

MINUTES

Regular Meeting of Council Wednesday, February 27, 2013 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Nutrition Month Proclamation

The Mayor proclaimed March 2013 as Nutrition Month whereas Canadians are interested in healthy eating and want information to help them achieve this goal.

World Plumbing Day

The Mayor proclaimed March 11, 2013 as World Plumbing Day whereas every person on the planet is affected by the availability of clean drinking water and basic sanitation.

3. MINUTES FOR APPROVAL

Motion #13-039

Minutes for Approval

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that the Minutes from the Regular Meeting of Council on February 6, 2013 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 February 18, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; G. Parrott, Councillor; S. Fisher, HR Supervisor; P. Fudge, Fire Chief; O. Fudge, Municipal Enforcement Officer; A. Lockyear, Student.

The following items were discussed:

PUBLIC SAFETY

Smoke House

The Committee reviewed the estimate on the Smoke House for the Fire Department Training Ground. The total cost of the project is estimated at \$208,573, which is approximately \$50,000 more than was budgeted. The Committee is requesting that Council prepare a resolution to reallocate capital funds to cover the additional costs before the project is tendered and refers the request to the Finance Committee for its consideration.

Skidoo Trails Crossing Town Streets

The Committee discussed the problem associated with the Town's snow blower creating a potential safety hazard when widening the streets. After the snow blower has passed the skidoo trails, a considerable drop-off remains that could be dangerous to people using the trails. Several members of the Committee felt that perhaps the person driving the truck in front of the snow blower could use a shovel to lessen the height of the drop off point to a level that could be safely crossed by a skidoo. The Committee would like to forward this to Municipal Works for a possible solution.

Fire Department Quarterly Report

The Fire Chief presented the quarterly report for the Department. The number of fire calls increased by nine this year to 46 as compared to the same time as last year in which there were 37. The Fire Chief also indicated that the number of Fire Inspections increased by 45 this year to 102 as compared to the same time as last year in which there were 57.

The Fire Chief reported that from January 1st until February 13th there were 32 fire calls, with approximately 45% of those being false alarms. The false alarms included but were not limited to system malfunctions, smoke detectors and fire alarm activations with no known cause and most of the false calls were not from repeat customers.

New Aerial Truck on Recall

The Fire Chief notified the Committee that the Ladder Truck has been flagged as having a possible defect in the two hydraulic cylinders used to extend and retract the ladder. The company that manufactured the truck is Crimson Fire Inc. and the repairs are covered under warranty. The company will be making the necessary repairs within the next couple of weeks. In the meantime the Extension ladder cannot be used.

The Fire Chief and Municipal Enforcement Officer left the meeting.

HUMAN RESOURCES

Completion of Agendas & Preparation of Minutes Policy

The Committee reviewed and agreed with the proposed changes to Completion of Agendas and Preparation of Minutes Policy which is submitted to Council for its first reading.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on February 18, 2013. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

The following items were discussed:

Field Maintenance Timeline for Ball Fields

The Director advised that he had met with the Municipal Works Department to discuss the work to be completed on the ball fields in order to prepare for the summer activities and the National Softball Tournament. A timeline, which is attached, was put in place in order to ensure that all the work will be completed. The two departments will keep in contact to make sure these dates are met. The Committee felt that having action items listed in visual format was very helpful.

ACOA – Community Infrastructure Improvement Fund

A letter was received from ACOA stating that the Town's application for funding towards the community trails was not approved. Other funding options will be looked at in the future.

Councillor Blundon noted that the trails around town need to be groomed periodically and currently the Newfoundland Snowmobile Association only grooms the main T'railway through town. The reason they are not grooming the other trails is because of possible insurance and liability issues.

The Committee asked the Director to contact the Gander & Area Snowmobile Association to confirm that the insurance and liability issues are the reason why other trails are not groomed and if so, identify how it can be rectified. The Committee thought it would be nice to have all the community trails groomed for events such as the Snofari.

