

MINUTES

Regular Meeting of Council
Wednesday, November 28, 2012 @ 4:30 pm
Council Chambers

Present:	C. Elliott	Mayor
	Z. Tucker	Deputy Mayor
	A. Scott	Councillor
	D. Blundon	Councillor
	R. Anstey	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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

National Day of Remembrance and Action on Violence Against Women Proclamation

The Mayor proclaimed November 25 to December 6, 2012 as National Day of Remembrance and Action on Violence Against Women.

3. REGULAR MINUTES FOR APPROVAL

Motion #12-274

Minutes for Approval

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that the Minutes from the Regular Meeting of Council on November 7, 2012 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

Councillor Oram left the Council Meeting.

SPECIAL MINUTES FOR APPROVAL

Motion #12-275

Minutes for Approval

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the Minutes from the Special Meeting of Council on November 14, 2012 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Oram returned to the Council Meeting.

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 November 19, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: G. Parrott, Councillor; C. Elliott, Mayor; S. Fisher, HR Supervisor; G. Brown, Director of Finance; P. Fudge, Fire Chief; W. Jenkins, Municipal Enforcement Officer; A. Cotter, Municipal Enforcement Officer (Student).

The following items were discussed:

PUBLIC SAFETY

Morris Trucking

The owner of Morris Trucking has not responded to the Development Department with regard to his HBB permit. Development will send another letter for response.

With regards to the parking of his truck in his driveway, the Municipal Police advised that changing the current regulations to decrease the size of the vehicle would create a much larger problem. It is therefore recommended that the regulations remain as is. It was noted that the owner has since purchased a new truck and that the municipal enforcement officers have not detected any odors that would prevent him from parking in his driveway.

Electrical Wires on Magee Rd.

The Fire Chief had a meeting with NL Power representatives to determine if anything can be done with the high voltage wires on Magee Rd. The Fire Chief was advised that the wires were installed as per the Canadian Standards and were the same voltage as most other wires running through the municipality. The wires could be moved however it would be very expensive for the Town, as well there would be several easement issues that would need to be addressed.

It was the consensus of the Committee that no follow up would be required and the wires will remain as is.

Golden Years Estates

The Committee received a letter from Golden Years Estates regarding the lack of street lighting in the area. She has had numerous complaints from people who were not able to distinguish the turn into their property from Magee Rd because of the poor lighting in the area. This will be referred to Engineering for investigation and action.

Budget Review

There was a review of the 2013 budget submissions by the Fire Department and the Police Department.

Boulders

The Committee was informed that large rocks and boulders are being placed around Town, and Councillor Parrott had a concern that the rocks placed near the T'Railway in the Memorial Drive area may be a safety hazard. The location of the rocks will be checked to ensure that they are in a safe area.

Councillor Blundon stated that Civic Enhancement has moved the rocks on Memorial Drive.

Parking Rear of Fraser Mall

The Municipal Police questioned whether or not fire regulations prohibit parking at the rear of the Fraser Mall. The Fire Chief will review current regulations and advise.

Fire Statistics

The Fire Chiefs annual report reads as follows:

Emergency Responses:

From November 01, 2011 – October 31, 2012 Fire Calls were 138 with the number of person hours of attendance to calls 2272 hours.

For the same period last year it was 96 calls with 1701 person hours of attendance.

Training:

November 01, 2011 – October 31, 2012 the number of person hours of training was 6352 hours.

For the same period of time last year the number of hours of training were 6225 hours.

Inspections:

November 01, 2011 – October 31, 2012 the number of Inspections carried out were 270.

For the same period as last year the number was 260 inspections.

HUMAN RESOURCES

Fire Services Outside of Municipal Boundaries

The Human Resources Supervisor advised a representative from the RCMP will be attending our meeting on December 10th to discuss Municipal Enforcement Officers as well as discuss other roles of our Municipal Enforcement Officers.

Certificate of Conduct

The Human Resources Supervisor requested that the Hiring Policy be changed to include a Certificate of Conduct be required upon hire.

