

MINUTES

Regular Meeting of Council Wednesday, January 16, 2013 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Art Procurement Selections

Councillor Parrott presented awards for the 2012 Art Procurement Program. There were submissions of 10 artworks. From the 10 artworks offered, the judges recommend the purchase of the following:

- a photograph of the pier at Cobb's Pond by Zach Bonnell;
- two framed watercolors by Clayton Hann, depicting the railway station at Milepost 213 and the Sabena crash site;
- a hooked rug showing the original airport administration building by Perry Kieley; and
- a signed lithograph, also by Perry Kieley, entitled "Christmas in the Tickle".

Light up for Christmas

Councillor Blundon presented the winners of the 2012 Light up for Christmas contest. The winners are as follows:

- 1st Place: 12 Gibson Place – Joe & Connie Penney
2nd Place: 73 Byrd Avenue – Edward & Shirley Noel
3rd Place: 42 Solberg Crescent – Don & Dianne Coffey

Honourable Mentions: 9 Thirsk Place
6 Towers Avenue
15 Bishop Street
13 Reichers Place

Best Decorated Street: Rickenbacker Road

Sledworthy Plaque

Councillor Blundon announced that the Town of Gander was presented with the first annual Sledgy Award from the industry journal Sledworthy Magazine, as this province's most snowmobile-friendly municipality.

3. MINUTES FOR APPROVAL

Motion #13-001

Minutes for Approval

Moved by Deputy Mayor Tucker and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on December 19, 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 January 7, 2013. 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; P. Fudge, Fire Chief; A. Quilty, Fire Inspector; O. Fudge, Municipal Enforcement Officer; A. Lockyear, Student.

The following items were discussed:

PUBLIC SAFETY

New Animal Protection Act

Constable Fudge advised the Committee that the new Animal Protection Act which updates the legislative authority that Council can use for Animal Control. A ticket can now be issued for infractions rather than having to use the long information form which involves summons being issued and taking those individuals who have been charged to court. The Crown will be responsible for prosecutions under the new Act. The authority to investigate cases of animal cruelty has been removed from the SPCA and is now the responsibility of the RCMP. Constable Fudge has attended the education sessions required to be appointed as an Inspector and will have the authority to enforce the new regulations after the official appointment. The other MEO will be enrolled in the course as soon as it becomes available.

The Committee will evaluate the feasibility of rescinding the Town current Animal Control Regulations and using the new Animal Protection Act.

Town of Gander Emergency Plan

A letter has been received from the Director of Emergency Services advising that the Town's Emergency Plan has been approved by government and should now be adopted by Council.

Motion #13-002

Town of Gander Emergency Plan

Moved by Councillor Oram and seconded by Deputy Mayor Tucker adoption of the Town's Emergency Plan.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Ice Water Rescue

The Fire Chief stated that the Fire Department has no capabilities for ice rescue and that their Department has responded to three instances where they have put firefighters on the ice to effect rescue of individuals in need. He feels that this puts their firefighters at risk and that we should invest in some equipment in the likely event that more calls will be forth coming for this type of rescue. The RCMP has been contacted and there has been no training in this field and very little equipment at their disposal for any type of ice rescue. The Fire Chief will get in contact with 9 Wing Personnel regarding their Ice Rescue Capabilities before any decisions will be made.

Open Outdoor Fire, Incinerator & Outdoor Fire Regulations

The Committee reviewed the revised Open Outdoor Fire, Incinerator & Outdoor Fire Regulations which had a few minor changes.

Motion #13-003

Open Outdoor Fire, Incinerator & Outdoor Fire Regulations

Moved by Councillor Oram and seconded by Councillor Anstey that the revised Open Outdoor Fire, Incinerator & Outdoor Fire Regulations be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HUMAN RESOURCES

AD&D Benefits

The Human Resources Supervisor advised that the employer portion of AD&D premiums will now be taxable to the employee effective January 2013.