Councillor Parrott stated that in the past the trail groomer was assigned to each Club for a specific number of hours. The groomer would groom primary trails first and if time permitted other trails would follow.

Funding Requests

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

The Airport Nordic Ski Club for \$200. They will be hosting the Kids Ski Fest and Midget Cross Country Championships from Feb 23 – 24, 2013 and the Gander Invitational on March 16, 2013. These events will bring approximately 150 skiers to the Town of Gander.

The Newfoundland & Labrador Volleyball Association for \$500. They will be hosting their annual Senior Volleyball Championships from March 15 – 17, 2013. This event brings approximately 2,300 players and officials to the Town of Gander. Since this is probably the largest sporting event in Gander, the Committee asked the Director to contact Destination Gander to see if they would also donate \$500 to this tournament.

Cobb's Pond Rotary Park Pavilion

The Director advised that he and the CAO met with the Chair of the Cobb's Pond Rotary Park Fundraising Committee to review a design that was put forth by Tract Consulting for a Pavilion, which would recognize financial contributors, and would be located at the Park.

The Chair will be discussing this drawing with the remaining members of the Cobb's Pond Rotary Park Fundraising Committee and will provide the Committee with their recommendation. If their recommendation is favourable, the Town will ask Tract Consulting to provide a confirmed cost for this project.

Tidy Towns Sign

The Town received one sign for winning the Tidy Towns 2012 Competition. The Committee discussed if we should purchase more signs so that we would have one at each entrance to the Town of Gander. The Committee asked the Director to identify the cost of the signs for the next Committee meeting.

Grants, Subsidies & In-kind Services – Review of Policy

The Committee reviewed the Grants, Subsidies & In-kind Services Policy. The following changes were recommended:

1. A sentence put in under tournament hosting stating that applications for funding should be submitted at least one month prior to the event.

2. Under Travel Subsidy – delete the donation to the Provincial/Winter Summer Games. Athletes have very little expenses as the provincial government provides all the athletes with travel, meals, and accommodations.
3. That a post-event form be sent to the group with their funding. After the event, the group would be required to give a small overview on their event.

They also discussed the donations provided to St. Paul's Intermediate School and Gander Collegiate. A number of school sports requested funding and the Committee wondered if it would be more feasible to provide the schools with a lump sum each year and the school would delegate the money to the appropriate sports. The Director was asked to provide the amount of funding that was given to the schools over the past couple of years.

Thomas Howe Demonstration Forest Snow Clearing

The Director advised that a large number of citizens are not using the Thomas Howe Demonstration Forest during the winter months because the parking lot is not plowed and they felt it is too dangerous to park on the highway. The Town currently provides funding to clear and salt the entire parking lot at the North Atlantic Aviation Museum and the Director questioned whether the whole parking lot needed to be cleared or just a portion. He spoke with a member of the North Atlantic Aviation Museum Board who will bring this to their next committee meeting and report back to the Director. Council provides funding to snow clear the Museum parking lot and it was suggested that if the Aviation Museum does not require the whole parking lot to be cleared, then the savings could be used to subsidize the snow clearing for the Thomas Howe Demonstration Forest.

Thomas Howe is a premier snowshoeing area that provides our citizens with health benefits at no cost and we should do our best to make sure these areas are accessible.

Department Summer Restructuring

The Director advised that he had met with the Municipal Works Department to review all the activities that are completed during the summer months such as field maintenance, cutting grass, etc. The Director of Recreation felt that it would be more beneficial to have some of this work and the staff report to the Recreation & Community Services Department. This plan will help the department move forward on providing quality and sustainable recreation areas for our citizens. The two departments have worked out a plan and will be filling any vacant positions within the next couple of months.

Stewardship Association of Municipalities Annual General Meeting

The next meeting for the Stewardship Association of Municipalities is being held from April 19 – 20, 2013 in Bay Roberts & Spaniard's Bay. Councillor Blundon will check his schedule to determine if he can attend.