It was the consensus of the Committee that this addition be added to the Hiring Policy for all new hires.

Further investigation regarding whether or not this Certificate of Conduct would be required for current employees will be presented by the Human Resources Supervisor in the near future.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on November 19, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; G. Parrott, Councillor; D. Deschamps, Recreation Director; J. Turner, CAO; B. Freeborn, Administrative Assistant.

The following items were discussed:

Delegation – Airials Gymnastics Club

Joanne Power, Stephanie Hewlett, Lisa Wicks and Glen Yetman attended the meeting to give the Committee an overview on their gymnastics program. They have over 250 athletes registered with their program but are unable to run a competitive program due to their current buildings inadequate space and ceiling height. They questioned the committee on the status of the Multiplex Building. The Chief Administrative Officer explained that the consultant recommended for the RFP was forwarded to the Municipal Affairs Department for their approval. Once this is approved the consultant has until March 31, 2013 to complete the proposal. The Committee explained that the Town of Gander's first priority over the next few years is the Town's Waste water/sewage treatment but if the study shows that a multiplex building is feasible, the Town will support the project in other ways if funding is not available.

The Club had put in a request previously for a grant of \$5,000.00 which is being reviewed in the 2013 budget process. They are now requesting an additional grant to help purchase equipment that is needed.

The Committee thanked the Airials Gymnastics Club representatives for attending the meeting and explained that they will take their request for additional funding into consideration.

Delegation – Thomas Howe Demonstration Forest

Ed Blackmore and Dan Mahoney attended the meeting on behalf of the Thomas Howe Demonstration Forest. They explained that due to the closure of the Cobb's Pond Rotary Park for renovations, they are seeing an increase in the number of users at their site.

Over the years, they have been receiving funding from different sources including an annual donation of \$3,000 from the Town of Gander. This funding which is used to keep the trails clear, staffing, hydro, phone, snow clearing and other maintenance and funding from other sources which has decreased over the years.

An increase in the donation from the Town of Gander to \$5,000.00 will help with the hiring of students in the summer and annual maintenance. They are also requesting that the town help with the garbage removal, as well as clearing a section of the road just off the highway in the winter so that patrons are able to park during the winter season. They explained that the parking has become very dangerous during the winter due to patrons having nowhere to park their car off the busy highway. They also questioned who would be liable if there was an accident.

The Committee advised that they would take their request for additional funding into consideration during the 2013 budget process and the request for help with garbage collection and snow clearing will be forwarded to the Municipal Works Department for their review.

Snowmobiling – Cobb's Pond Rotary Park

At the last meeting a request was reviewed from Sideways Motorsports to hold a skidoo race on the pond at Cobb's Pond Rotary Park. Since this discussion, there was concern raised by the contractor with regard to damage being done to his construction area and that his company would be liable for damages or injuries because he is liable under the contract. The CAO was asked to discuss this further with the contractor and to see if the town could take back ownership of the site for that weekend or day in order to accommodate the request from Sideways Motorsports.

Councillor Blundon stated that this area is a busy construction site and the area must be roped off and signs advising the public to "stay away".

Other members of Council suggested that Deadman's Pond or even the runway could be considered for snow mobile races. Council indicated that motorsports is of great interest to many citizens within the Town and therefore has requested that the Recreation Committee review other possibilities events and activities, such as outdoor skating.

Congratulations from the Chamber of Commerce

The Gander & Area Chamber of Commerce wrote the Town congratulating them on winning the 2012 Tidy Towns Award in the category of Population 6000+. The Committee appreciates receiving this letter noting the work that the residents and employees have put into beautifying the Town of Gander.

TD Green Streets Application

The application was received for the TD Green Streets Program which provides funding to help make your community greener. The Department is forwarding this request to the Municipal Works Department to be reviewed under the Civic Enhancement Program.