Certificate of Conduct

The Hiring Policy has already been changed to reflect that all new hires must have a Certificate of Conduct however the HR Supervisor is investigating whether or not this can be applied to existing staff.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on January 7, 2013. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; G. Parrott, Councillor; J. Turner, Chief Administrative Officer; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Cobb's Pond Rotary Park Funding

A discussion regarding submitting a proposal for funding to ACOA for the 2nd phase of the Cobb's Pond Project took place. The Committee agreed that a letter should be sent to the Gander Rotary Club asking if they want to consider commercialization of some activities at Cobb's Pond as any application to ACOA must show economic generation for the community.

Snowmobiling – Cobb's Pond Rotary Park

A request from a local organizer to host snowmobile races at Cobb's Pond Rotary Park was discussed. It was agreed by the Committee that since Cobb's is currently a construction site, the Town cannot authorize the use of the park due to liability issues. The Department will contact the organizer to discuss alternate venues and offer assistance if possible.

The Chief Administrative Officer stated he had spoken with the contractor and Mr. Melindy. Although the contractor's insurance company does not have an issue with the day of the race, it is concerned it would attract snowmobiles for the remainder of the year. He had suggested alternate sites such as Deadman's Pond, however, Mr. Melindy felt that spectators would have limited access to the area and therefore not possible. They will not run the event this year and have will reconsider it for next year.

Summer Hockey School

The Committee reviewed a draft copy of the Request for Proposals for Summer Ice. The Committee requested that the total number of hours being rented and the proposed rental rate be the only items considered in the process. A draft of the new RFP has been attached.

Former Town Site

The CAO has received a complaint from a resident regarding the disrepair of the former Town Site. The Committee agreed that this is the first area people see while traveling on the railway bed as they enter Gander and they will add this topic to the next meeting they have with the Gander International Airport Authority. It was also requested that the Department provide an evaluation of work that needs to be completed to make the area more presentable.

Councillor Blundon stated that over time it has not been taken care of. Many residents use the area and would like some money invested for repair and its upkeep. Should work be done to this area, it would be under the direction of the Airport Authority, as they are leasing the land from the Federal government.

C. Economic & Social Development Committee:

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

The Economic Development Committee meeting was held on January 7, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: D. Blundon, Councillor; G. Parrott, Councillor; D. Chafe, Development Director.

The following items were discussed:

Business Arising-Parking Lot Names

During the meeting of November 28th, Council assigned names to five of the six of the Town owned parking lots. A name for the sixth was omitted due to an oversight. The Committee is recommending that the remaining parking lot, which is adjacent to properties between Subway and the Iliad Building, be named **Hudson**.

Motion #13-004**Parking Lot Name – Hudson**

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the remaining parking lot, which is adjacent to properties between Subway and the Iliad Building, be named Hudson.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Transport Canada

The Town has identified a need for additional land for future commercial and residential development and recently approached Transport Canada seeking to secure surplus property adjacent to Gander International Airport. In reply, Transport Canada representatives indicated that “as a rule Transport Canada does not dispose of airport land” but should the Town require a specific parcel of land for public purposes, such a request would be considered.

The Committee has directed staff to work with the Gander International Airport Authority to identify a parcel of land that will meet the future needs of the community and to submit a formal request to Transport Canada for its acquisition.

Economic Development Summit

On March 1st and 2nd, Municipalities Newfoundland and Labrador will be hosting an Economic Development Summit in St. John’s. The Committee tentatively supports sending one representative of Council and one staff member but has requested that additional event information be reviewed before a final decision on our participation is made.

Rental Market Reports

The Canada Mortgage and Housing Corporation recently released a Rental Market Report which highlighted residential rental rates across the province. According to the report, the average cost of a two bedroom apartment is \$725/month with the highest average being in St. John’s at \$798/month and the lowest average rate was in Bay Roberts at \$563/month.

The average cost of a two bedroom apartment in Gander was \$598/month. The report indicates that the Gander rate increased an average of 4.8% between 2011 and 2012.

In terms of vacancy rates, the highest was in St. John's at 3.3% while the lowest was at Gander at just 0.5%.

Commercial Landscaping Deposit

The Committee considered a recommendation from Management that would require that landscaping of commercial and industrial properties be complete before an occupancy permit would be issued. In the event that occupancy is requested prior to completion of the landscaping, the developer would be required to provide a landscaping deposit equal to the total amount required to complete the work.