Outdoor Rink

The Committee wishes to extend a huge thank you to the Director of Recreation, staff and the following citizens who have volunteered their time to create and maintain the Community Outdoor Rink:

- | | |
|-----------------|-----------------|
| - Dennis Glover | - Robert Norris |
| - Gerry Gill | - Troy Freeborn |
| - Gord Edison | - Gerry Parrott |
| - Don James | - Rod Feltham |

There has been a lot of positive feedback from the Community on this worthwhile initiative. The Director felt that a more permanent outdoor rink should be established in the future with the help of volunteers.

C. Economic & Social Development Committee:

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

The Economic Development Committee meeting was held on February 18, 2013. The meeting was chaired by D. Blundon, Councillor. Other members present included: G. Parrott, Councillor; D. Chafe, Development Director.

The following items were discussed:

Landscaping Regulations

The Committee was presented with the revised Commercial Landscaping Regulations for its second reading.

Changes to the regulations were made by the Economic Development and Municipal Works and Services Departments in consultation with the Committee. The primary objectives of the revision were to address developers concerns, clarify landscaping requirements for commercial and industrial land and identify a more appropriate and effective landscaping deposit protocol.

Under the revised regulations, landscaping requirements for both Commercial and Industrial zones are basically the same, with the exception of the following:

- There is no requirement for landscaping of side-yards in Industrial zones.
- The minimum percentage for landscaping in the front building setback area is reduced from 20% to 15%.
- The section of required landscaping from the road/curb/sidewalk is reduced from 4 metres to 3 metres.
- There is no tree requirement for Industrial zones.

Additionally, both commercial and industrial developers will be required to incorporate an onsite storm water management system that shall consist of a series of ditches, swales, catch basins and pipes or combination thereof.

A new landscaping deposit protocol is also included. As a condition of all landscaping approvals and prior to the issuance of an occupancy permit, if the required landscaping has not been completed, the applicant is required to provide a security deposit to the Town of Gander to ensure the proper and timely completion of the approved landscaping.

The deposit will be in the amount of 100% of the estimated cost of landscaping for the property, as determined by the Municipal Works Department. The applicant will be required to provide security either as a cash deposit or an irrevocable letter of credit from a Chartered Bank.

After a small wording change the Committee presents the revised Landscaping Regulations for its second reading.

Motion #13-040

Landscaping Regulations

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the revised Town of Gander Landscaping Regulations be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Housing Outlook Seminar

The Director presented an overview of an upcoming CMHC Housing Outlook Seminar. The session will provide information on the provincial and local housing markets as well as changes to insurance and mortgage regulations. The Committee feels that this is a valuable event and is recommending that the Director participate.

KEDC Closure

The Kittiwake Economic Development Corporation has notified Council that the Corporation will be closing its doors by March 31st of this year. The Federal and Provincial governments funded the KEDC for the past 17 years however, on May 22, 2012 the Corporation was given notice by the Atlantic Canada Opportunities Agency that funding would cease in 2013.

The Committee is disappointed with news of the closure and believes that the work of the Corporation will be missed. Over the past seventeen years the KEDC has worked on a broad range of economic issues and has been instrumental in overcoming challenges while helping the region to capitalize on new opportunities.

On behalf of Council, I would like to thank all those who worked for the Corporation or served on its Board. Your efforts and accomplishments have had a positive and long lasting impact on our region.

Central Health –Registered Nursing Cuts

The Newfoundland and Labrador Nurses Union is seeking the support of councils throughout Central Newfoundland as they continue to challenge Central Health's plan to cut the number of registered nurses employed in the region. The Committee is sensitive to potential impact of all reductions within the healthcare system and is concerned that plans to reduce the number of registered nurses will impact on the quality and availability of services in this region.

The Committee has asked that a letter be written to the Provincial Health Minister and Central Health expressing our concerns.

Deputy Mayor Tucker recommended that Council contact Central Health to ensure a full understanding is sought.