Festival of Flight Banners

One of the Councillors was wondering why the banners that were put up on poles before the Festival of Flight had not been removed. This item will be referred to the Tourism & Special Events Committee for review.

Budget

The Committee reviewed the proposed budget and recommends it to the Finance Committee for their review and consideration.

C. Economic & Social Development Committee:

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

The Economic Development Committee meeting was held on November 19, 2012. The meeting was chaired by D. Blundon, Councillor. Other members present included: G. Parrott, Councillor; D. Chafe, Development Director; A. Crummey, Development Officer; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Budget 2013

The Committee reviewed and discussed the Department's 2013 budget requests. The Committee supports all requests and forwards them to the Finance Committee for consideration and recommendation for the 2013 budget.

Planned Construction at 9 Wing Gander

The Committee is still concerned about the proposed new construction at 9 Wing Gander and has asked staff to prepare a letter to the Minister of Defence, the Honourable Peter McKay asking for an opportunity to meet with him and discuss the matter in more detail.

The Mayor indicated that a meeting request has already been forwarded to 9 Wing Gander to discuss and view the plans for this area. The CAO advised that he had recently been invited to 9 Wing to participate in an executive day for selected businesses. Drawings of the proposed plans were available for viewing and therefore he is hopeful that this will proceed in the near future.

Naming of Town Owned Parking Lots

At its previous meeting, the Committee had asked staff to prepare a list of names that would be appropriate for the naming of the Town owned parking lots. Staff reviewed the existing policy "Naming of Streets and Buildings" and felt that parking lots would be considered facilities under Section 4 of the Guidelines and should therefore be named after famous aircraft types. A list of ten names has been compiled and as buildings or other facilities are named, the list will be replenished.

The Committee reviewed the list and recommends the following parking lots be named accordingly.

Odd Side of Town Square (Highlight Restaurant)	Constellation
Even Side of Town Square (Co-op)	Galaxy
Flyers Parking Lot	Comet
Falk Photo Parking Lot	Norseman
Russell's Parking Lot	Spitfire

Committee Name Change

The Committee discussed the name of the existing Economic & Social Development Committee and felt that in order to better reflect the issues being discussed and the work being completed by this Committee that the word "Social" should be removed from the title.

Motion #12-276

Committee Name Change

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the Economic & Social Development Committee remove the word "Social" from its name to better reflect the work being completed by that Committee. The Committee would then be known as the Economic Development Committee.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Commercial Land – Landscaping Deposit

As it is becoming increasingly difficult to enforce the Town of Gander's policies on landscaping for commercial properties, Management is recommending an increase to the current landscaping deposit of 10% of the purchase price of the land to a deposit that would cover the full cost of landscaping.

Following a lengthy discussion the Committee disagrees with Management and has requested the policy remain as it currently exists.

Christmas Market Update

Plans are well underway for the upcoming Open Air Christmas Market. The Market takes place on Friday, November 30 from 4-9 p.m. and Saturday, December 1 from 10 a.m. – 9 p.m. with twenty vendors selling a variety of items from pickles to homemade quilts.

The Official Opening will be at 7 p.m. on Friday night and will feature a performance by the Gander Academy Grade Two Choir. There will be music and mummers to add to the festivities. Patrons visiting the Market can relax in the heated area while listening to carolers and children can have a visit with Santa or get their faces painted.

Deputy Mayor Tucker would like to encourage resident participation and asked that any suggestions be forwarded to the Committee.

Also, as a reminder, the Tree Lighting Ceremony is at 6:30pm on Thursday night and the Santa Parade is Saturday at 6pm.