The Committee's position is that, while the concept has merit, a requirement that the landscaping deposit equal the full amount required for landscaping would be unreasonable and could pose as a significant obstacle for potential developers.

Staff has been directed to explore other options.

YouTube Communication

Late last year Council recommended the inclusion of video as a part of our online communications strategy. The Committee was advised that planning for the first presentation is underway and will focus on the 2013 budget and how municipal assessments affect your tax bill. It is the department's intention to have the first video online by the end of January.

2012 Building Statistics

In 2012 the Town issued 339 permits for residential construction and renovation work valued at \$15,298,052. This included permits for 69 new homes. Residential numbers are down from 2011 when 400 permits were issued for work valued at \$22,089,155. There were 101 new homes constructed that year. Gander has experienced steady and sustained growth of its residential housing market over the past number of years and expects this to continue.

While new housing starts were lower in 2012, the Committee believes that this was due in part to the availability of residential land. With existing and new developers making more land available, housing numbers are expected to increase in 2013.

From a commercial development perspective, 2012 was a strong year with 68 permits issued for construction valued at \$6,126,950; more than double 2011 numbers which were \$3,040,739.

Gander's economy remains strong with an estimated \$22,257,202 invested in commercial and residential development in 2012; a trend that is expected to continue for the foreseeable future.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on January 8, 2013. 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:

Invoice – Destination Gander

The Committee reviewed the attached invoice which was presented for its consideration. The Coordinator 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 from now on, Destination Gander provide a financial statement with the invoice.

Hospitality Newfoundland and Labrador Conference

The Annual Hospitality Newfoundland and Labrador Conference will be taking place in St. John's from February 20-22, 2013. The Event Coordinator is unable to attend, however, the Chairperson may attend on the Town's behalf.

Light up for Christmas Winners

The following are winners for the 2012 Town of Gander Light Up for Christmas.

1st Place: 12 Gibson Place – Joe & Connie Penney
2nd Place: 73 Byrd Avenue – Edward & Shirley Noel
3rd Place: 42 Solberg Crescent – Don & Dianne Coffey

Honourable Mentions:	9 Thirsk Place	13 Reichers Place
	6 Towers Avenue	15 Bishop Street

Best Decorated Street: Rickenbacker Road

Art Procurement Selections

This year, four artists submitted 10 pieces for judging in the 2012 Art Procurement Program. The following artworks were recommended for selection and purchase:

- Photograph entitled "Cobb's Pond" by Zach Bonnell
- Watercolour entitled "Railway Station at Milepost 213 WWII" by Clayton S. Hann
- Watercolour entitled "Sabena Crash Site 1946" by Clayton S. Hann
- Hooked Rug entitled "YQX" by Perry Kieley
- Signed Offset Lithograph entitled "Christmas in the Tickle" by Perry Kieley

The Committee would like to thank all artists for their submissions.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on January 9, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; S. Oram, Councillor; J. Turner, Chief Administrative Officer; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

293 Magee Road

The Committee met with the owner of 293 Magee Road who is requesting an access onto Cooper Boulevard from this recently purchased property. In addition to this, he has also requested to purchase a piece of property from the Town of Gander to facilitate this access and to increase the size of his lot. The Committee discussed the request indicating that they had no objections or concerns with the sale of the land as requested, provided it was within the Town's right to sell it. However, the Committee is unwilling to grant access onto Cooper Boulevard and asked that this be clearly identified in the letter of response to the owner stating that the sale of the property was in no way connected to the granting of an access onto Cooper Boulevard.

16 Baldwin Street

The Committee met with the owner of 16 Baldwin Street to discuss a request for a resolution to a long standing problem at his residence. The owner indicated that for some time now water has been pooling in front of his driveway and flowing back into his driveway.

He explained that extra maintenance and attention is required at or near his property to maintain a safe entrance to and from that driveway and he feels that Council should address the issue to help alleviate that extra burden on his family as it is becoming increasingly difficult to maintain a safety standard.

The resident left the meeting and the Committee continued with a general discussion about the circumstances at this address.

It is the Committee's recommendation that no infrastructure work would be carried out and no changes to the operational characteristics surrounding that property be changed other than monitoring by the Municipal Works Department to see if further services are required at this location.