Coat of Arms and Vehicle Graphics

The Town's Municipal Works and Services Department has been working with the Development Department to develop a new vehicle decal design. The Committee was presented with the proposed design but was advised that current regulations require that all vehicles be identified with the Town Crest. The new design does not incorporate the crest.

The Committee has directed management to review the current regulations in light of the proposed design change and make recommendation on how the current regulation might be adjusted to offer more flexibility to accommodate changes.

Community Advisory Board

Council has received an invitation from the Newfoundland and Labrador Housing and Homelessness Network to participate in a public forum focusing on local priorities. While the Committee supports the efforts of the Network, as a municipal government we are in a better position to advocate issues such as affordable housing. A letter will be written to the Network advising that we will not be participating in the forum but are more than willing to support their efforts wherever possible.

Press Release, Gander International Airport Authority

The Committee reviewed a February 8th press release by the Gander International Airport Authority that indicated that the Authority is proceeding with the development of a 150 acre business park. The Committee was pleased to learn of the new development and the Authority's confidence in the local economy. Each year the Development Department receives multiple requests for commercial land and will support the Authority's development by advising prospective investors of the airport development.

Aeroplex Consultant

The Committee was advised that a number of parties are now interested in investing in new aerospace infrastructure at the Airport and that there may be cost savings realized by taking advantage of synergies between interests. The Director is recommending that a consultant be contracted to explore, evaluate and facilitate opportunities for cooperation. Such an initiative would likely qualify for financial support from both the federal and provincial government.

The Committee fully supports this approach and has directed staff to begin the necessary work to initiate this project. Additional information will be provided at the next Committee meeting.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on February 19, 2013. 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:

Ride for Sight Meeting

The Director advised that he and the Special Events Coordinator met with the Ride for Sight Committee to show their support, share ideas and offer assistance to make the Ride for Sight a success.

The Ride for Sight Committee has a new executive and their mandate is to improve on the event by making some changes to their weekend schedule. The Committee looks forward to working with them again this year.

Winter Carnival

The Winter Carnival was held on Feb 15-17, 2013. The Friday morning skate/walk had over 60 participants skating, walking and getting active to 50's music. The Friday Family Fun Night took place at the outdoor rink. This skate included music, tiki lights, fire pit, hot chocolate and over 250 people attended.

On Saturday, the events at the fields were well attended with numerous games and activities for young children. Thank you to the Community Youth Network and the Pentecostal Church for coordinating those events. The Mockey Game took place at the outdoor rink. This was a friendly competition between the Town of Gander and local media. The event was well attended and the participants were treated to a fabulous game which included an overtime shootout to determine the winner, which was the media. A bonfire was held at the Raynham site with over 600 people in attendance and all enjoyed a sliding hill, fire and hot chocolate. Thank you to the Gander Boys & Girls Club for running this event as well as the Municipal Works and Fire Department for their help.

There was some fantastic snow sculptures created. The winners are:

1st Place: Holly McDonald – 46 Hawker
2nd Place: Carly Wicks – 112 Airport
3rd Place: Kyler & Jake Johnson – 67 Fraser

The Winter Carnival was a huge success and there has been a lot of positive feedback. Thank you to the other groups who organized events such as the Navy League and Sea Cadets, Airport Nordic Ski Club, Salvation Army, the Beacon and the Arts & Culture Centre. The Recreation Department, along with the other organizers, will be meeting to discuss plans to expand the Winter Carnival for 2014.

Council was advised that the snow hill is still being used and it was questioned whether or not a sign indicating "use at own risk" should be displayed.

Location of Gander Day

The Committee discussed the location for Gander Day in 2013 due to Cobb's Pond Rotary Park and the softball fields not being available this summer.

