between the Engineering department and the Water and Sewer Department a dead end section of 4 " watermain was located that ran from Quimby to what is now Quimby apartments.

The line was never used and was capped off creating a section of stagnant water. Town staff exposed this line removing the unused section. This line was exposed and the stagnant water removed and the line recapped. The Department is hopeful that this has corrected the issue however only time will tell for certain.

The Committee discussed the importance of ensuring that our water system was looped where at all possible and that any dead end sections of line not exist to prevent any further circumstances of this nature from occurring again.

Meeting with Residents of Ogilvie Street

The Committee was updated on a meeting that took place on October 25th, 2012 with the residents of Ogilvie Street, the Town CAO and the Director of Municipal Works and Services to discuss the proposed development adjacent to Ogilvie Street. The CAO advised that the residents were unwilling to entertain any sort of development in that area prior to the completion and evaluation of the Hydrogeological study as proposed in previous correspondence.

The Town is proceeding as originally proposed with the study and once those results are made available, they will be presented to Council and the residents of the Town of Gander.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on November 1, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; G. Parrott, Councillor; G. Brown, Director of Finance; J. Turner, CAO.

The following items were discussed:

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS COMMITTEE OCTOBER 31, 2012

- | | |
|---|------------|
| 1. LSG Construction Limited | 216,684.87 |
| 01-000-0080-1837, Claim #1 Cobb's Pond Park Redevelopment | |
| Contract 2,765,085 Spent to Date zero | |

OPERATING**AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE OCTOBER 30, 2012**

- | | |
|---------------------------------------|-----------|
| 2. Destination Gander | 15,000.00 |
| 00-700-1000-7360, Town's Contribution | |
| Budget 60,000 Spent to Date 30,000 | |

AS RECOMMENDED BY THE MUNICIPAL WORKS COMMITTEE OCTOBER 31, 2012

- | | |
|--|------------|
| 3. Avalon Coal Salt & Oil Limited | 131,782.86 |
| 00-000-0070-1405, Road salt | |
| Inventory | |
| 4. Airways Contracting | 17,956.66 |
| 00-400-5500-8100, Claim #2 Site work-Water Reservoir CP3 | |
| Budget 29,160 Spent to Date 17,729 | |

Total capital invoice for approval	216,684.87
Total operating invoices for approval	<u>164,739.52</u>
Grand total of invoices for approval	<u>381,424.39</u>

The Committee reviewed the invoices that are being recommended by other Committees of Council and the Director of Finance advised that the invoices were within budget and have been purchased following all of the policies of the Town of Gander.

Motion #12-265**Invoices for Approval**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker approval of the Operating and Capital invoices, as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Air Conditioner/Heating Unit – Gander Public Library

The Air Conditioner/Heating Unit at the Gander Public Library is no longer working and has to be replaced. The estimated cost of this replacement is \$21,000. The Library Board has agreed to pay \$10,000 of this cost.

The Chief Administrative Officer advised that this contract is considered an emergency purchase because it is the major source of heat for the Library and has to be installed before the onset of the cold weather. Three quotes were invited and the supplier with the lowest quote has been issued a contract to supply and install the unit.

Motion #12-266**Air Conditioner/Heating Unit – Gander Public Library**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker approval of a contract for the supply and installation of an Air Conditioning/Heating unit to be issued to Sun Heating and Air Conditioning Ltd. at a cost of \$21,464.00, HST included.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Public Works and Government Services Canada

The Committee reviewed a letter from Mr. John McBain of PWGSC. The letter pertains to the \$500,000 advance that the Federal Government paid for taxes on the Airport for the years 2004 and 2005. The letter indicates that now all legal options have been exhausted with regards to this matter it will be taking efforts to collect the \$500,000 from the Town.

Disposal of Building at Fireman's Training Ground

The Committee reviewed the issue of how to dispose of the Building at the Fireman's Training Ground. They are trying to decide whether to put it up on tenders or use for a training exercise and burn it. The majority of the Committee felt that the building should be burned.