Doctor Recruitment

The Committee is very pleased that efforts being made by Central Health, Gander Medical Clinic and the Town of Gander to attract more doctors to Gander appear to be working. According to the College of Physicians and Surgeons web site, there is currently thirty-nine specialists practicing out of James Paton Regional Health Centre and twenty-five family physicians practicing from various clinics in the community. Out of the twenty-five family physicians seven of them are currently accepting new patients.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on November 20, 2012. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; D. Deschamps, Recreation & Community Services Director; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Delegation – Destination Gander

The Marketing Manager for Destination Gander briefed the Committee on their activity during the past quarter and the projects they are currently working on such as the Snowfari event and an initiative with the Gander and Area Snowmobile Association and the Kittiwake Snowmobile Association regarding snowmobile trails. The Snowfari event will take place on February 15 – 16, 2013 and information will be available on their website in the near future.

Festival of Flight Suggestion

A letter from a former Gander Day vendor regarding the current price of booths and the insurance requirements was reviewed. The Committee felt that the current booth price is acceptable and the insurance requirements are necessary to ensure that the Town is protected from any legal action. A letter will be written to the vendor stating this.

Festival of Flight Planning

Plans for the 2012 Festival of Flight are underway. The Event Coordinator is working with a couple of booking agents to get a price on music for the Kitchen Party and reviewing events from last year to make any changes necessary. The Committee invites the public to share its suggestions for the Festival with them by emailing the Event Coordinator at ksceviour@gandercanada.com.

Budget 2013

The Committee reviewed the proposed budget for Tourism and Special Events and recommends it to Finance for their review and consideration.

Winter Carnival 2013

The Committee discussed the proposed dates for the 2013 Winter Carnival and agreed that it would be beneficial to host it on February 15-17, 2013 as it would coincide with the Snowfari event.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on November 21, 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; A. Crummey, Development Officer.

The following items were discussed:

Delegation

Delegation:	H. Bishop & D. Mahoney	Chamber of Commerce
	J. Beaton & G. Brown	Local Business Owners

The Committee met with a delegation of local business owners and representatives from the Gander and Area Chamber of Commerce to discuss business relations between the Town of Gander and small business owners.

The local business owners expressed their concerns over obstacles they faced when trying to establish new businesses in the Town of Gander specifically dealing with water and sewer infrastructure installations, the cost associated with such connections, and the length of time it took for municipal workers to complete this work. They also brought forward concerns regarding the manner in which they were being invoiced by the town when there were changes in their tax rates and the fact that it was being mailed to them without prior or written notification.

There was a lengthy discussion on the Town of Gander's Landscaping Policy and the deposit required prior to occupancy of a commercial property. The delegation felt, to some degree, that the Policy should be modified or if it is to exist as presented today, there should be one fee, not two separate fees for the permit and the landscaping deposit.

The delegation indicated that they would like Town staff and Council to take a more practical approach when dealing with small businesses to make it a more streamlined process.

They feel this approach would make it easier for small businesses to become established and everybody agreed that small business is the backbone of most communities including the Town of Gander.

The delegation was informed that Council is required to follow the Municipalities Act and various other pieces of legislation and sometimes does not have the flexibility to meet every request from businesses. The delegation were advised that their concerns will be referred to the various departments and explanations given and in cases where policy can be changed, it will be referred to Council.

After a lengthy discussion, Council indicated that there are scenarios that the Town could consider that would defer upfront costs to new businesses. Council was advised that there is currently a startup guide for new businesses that should be forwarded to the Committee for review and update.

61 McCurdy Drive

Councillor Blundon left the meeting due to conflict of interest.

The Committee reviewed correspondence from the owner of 61 McCurdy Drive indicating that they were disappointed with Council's decision that no further action was required at this location and requested that it be brought back to Council's attention. After further discussion the Committee agreed that no new information had been brought forward and the owner will be written once again informing him that Council's decision remains unchanged and no further action will be taken by the Town of Gander, as was indicated in previous correspondence.

Even though the construction of this area was completed as per the contract, curbing on left side of Magee to channel the water may have helped in rectifying the problem. Councillor Anstey requested that this area be reviewed again when heavy rains are expected.

Councillor Blundon returned to the meeting.

Invoices for Approval

The Committee reviewed 12 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.