Motion #13-041

Location of Gander Day

Moved by Councillor Parrott and seconded by Councillor Anstey that Gander Day be held in the Town Square in 2013.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Council was advised that planning is ongoing to ensure that businesses in the area are not affected during set up and take down of the Gander Day Ceremonies.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on February 20, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; J. Turner, Chief Administrative Officer; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Design Standards for Streets & Subdivisions

After the last Council meeting, at the request of Councilor's Blundon and Oram, it was agreed to bring the *Design Standards for Streets & Subdivisions* document back to the Committee for a third review to clarify some issues that were raised.

The Director reviewed and explained the issues in question for Councillor Blundon at the Committee meeting and the Committee is now recommending that the document be approved as presented.

Motion #13-042**Design Standards for Streets & Subdivisions**

Moved by Councillor Anstey and seconded by Councillor Blundon that the revised Design Standards for Streets and Subdivisions be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Secondary Suites

The Subsidiary Apartments & Secondary Suites Building Process Guide was presented for the second and final reading.

The Director advised that no objections or input were received.

Motion #13-043**Secondary Suites**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Subsidiary Apartments and Secondary Suites Building Process Guide be approved as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Invoices

The Committee reviewed three invoices and the Director advised the Committee that all goods and services were received and met the Town's specifications.

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

Letter from Municipal Affairs-Funding Options

The Committee received a letter of response from the Assistant Deputy Minister of the Department of Municipal Affairs regarding a request from the Town of Gander for funding assistance towards a new Chlorine Booster Station and a Temporary Waste Water Treatment Facility.

Municipal Affairs advised that there was no new funding available to assist the Town of Gander with the projects identified. However, the Department was prepared to permit the Town to re-profile some of its 2012-2014 multi-year capital works funding for these projects. If the Town so desired to go that route, the Department would require a revised schedule "A" identifying the two new projects and associated budget. As well, they would require a revised budget for the multi-year capital works program.

The Department also suggested that the Town could apply a service levy to new lot developments to help offset the cost of the Temporary Waste Water Treatment Facility. The Committee felt that the temporary solution to the Magee sewer treatment had to take priority over other projects and forwards to the Finance Committee with a recommendation to submit a revised Schedule 'A' to Municipal Affairs.

Gander International Airport Authority–Commercial Land Development

The Committee reviewed a letter and attached drawings, submitted by Cecon Ltd on behalf of their client, Gander International Airport Authority (GIAA), for a proposed commercial land development.

The Committee had a general review of the project as proposed and also reviewed a memo supplied by the Engineering Department which outlined some concerns they had with the infrastructure being proposed and how it would tie into and impact the existing Town of Gander infrastructure.

The Committee is recommending that a letter be written to Cecon Ltd. outlining the servicing concerns and requesting revised drawing which would address these servicing issues.

In addition, the Committee reviewed the proposed access onto Cooper Boulevard, as indicated in Cecon drawing No. 12517.

Motion #13-044

Gander International Airport Authority – Commercial Land Development

Moved by Councillor Anstey and seconded by Councillor Blundon that the proposed access be approved in principle with the provision that the final drawings meet the Design Standards for Streets and Subdivisions Master Specifications and the TAC Standards.

In Favour: 6 Opposing: 0

Decision: Motion carried.

150 Roe Avenue- Discretionary Use

The Town Council received an application to occupy the building at 150 Roe Avenue for the purpose of operating a car wash and auto detailing business.

WHEREAS the proposed site is located in a **Commercial General Zone** and service station is a discretionary use under the Town of Gander Development Regulations.

AND WHEREAS it was advertised with no objections received by the closing date of Thursday, February 21st, 2013

Motion #13-045

150 Roe Avenue – Discretionary Use

Moved by Councillor Anstey and seconded by Councillor Parrott that ***The Wash-Auto Detailing Limited*** be permitted to operate a car wash and auto detailing business from 150 Roe Avenue.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender Summary- Light Fleet Tires

The Committee reviewed the results of the tender for supply, installation, and balancing of light fleet tires. The Director advised that only one tender was received and within that submission, several of the items requested were not available or substitutes were offered.

On further investigation with local suppliers who did not submit bids, it was determined that several of the items requested are no longer available and the Committee is recommending that the tender be cancelled.