This should be monitored over the winter months and revisited in the spring.

Councillor Oram questioned if we have considered curb and gutter to help with the water issue?

Design Standards for Streets and Subdivisions

The Director advised that after issuing Design Standards changes for Streets and Subdivisions to the local developers, firms and contractors, several requests came forward, due to the Christmas Holiday, for an extension to the deadline to allow them more time for an adequate review. An extension was granted with a deadline date for submissions of January 18, 2013 after which time the document will be brought back to Committee for final review.

Process Guides

The Committee reviewed proposed updates for three different building process guides.

WHEREAS three (3) process guides, Accessory Buildings, Mandatory Inspections, and Fences required some minor changes

AND WHEREAS these proposed changes will bring them in line with current construction practices and no objections were received

Motion #13-005**Process Guides**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that the changes recommended by the Municipal Works Committee be approved as presented for this second and final consideration, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Invoices

The Committee reviewed seven (7) invoices and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

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

Utility Cuts in Municipal Streets Policy

The Committee reviewed a proposed change to the policy for ***Water Sewer Service Connections and Utility Cuts in Municipal Streets*** to reflect a recent decision of Council to provide private contractors with the option to perform water and sewer connections including street cuts and service connections.

The Committee puts forward this policy for the **first reading** and forwards it to Finance for review and consideration.

DND Construction & DND/James Boulevard Lift Stations

The Director presented the Committee with a proposed site plan indicating the construction of two new storage buildings at the old Navy Site adjacent to Cooper Boulevard, as submitted by representatives from the Department of National Defence (DND).

The Director explained that the proposed location did not meet the Town of Gander's Building Regulations and he wished to enter into discussions with DND authorities encouraging them to follow the Town of Gander's Building Regulations. These regulations are put in place for the joint benefit of the residents of Gander and the employees responsible for servicing such properties. A good example of this would be the Gander Fire Department who would be expected to respond to such properties for fire protection. The Committee was in agreement and then continued with a discussion on the location of two lift stations.

Currently, solely located on private property, one lift station is located at the Old Navy Site adjacent to Cooper Boulevard and the second is on GIAA property. These lift stations are currently being serviced, maintained, and the utility bills are being paid by the residents of the Town of Gander, however the lift stations are solely contained on private property and service only those properties.

The Director felt it was unfair to burden the tax payers of Gander with such facilities and the Committee agreed and is recommending to Council that these property owners be written immediately notifying them that these lift stations will be turned over to the respective owners to maintain and service in the future.

Water/Sewer Levy, Magee and Gander Bay Road

The Director asked the Committee for clarification on the new Water and Sewer Levy and how it would apply to residents who are currently not connected to Town services. The intent of the levy was to help offset the cost of new infrastructure required to be able to accommodate the sewer which will be directed to our new sewage treatment facilities. The levy will apply only to properties that are capable of being serviced by the water and/or sewer system and will be charged at the time that the services are extended to the area.

Request for Water Pump Replacement

Councillor Scott received a request for reimbursement from a resident on Gander Bay Road regarding a substantial cost he incurred replacing a pump for his water supply.

The resident lives on Gander Bay Road and has an artesian well and feels the Town of Gander should take responsibility for the replacement of this piece of equipment.

The Committee felt that in order for Town to accept responsibility for replacement of equipment on private property we should be responsible for the maintenance of the equipment and the Committee is not prepared to recommend adding this service.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on January 10, 2013. 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. Blackwood, Director of Municipal Works & Services; J. Turner, Chief Administrative Officer.

The following items were discussed:

Energy Renewal and Sustainability Request for Proposals (RFP)

The Committee reviewed a memo from the Director of Municipal Works & Services regarding the RFP Call for Energy Renewal and Sustainability. The Committee has reviewed the two proposals that were received and is recommending that the RFP be awarded to Honeywell.

Motion #13-006**Energy Renewal and Sustainability Request for Proposals (RFP)**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Energy Renewal and Sustainability RFP be awarded to Honeywell.