Taxation on Business Tax Study

The Committee reviewed a news article regarding a study the Canadian Federation of Independent Business (CFIB) did on a comparison between residential and commercial tax rates. Their concern is the gap between what residents pay and small businesses pay is significant. They are suggesting that municipalities in Atlantic Canada target a 2-1 ratio is a goal for taxation spread between small business and residential property owners.

The Town of Gander was not included in this study; however, our current small business mill rate compared to our residential rate is 2.28-1 which was more favourable for businesses than all of the NL Communities participating in this study.

Change to Commercial Taxation – City of St. John's

The Committee reviewed a news article regarding the upcoming changes to how the City of St. John's taxes its commercial sector. Business tax is being eliminated and the City will be proposing a larger property tax on commercial property owners. Newfoundland and Labrador is the only Province that still charges a business occupancy tax. The Committee will be interested in seeing how this change to taxation rate plays out in St. John's.

NDP Resolutions on Municipalities

The Committee reviewed a list of resolutions submitted to us by the Provincial NDP party regarding municipalities that were passed at their recent annual convention.

MNL Press Release – High Property Assessments

The Committee reviewed an MNL Press Release regarding high property assessments and did not agree with the conclusions stated by the President, Churance Rogers. He indicated he will be discussing this with Minister O'Brien in the very near future. The Province is currently working on revising the Municipal Operating Grant formula to change the fiscal relationship between the two parties.

Tender - Sale of a Used 1981 International Aerial Ladder Fire Truck

The Committee reviewed the tender results for a Used 1981 International Aerial Ladder Fire Truck for which one bid was received. The Director advised that the tendering process has complied with Council policies and recommends awarding the tender. The Committee considered other options such as selling the truck for scrap but is recommending that it would be sold to the high bidder.

Motion #12-267

Tender – Sale of a Used 1981 International Aerial Ladder Fire Truck

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that the 1981 International Aerial Ladder Fire Truck be sold to Professional Tire Limited at a price of \$2,832.91 HST included.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender for Purchase of Full Size 4x4 Pickup

The Committee reviewed the tender for the purchase of a new Crew Cab 4x4 Pickup for the Fire Department as referred from the Public Safety Committee. The Director advised that the tender prices are significantly over Budget and the Finance Committee is recommending that the tender be rejected and the specification be redrawn for the vehicle.

Motion #12-268**Tender for Purchase of Full Size 4x4 Pickup**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker cancellation of the tender for the purchase of a new Crew Cab.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Council will review the specifications and agreed that a new tender will be issued again this year. The Director of Finance advised that there is \$23,000 approved through the Provincial JEPP program that must be spent prior to March 31, 2013.

Green Municipal Fund Application

The Committee discussed the Municipal Works recommendation that the Town investigate applying for funding from the Green Municipal Fund for changes to the Waste Water Treatment system within Town. Municipal Works is recommending that the Engineering Clerk be rehired to complete the application for this funding.

Motion #12-269**Green Municipal Fund Application**

Moved by Councillor Scott and seconded by Councillor Blundon that the Town of Gander apply for funding under the Green Municipal Fund for Waste Water Treatment and that the Engineering Clerk be brought back to complete the application.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Third Quarter Variance Report

The Committee reviewed the results for the Third Quarter Variance Report. The report indicates that at the end of September a surplus of \$1,128,295 is projected, of which \$500,000 is strictly a timing issue as it relates to the contribution budgeted towards construction of the hangar at the Airport and the funds will not be required during this fiscal period.

Major revenue variances include the following:

- Taxation Revenues are \$86,350 over budget
- Municipal Operating Grant is \$32,477 over budget
- Interest earned on Bank Account is \$23,668 over budget
- Kitchen Party Revenues are \$25,531 under budget

Major expenditure differences are as follows:

- Worker's Compensation Premiums are \$19,111 under budget due to approval of PRIME for the Town.
- Wages are \$138,735 under budget due to delays in staffing of vacant positions
- Road maintenance is \$40,000 over budget due to amount of salt used last winter.
- Curbside collection cost is \$143,377 under budget due to delay in implementation of the program

The Capital variance report was reviewed and it indicated that capital expenditures were projected to be \$13,083 over budget.