The Director advised that many of the items are available from the Central Purchasing Agency and the local company which has the CPA tender can provide the tires and balancing at the tendered CPA price and the Department will be availing of the CPA tender.

Asphalt Specifications

The Committee reviewed the Town of Gander *Hot Mix Asphalt Concrete Specifications 2013* presented to Council for the first reading.

All individuals interested in reviewing the document are encouraged to bring forward comments prior to the next scheduled Committee meeting on March 13th. All input needs to be submitted in ample time to allow the Engineering Department the opportunity to review the comments and make recommendations or adjustments where necessary. The document will also be forwarded for review to local engineering firms and contractors who normally supply this product.

Snow Clearing Practices

The Committee reviewed the snow clearing practices in the Town of Gander and the general consensus of the Committee was that the current practices and operations are within the Town of Gander's Snow Plan and it was agreed that services are being provided at a satisfactory level.

Water Shut off Notices/No occupancy permits

The Director advised the Committee that there were three letters sent out in early February to owners of new residential properties within Gander who had taken up occupancy of their homes without a permit to occupy. Section 194 (d) of the Municipalities Act states that a person shall not occupy a building that is newly constructed except in accordance with a written permit from Council. The Director advised the Committee that letters would be forthcoming to the owners of these properties notifying them of the date at which Town employees will be turning off the water to those properties.

Clean Up Weeks

The Director presented the Committee with a summary of the 2012 Clean Up Weeks which included 4 events spanning early spring to late fall. This included the associated costs and tonnage collected with some recommendations for moving forward into the 2013 season.

The Committee considered providing a similar service for this coming season and also the possibility of a scaled down transfer station to be operated by an independent operator. The Committee has requested that the Director contact local firms seeking expressions of interest for this type of operation and report back once all the data is collected.

350 Gander Bay Road, Accessory Building

The Committee reviewed correspondence from the owner of 350 Gander Bay Road requesting an extension to a court order issued for the removal of shed at this location.

The Director relayed the sequence of events leading up to this point in time regarding the shed, which started back on November 22, 2010. To date, no application has been made for the shed which exists on this property.

The Committee discussed the circumstances surrounding this issue and advised the CAO to obtain legal advice to determine the most expedited means to have the shed removed from the property while minimizing the exposure of the Town of Gander.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on February 21, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included; R. Anstey, Councillor; K. Hiscock, Director of Finance (A); J. Turner, Chief Administrative Officer.

The following items were discussed:

Capital & Operating Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE FEB 20TH, 2013

- | | |
|--|-----------|
| 1. B&M Paving Ltd. | 30,798.87 |
| 01-000-0080-1895, release of Holdback Heath Crescent Upgrading | |
| Contract 294,360 Spent to date 264,924 | |

Total capital invoice for approval	<u>\$30,798.87</u>
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OPERATING

- | | |
|--|-----------|
| 2. Easton Hillier Lawrence Preston | 11,426.67 |
| 00-120-1000-7220, Legal fees-re GIAA 2011 tax issues | |
| Budget 65,000 Spent to date 30,067 | |

- | | |
|-----------------------------------|-----------|
| 3. VON Broadening Horizons | 31,700.09 |
| 00-430-1000-7140, 2012 Grant | |
| Budget 40,000 Spent to date 8,299 | |

Total operating invoices for approval	<u>\$43,126.96</u>
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The Acting Director of Finance advised that the invoices were within budget and met the policies of the Town of Gander.