The Chief Administrative Officer advised that Honeywell will do an evaluation of the Town's energy consumption and identify areas of savings to Council. Council would then determine which projects, if any, they wish to move forward with. It was advised that any cost savings associated with any implemented projects would be returned to Honeywell until the cost of the project was recovered.

Questions were asked concerning the amount of the penalty clause and as the information was not available it was decided to defer the motion to approve.

With the concurrence of the mover and the seconder this item is deferred back to the Finance Committee for further information.

\$500,000 Taxation Refund re. GIAA for 2004 and 2005

The Committee once again discussed the \$500,000 refund that the Federal Government is requesting for the interim payment that they advanced on the Airport Authority's property taxes for the years 2004 and 2005. GIAA challenged the value of the assessment that was placed on the property and the court decided that the property was only valued at \$1 and thus there were no taxes payable on the property. Once this decision was made the federal government requested a refund of the \$500,000.

The Committee cannot accept the fact that Council is essentially providing free services to the Airport for this time period because of this decision. When the airports were privatized the Town was assured that it would be no worse off than it was when the Federal government operated the airport.

Seeing the payment on the airport properties reduced from \$230,000 a year to nothing is a far cry from no worse off. If the Federal government is not prepared to withdraw its request to have the Town repay the \$500,000 then the Town will be billing them, as landlord of the property, for the provision of services to their tenant for 2004 and 2005 in the amount of \$500,000.

Capital & Operating Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JANUARY 9, 2013

- | | |
|--|-----------------------|
| 1. LSG Construction Limited | 336,958.03 |
| 01-000-0080-1837, Claim #2 Cobb's Pond Redevelopment | |
| Contract 2,770,247 | Spent to date 207,097 |
| | |
| 2. Tract Consulting Inc. | 13,969.27 |
| 01-000-0080-1837, Cobbs Pond Development, Prime Consultants expenses | |
| Contract 368,811 | Spent to date 217,485 |
| | |
| 3. Tract Consulting Inc. | 43,557.69 |
| 01-000-0080-1837, Cobbs Pond Development Basic Services (Park) | |
| Contract 368,811 | Spent to date 230,837 |
| | |
| 4. H. Wareham & Sons | 51,184.03 |
| 01-000-0080-1837, Claim #1 Cobbs Pond Bridge Replacement | |
| Contract 99,278.41 | Spent to date zero |

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|--|--------------------|
| 5. H. Wareham & Sons | 27,459.00 |
| 01-000-0080-1837, Claim #2 Cobbs Pond Bridge Replacement | |
| Contract 99,278.41 | Spent to date zero |

OPERATING

- | | |
|--|--------------------|
| 6. Cal LeGrow Insurance Company | 174,774.00 |
| 00-120-1000-7215, insurance policy renewal for 2013 | |
| Budget 206,000 | Spent to date zero |
| 7. Municipal Assessment Agency inc. | 34,083.00 |
| 00-120-1000-7200, First quarter 2013 assessment fees | |
| Budget 143,000 | Spent to date zero |

AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE JANUARY 8, 2013

- | | |
|--|----------------------|
| 8. Destination Gander | 15,000.00 |
| 00-700-1000-7360, Town's Contribution (2012) | |
| Budget 60,000 | Spent to date 45,000 |

Total capital invoices for approval	\$473,128.02
Total operating invoices for approval	<u>\$223,857.00</u>
Grand total of invoices for approval	<u>\$696,985.02</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 #13-007**Invoices for Approval**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Central Newfoundland Waste Management InvoiceOPERATINGAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JANUARY 9, 2013

- | | |
|---|-----------------------|
| 1. Central Newfoundland Waste Management | 24,324.00 |
| 00-430-1000-7007, wet/dry unsorted garbage Dec 1-31st, 2012 | |
| Re: invoice numbers 7631 & 7632 | |
| Budget 330,000 | Spent to date 314,099 |

Total operating invoice for approval \$24,324.00

The Committee reviewed the invoice that is being recommended by the Municipal Works & Services Committee of Council and the Director of Finance advised that the invoice was within budget following all of the policies of the Town of Gander.

Motion #13-008**Central Newfoundland Waste Management Invoice**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker approval of the Central Newfoundland Waste Management invoice, as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Director of Finance stated it was actually \$5,000 over budget for 2012.