Weekend Snow Clearing Policy

The Committee reviewed the Weekend Snow Clearing Policy and was in agreement with some minor language edits proposed. The Committee is requesting input from Council and asked that any suggested changes be forwarded to the Committee prior to the next Committee Meeting.

Civic Enhancement Committee

The Director of the Parks and Recreation Department has suggested that the responsibility for the Civic Enhancement Committee fall back under the Department of Municipal Works.

At the last meeting between Municipal Works staff and Parks and Recreation staff, everyone in attendance were in agreement that most of the work conducted for civic enhancement falls under the Municipal Works Department and is better served by that Department. The Municipal Works Committee recommends that this change be effective immediately.

Councillor Scott left the meeting.

HHWD and Electronic Recycling

The Committee reviewed correspondence between the CAO and the manager of the Central NL Regional Waste Management Authority indicating that in recent years the Town budgeted for two Household Hazardous Waste Days (HHWD) and the service was provided by MMSB. This year the Town budgeted for one, as it was the understanding that the Central Region Service Board would be providing that service. The Town of Gander is inquiring if in fact the service will be provided this fall by the Authority and what date it would be scheduled for.

The second piece of correspondence was from MNL indicating that a new provincial electronic recycling program was being established which would give residents of the province the opportunity to dispose of their end-of-life electronics in a safe and environmentally friendly manner.

More details will be forth coming on this program which the Director will bring forward to the Committee when available for review and then pass on to the citizens of Gander.

In addition to the above, Council would like to encourage more residents to utilize the existing mechanisms in place to recycle and compost. Currently Broadening Horizons Recycling will collect cardboard and the Town's depot on McCurdy accepts organic material from residents who wish to drop off such material. Overall, the public needs more education on what is currently available. Public education is the responsibility of the Central Waste Management Authority.

Councillor Scott returned to the meeting.

Lot Servicing Penwell/Magee

The Committee received correspondence from the owner of a property located at the corner of Penwell and Magee Road requesting to have the lot subdivided and seeking permission to tie into existing Town of Gander servicing including Sanitary Sewer, Storm Sewer, Water mains and roadway access.

The Committee reviewed the request and approves in principal the subdivision as requested. The Committee was also in agreement with the owners request to maintain the existing right-of-way and not to decrease it to match the existing on that roadway, which would force the property owner to purchase more property.

The applicant will be written and asked for a comprehensive development plan which will be reviewed by the department to ensure it meets the Town of Gander Development Regulations and that any construction within that subdivision would have to meet the Design Standards for Streets and Subdivisions as well as the Municipal Master Specifications. The Town will then enter into a *Development Agreement* with that individual.

The Committee discussed making arrangements with the developer to determine what would be fair compensation for this developer to gain access to existing infrastructure and to discuss such an arrangement with the previous developer of this area as per the Development Agreement with the Town of Gander for this phase.

HBB Application-42 Forester Street

The Committee reviewed an application for a home based business from a resident at 42 Forester Street

WHEREAS an application has been received from the resident of 42 Forester Street to operate a business office for ***Total Body Conditioning***

AND WHEREAS the application has been advertised with an objection deadline of November 22, 2012 and the application meets all the Town of Gander's HBB Regulations and Guidelines

AND WHEREAS no objections have been received

AND WHEREAS no visitors will be received at this address

Motion #12-277**HBB Application – 42 Forester Street**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that permission be granted for **Total Body Conditioning** to operate a Home Based Business Office at 42 Forester Street.

In Favour: 7 Opposing: 0

Decision: Motion carried.

It was the consensus of Council that Deputy Mayor Tucker is not in conflict of interest on the next item.

Request for Proposals (RFP)- Memorial Drive Re-construction 2013

The Committee was advised that the RFP for consulting services for the Memorial Drive Reconstruction 2013 project closed on October 25, 2012. RFP's were received from six firms and a review panel consisting of representatives from both the Town of Gander and the Department of Municipal Affairs independently scored the RFP's based on the attached technical evaluation format. Three of the six firms did not meet the minimum scoring criteria.