Motion #13-046**Capital & Operating Invoices for Approval**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Central Newfoundland Waste Management Invoice**AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE FEB 20TH, 2013**

- | | |
|--|-----------|
| 1. Central Newfoundland Waste Management
00-430-1000-7008, collection fees for Jan 2013
Budget 273,800 Spent to date Zero | 22,800.00 |
| 2. Central Newfoundland Waste Management
00-430-1000-7007, wet/dry unsorted garbage Jan 1- 31st
Invoice numbers 8189 & 8190
Budget 367,500 Spent to date Zero | 26,626.86 |

Total operating invoices for approval \$49,426.86

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

Motion #13-047**Central Newfoundland Waste Management Invoice**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Approval of Travel & Reimbursement of Travel Expenses

The Committee reviewed a comparison of the Towns meal allowance against the provincial, federal and four other municipal governments. The current meal allowance has not increased since the 1980's and is the lowest amongst several municipalities. The meal allowance was not discussed during the 2013 pre budget consultations.

Employees have requested that the meal allowance be reviewed since the amount was insufficient to cover the cost of meals, and the allowance was low when compared to other municipalities.

Motion #13-048

Approval of Travel & Reimbursement of Travel Expenses

Moved by Councillor Oram and seconded by Councillor Parrott that the per diem meal allowance be increased to \$58.00 for in Province travel and to \$78.00 for out of Province travel.

In Favour: 6 Opposing: 0

Decision: Motion carried.

FCM – Upcoming Budget

The Committee reviewed correspondence from the FCM regarding the upcoming 2013 Federal Budget. In the letter, a reference by Minister Flaherty indicated that the Federal Government was committed in the past to infrastructure as funding was provided by the Building Canada Fund and the Gas Tax Fund.

However, there has been no decision made on future funding for infrastructure. The FCM would like municipalities to inform the Federal Government that the FCM would like a 20 year plan for funding, with dollar for dollar matched by the municipal sector, an indexation of the Gas Tax Fund and a long term infrastructure plan that would provide predictable investments.

Morning Star- Funding for Afghanistan

The Committee reviewed a request for funding from an individual to return to Afghanistan as an instructor at the Institute for Leadership Development.

The Acting Director of Finance informed the Committee that the request did not meet Council's policy and did not recommend approval.

The Committee did not recommend the request for funding and a letter will be sent to the individual informing them of the decision.

Diamond Municipal Solutions - Penny

The Committee was informed that effective February 4, 2013 the Federal Government will no longer be distributing pennies to businesses or financial institutions. As a result, the Town will be required to round cash transactions when pennies are not available. The rounding rules will be posted at the Town Hall and are in line with the Federal guidelines.

Municipal Affairs – Funding Request

The Committee reviewed the recommendation from the Municipal Works Committee to reallocate its 2011-2014 approved Capital Funding from approved projects to fund the Chlorine Booster Station and for temporary upgrades to the Magee Sewer Treatment Plant. The Committee concurs with the Municipal Works Committee decision to request permission to reallocate the approved funding.

Motion #13-049

Municipal Affairs – Funding Request

Moved by Councillor Oram and seconded by Councillor Blundon approval to submit a revised Schedule 'A' to request approval from Municipal Affairs to reallocate the 2011 – 2014 Capital Funding, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

CNWM Budget

The Committee reviewed the 2013 Central Newfoundland Waste Management budget. They were concerned that a significant amount of funds were held as reserves for capital replacement in the future which may result in the Town being overcharged currently.

A meeting will be scheduled with CNWM to discuss the issue.

G. Waste Water Steering Committee:

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

The Waste Water Steering Committee was held on February 13, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included; G. Parrott, Councillor; D. Blundon, Councillor; P. Dawe, Dept. of Environment (via teleconference); E. McArthur, BAE Newplan (via teleconference); W. Manual, BAE Newplan (via teleconference); F. Huxter, Dept. of Municipal Affairs; T. Barron, Supervisor – Water & Sewer Department; J. Blackwood, Director of Municipal Works & Services; J. Turner, CAO.