The collection report was reviewed as well and it was in line with previous year's collection rates.

G. Waste Water Steering Committee:

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

The Waste Water Steering Committee was held on October 23, 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; H. Card, Dept. of Environment; W. Manual, BAE Newplan; T. Barron, Supervisor of Municipal Works Department; J. Blackwood, Director of Municipal Works & Services; J. Turner, CAO.

The following items were discussed:

Delegation-BAE Newplan

BAE Newplan presented the preliminary findings of their Waste Water Report conducted for the Town of Gander. They asked the committee for clarification on recent correspondence received by the Town from the Department of Environment indicating that Gander Lake was designated as a protected water supply area in 1996 and the policy for land and water related developments in protected water supply areas prohibits the discharge of sewage into a body of water in a designated water supply area.

The representative from the Department of Environment clarified that the intent was that no discharge would be permitted into a body of water, which would eventually make its way back to the water supply, not necessarily that it couldn't be discharged in the watershed area.

BAE Newplan also discussed one of their proposed recommendations which would see an overflow facility or collection facility lakeside and the Committee agreed that this was a practical solution and was a key factor in the consultants finalizing their report.

Following that discussion, BAE Newplan indicated that they would present the final report at the next meeting which would take place on November 13, 2012.

The Committee then discussed the second part of the BAE Newplan Report which addressed present maintenance needs for the existing plants and possible expansion options as a short term solution to help the infrastructure sustain the growth that is currently being experienced in the Town of Gander and to allow for the construction of the long term facility.

One suggestion was a shelf ready plant. A Rotating Biological Connector (RBC) plant, Sequencing Batch Reactor (SBR) plant or similar technology selected through the Request For Proposals (RFP) process would be brought into Gander and set up on a temporary basis to help with capacity issues. BAE Newplan was to confirm a firm dollar figure for budgetary purposes so that the Committee could write a recommendation to Council requesting funding from the Province.

The Consultant indicated that this would take approximately 2 weeks. Once funding was secured, the Consultant would assist the town in preparing an RFP for the short term solution which would increase the Town's wastewater handling capacity by approximately 7-9 years or until such time as a permanent waste water treatment facility could be established.

Possible sources of funding were discussed and the Committee suggested that they would invite the Minister of Municipal Affairs in to have that discussion after such time as a firm budgetary price could be established.

The Town's Consultant presented a summary of the new federal regulations being presented and the impact it would have on the municipality in terms of the requirements to become compliant. A document, **Waste Water Effluent Regulations Monitoring and Sampling Requirements**, prepared for the Town of Gander by BAE Newplan Group Ltd. was presented for review and recommendations.

The Chief Administrative Officer advised that the new Federal Regulations have been adopted under the Fisheries Act and Municipalities have to comply and the regulations contain many requirements for monitoring and testing. There has been no indication that funds will be provided to provide the service. He suggested that the Department of the Environment should be the agency that should provide the monitoring and the testing. The Committee was advised that the Province hasn't signed on to the Federal Program and the Department is not involved with the implementation.

Next Meeting

At the next meeting to be held on November 13, the committee will review an RFP template from the Province for selection of a consultant to assist the town in the definition of parameters and selection of the technology for the long term Wastewater Treatment Facility.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

MNL – Letter of Thanks

The Town Clerk read a letter from MNL thanking Council, Jake Turner, Kelly Sceviour and the Community Centre staff for their tremendous efforts during the 62nd Annual Convention and Trade Show in Gander.

8. NEW BUSINESS

2011/2013 Committee Structure – Revised

The Mayor presented Council with the revised Committee Structure for 2011-2013.

Motion #12-270

2011/2013 Committee Structure - Revised

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the Revised Committee Structure for 2011-2013 be approved.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Thank You Letter – Eric Clarke

Council wanted to congratulate Eric Clarke for his 55 years volunteer work at the Lions Club and will write him a letter of thanks.

9. ADJOURNMENT

Motion #12-271

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:30pm.

C. Elliott, Mayor

G. Brown, Town Clerk