The cost service portion of the evaluation of the three remaining firms was calculated based on the Municipal Affairs standard formula and the combined technical and cost service portion resulted in the ranking of Hatch Mott MacDonald being the preferred bidder. The second was NL Design Associates Ltd.

The RFP is referred to Finance with a recommendation that the service would be awarded to Hatch Mott MacDonald.

Chlorine Booster Station-Sewage Treatment Plant

The Director briefed the Committee on two ongoing projects on which the Town was seeking emergency funding from the Department of Municipal Affairs. The Committee reviewed correspondence from the CAO to the Minister of Municipal Affairs indicating that the Town of Gander was having problems with the water distribution network.

It has become increasingly difficult to obtain chlorine residuals in the outer portions of town and the Town has engaged engineering services to help address the problem and will be exploring the possibility of installing a chlorine booster station to combat this issue.

In addition, a short term need was discussed for an expansion to the capacity of the sewage treatment plant on Magee Road to enable future growth of the Town of Gander as well as combat odour issues being experienced in that section of town during summer months.

The consultant, BAE Newplan Group, hired by the Town is going to help the Town prepare an RFP for a short term solution to address these issues while the Town prepares to construct a new waste water treatment facility.

RFP- Security Equipment

The Committee reviewed the results of the RFP for the supply and installation of a Building Security Management System. Three bids were received and the Director advised that the preferred bidder was *The Electronic Systems Group*.

The Committee recommends that the RFP for the supply and installation of Building Security Management System be awarded to ***The Electronic Systems Group*** and refers this issue to the Finance Committee for its consideration.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on November 22, 2012. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; G. Parrott, Councillor; G. Brown, Director of Finance; J. Turner, CAO.

The following items were discussed:

Councillor Oram left due to conflict of interest.

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE NOVEMBER 21, 2012

- | | |
|--|-----------|
| 1. H Wareham & Sons | 37,896.32 |
| 01-000-0080-1890, Claim #4 Holdback Airport Blvd Phase 3 | |
| Contract 435,438 Spent to Date 378,298 | |

- | | | |
|----|--|-----------------------|
| 2. | B&M Paving Ltd | 75,327.66 |
| | 01-000-0080-1898, Claim #1 Magee Rd Culvert | |
| | Contract 83,789 | Spent to Date |
| | | |
| 3. | Professional Grading & Contracting Ltd | 521,193.99 |
| | 01-000-0080-1841, Claim #4 Magee Road Reconstruction | |
| | Contract 1,149,136 | Spent to Date 586,485 |
| | | |
| 4. | Professional Grading & Contracting Ltd | 71,364.42 |
| | 01-000-0080-1971, Claim #2B Dickins Street Construction | |
| | Contract 137,288 | Spent to Date 55,352 |
| | | |
| 5. | Professional Grading & Contracting Ltd | 10,891.23 |
| | 01-000-0080-1971, Claim #3B- Holdback- Dickins Street Construction | |
| | Contract 137,288 | Spent to Date 123,558 |
| | | |
| 6. | Tract Consulting Inc. | 14,280.33 |
| | 01-000-0080-1837, Cobbs Pond Development Basic Services (Park) | |
| | Contract Administration 25 % complete | |
| | Contract 54,593 | Spent to Date zero |
| | | |
| 7. | Tract Consulting Inc. | 12,530.29 |
| | 01-000-0080-1837, Cobbs Pond Development Resident Services (Park) | |
| | Contract Administration 25 % complete | |
| | Contract 47,903. | Spent to Date zero |

OPERATINGAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE NOVEMBER 21, 2012

- | | | |
|----|---|--------------------|
| 8. | Professional Tire Limited | 33,347.20 |
| | 00-340-9250-5450, eight loader tires | |
| | Budget 19,000 | Spent to Date 4769 |
| | 00-320-9010-5450, eight loader tires | |
| | Budget 15,000 | Spent to Date 2458 |
| | | |
| 9. | Univar Canada Ltd. | 78,331.60 |
| | 00-000-0070-1420, Anthracite Specification, | |
| | Hydrodarco 4000 activated, Sand specification | |
| | Budget prepaid 2013 | Spent to Date |