2013 Payment in Lieu of Taxes

The Committee reviewed correspondence from the Federal Government indicating that they will be reviewing valuations of all the buildings on the Base as part of their 2013 Payment in Lieu of Taxes process.

Line of Credit

Section 93 (1)(3) of the Municipalities Act, provides the Town with the authority to borrow up to 20% of its revenues for current account purposes.

These funds are needed in order to cover operating costs until the Town's receives its 2013 taxes which has a due date of March 31.

Motion #13-009**Line of Credit**

Moved by Councillor Anstey and seconded by Councillor Oram that the Town increase its Line of Credit to \$2,340,000, as per Section 93 of the Municipalities Act.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Change in Costing for Inventory

Our Accounting Software is having difficulties costing inventory properly using our current accounting method. The Software Provider is advising we should change the method of accounting for inventory by changing from First In First Out (FIFO) to an average costing for all inventory use. This will have no significant impact on the Town's finances.

Motion #13-010**Change in Costing for Inventory**

Moved by Councillor Anstey and seconded by Councillor Parrott that the inventory costing method be changed to the average cost method.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Street Cut Permit Fee

The Municipal Works Committee is proposing that the Town institute permit fees for Street Excavations and for Water and Sewer Connections. These fees will allow for cost recovery for our staff who are required to perform the required inspections.

Motion #13-011**Street Cut Permit Fee**

Moved by Councillor Anstey and seconded by Deputy Mayor Tucker that the Street Excavation Permit Fee be set at \$100 and that the Water and Sewer Connection Permit Fee be set at \$150.

In Favour: 6 Opposing: 0

Decision: Motion carried.

FCM – Gas Tax Fund Calculator

The FCM has created a Gas Tax Fund Calculator which shows how Federal Funding has helped communities throughout Canada. The calculator shows how much money has been given to each community and what the money has been used for. If anyone is interested in checking out this Gas Tax Calculator, it can be found on the FCM's website at fcm.ca.

Tender for Photocopier

The Finance Committee reviewed the four bids which were received for the tender for supply of a Photocopier for the Engineering Department. These bids were evaluated over a life cycle costing with an estimated number of copies run on the machine. The Director advised that the tender meets the Town's Capital Expenditures Policy and is recommending approval of the lowest tender.

Motion #13-012

Tender for Photocopier

Moved by Councillor Anstey and seconded by Councillor Parrott that the tender for the supply of a Photocopier be awarded to Modern Business Equipment.

Councillor Oram questioned the lowest tender policy and stated that he felt there should be some form of local preference policy.

The Director of Finance stated that over \$10,000 must go to tender. The Town of Gander has no choice but to award to the lowest bidder.

Deputy Mayor Tucker asked if we can bring this up through MNL to see if it could be changed to reflect that if the difference was within 5% it could be left to the municipality's discretion as to who wins tender.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Professional Grading & Contracting

Councillor Oram left the meeting due to conflict of interest.

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JANUARY 9, 2013

- | | |
|---|----------------------------|
| 1. Professional Grading & Contracting Ltd. | 117,436.55 |
| 01-000-0080-1841, Claim #5 release of holdback- Magee Road Reconstruction | |
| Contract 1,205,130 | Spent to date 1,084,617.38 |

Total capital invoice for approval	<u>\$117,436.55</u>
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The Committee reviewed the invoice that is being recommended by the Municipal Works & Services Committee of Council and the Director of Finance advised that the invoice was within budget following all of the policies of the Town of Gander.

Motion #13-013

Professional Grading & Contracting Ltd. Invoice

Moved by Councillor Anstey and seconded by Councillor Parrott approval of the Professional Grading & Contracting Ltd. invoice, as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Oram returned to the meeting.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Capital Loan

The Town invited quotations for a loan to finance the construction of Dickins Street and two bids were received.

Motion #13-014**Capital Loan**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Town borrow \$514,964.90 to finance the construction of Dickins Street from the Royal Bank. The loan will be repaid over a 10 year period.

In Favour: 6 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT**Motion #13-015****Adjournment**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:42pm.

C. Elliott, Mayor

G. Brown, Town Clerk