10. Brenntag Canada inc.	15,641.88
00-400-1000-5405 Chlorine	
Budget 26,000 Spent to Date 11,871	
00-420-6450-5405, chlorine	
Budget 14,500 Spent to Date 5,561	
00-000-0070-1400, cylinder deposit	
 Total capital invoices for approval	<u>\$743,484.24</u>
Total operating invoices for approval	<u>\$127,320.68</u>
Grand total of invoices for approval	<u>\$870,804.92</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 has been purchased following all of the policies of the Town of Gander.

Motion #12-278

Invoices for Approval

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Oram returned to the meeting.

Councillor Scott left the meeting due to conflict of interest.

Central Newfoundland Waste Management Invoices

1 Central Newfoundland Waste Management	28,264.85
00-430-1000-7007, wet/dry unsorted garbage Oct 1-31, 2012	
Re: invoice numbers 6550 & 6549	
Budget 330,000 Spent to Date 246,110	
 2 Central Newfoundland Waste Management	10,488.00
00-430-1000-7008, collection fees two weeks	
Invoice # 6641	
Budget 250,800 Spent to Date 39,017	

Total operating invoices for approval

\$38,752.85

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 has been purchased following all of the policies of the Town of Gander.

Motion #12-279

Central Newfoundland Waste Management Invoices

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Scott returned to the meeting.

FCM Membership

The Committee reviewed a letter from the FCM regarding its membership fees. The fees are going up \$200 in 2013 as a result of the Town's increase in population in the most recent census. Our 2013 membership fee will be \$1,802.

Management Letter

The Committee reviewed the Management Letter from our Auditors, Walters Hoffer. Arising out of last year's audit, there was several items highlighted in the Management Letter and the Director of Finance updated the Committee on how these issues were being addressed.

Request for Proposal (RFP) for Building Management Security System

The Finance Committee reviewed the RFP for the supply of a Building Management Security System which has been referred by the Municipal Works and Services Committee. The Director advised that the RFP meets the Town's Capital Expenditures Policy and is recommending approval.

Motion #12-280**Request for Proposal (RFP) for Building Management Security System**

Moved by Councillor Scott and seconded by Councillor Anstey that the contract for the supply of a Building Management Security System be awarded to Electronic Systems Group at a total cost of \$31,442.25 including all taxes and shipping.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Hosted Exchange

The Director of Finance advised that as a part of the purchase of the new Smart phones, additional funds have to be spent in order to get the full use out of them, specifically with regard to calendars and emails. If we host it ourselves, it will cost \$16,000 in software. The other option is to have it hosted remotely in which case it will cost about \$2800 per year.

The Committee agreed to go ahead with the hosting option. It did express its concern however as to how this process was carried out. They felt that it should have had this information before they made the decision to award the RFP for the Smart phones at the last meeting.

Engineering Design – Memorial Drive Reconstruction

The Committee reviewed the RFP results for the provision of engineering services for the reconstruction of Memorial Drive from Lothian Court to Cooper Blvd. The Director advised that the RFP meets the Town's Capital Expenditures Policy and is recommending approval.

Motion #12-281**Engineering Design – Memorial Drive Reconstruction**

Moved by Councillor Scott and seconded by Councillor Anstey that the contract for the supply of engineering services for the reconstruction of Memorial Drive be awarded to Hatch Mott MacDonald Ltd. at a price of \$117,654 plus HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2013 Budget

The Finance Committee reviewed the first draft of the 2013 Operating and Capital Budget. The Budget will be brought down at the Public Council meeting of December 19, 2012.

G. Other

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

None.

9. ADJOURNMENT

Motion #12-282

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: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:55pm.

C. Elliott, Mayor

G. Brown, Town Clerk