The following items were discussed:

Waste Water Study-Final Report Presentation

Bae Newplan Group provided the Committee with a brief overview on the status of the final report on the Waste Water Study and indicated they still required the following three pieces of information from the Town of Gander:

- The first is a map for the proposed new site for the Treatment Facility and the existing landfill. Previously, the GIS information had been forwarded to them but they require more detailed information. The Director advised that he would have his Department forward the most accurate information available from the Town of Gander.
- The second was land ownership by lakeside to help determine the placement of the overflow lagoon. Again the Director advised that he would forward the information to Bae Newplan.
- The third piece of information required was in relation to the placement of the proposed location of the temporary solution. This will be done through the RFP process in the near future as the consultant questioned the amount of land available and the ownership at the existing Magee Waste Water Treatment Plant. The Director will forward this information to Bae Newplan as well.

Review of previous minutes

There were no omissions or errors and the Committee recommends approval of the previous minutes as presented.

RFP for Interim Solutions

The Committee discussed the urgency in having the RFP prepared for short term solutions or waste water treatment upgrades with the proposed location at the Magee Plant. The tender should be prepared and sent out so the work can commence with this construction season. The consultant committed to having a draft document presented to the Committee for review by weeks end and Municipal Affairs indicated that they would expedite the process and have it back to the Town by the middle or end of the following week.

Since the meeting took place, the document has been prepared, circulated with comments received where appropriate and sent back to the consultant to be finalized and prepared for tender.

In discussing the urgency in having the document ready to go to tender, the Committee felt that it would be valuable to have a construction schedule prepared as a reference to ensure that the timelines are met and that the project will be successfully completed on time. The consultant agreed to prepare the work schedule and have since forwarded it to the Committee for their review.

Letter – Department of Municipal Affairs

The Committee received a letter of response from the Assistant Deputy Minister of the Department of Municipal Affairs regarding a request from the Town of Gander for emergency funding assistance for a Temporary Water Treatment Facility to add capacity to the Town's Waste Water Treatment Systems.

Municipal Affairs responded that there was no new funding available to assist the Town of Gander with the project as described - letter attached. The options provided will be forwarded to the Municipal Works and Finance Committee for their consideration.

One of the suggestions was to implement a service levy which Council has already actioned in its 2013 budget.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Tender for Purchase of 2(4x2) and 2(4X4) Trucks

The tender results for the supply of 2(4X2) and 2(4x4) were reviewed in which 4 bids were submitted.

Motion #13-050

Tender for Purchase of 2 (4x2) and 2 (4x4) Trucks

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the tender for the purchase of 2(4X2) and 2(4x4) trucks be awarded to Hickman Automotive (Gander) at the price of \$48,354.96 and \$55,534.98 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Capital Invoice for Approval

An invoice for the purchase of the Tandem Dump Truck, which is also equipped for salt application, was sent by the supplier with the truck which caused a delay in processing. The terms of the contract requires payment 30 days following the delivery date which was January 25.

Motion #13-051

Capital Invoice for Approval

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the invoice for the purchase of the 2013 Dump Truck from Western Star and Sterling Trucks be paid in the amount of \$278,833.00.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Approval of Travel & Reimbursement of Travel Expenses

During a discussion on the comparison of the Towns meal allowances against other governments, it was determined that the Town's in province per kilometer allowance was also insufficient due to rising fuel and maintenance cost.

Motion #13-052

Approval of Travel & Reimbursement of Travel Expenses

Moved by Councillor Oram and seconded by Councillor Anstey that the in province per kilometer allowance be increased from .40 cents to .43 cents per kilometer.

In Favour: 5 Opposing: 1 – Deputy Mayor Tucker

Decision: Motion carried.

73 Memorial Drive Snowclearing

Councillor Oram indicated that the resident on the corner of Memorial Drive and Airport Blvd., directly across from the court house, has not had the snow cleared from his property as indicated in the motion of council in 2010, number 10/035. He further explained that Council agreed to truck snow away from this area at all times.

Councillor Anstey however indicated that it was his understanding that the snow would be removed only when it reached a certain height.

The CAO indicated that there were 2 parameters that was put in place for the removal of snow in that area. The first being the snow would be removed when the snow reached such a height that other properties on Airport Blvd required snow removal as per the Town of Gander snow plan. The other being when the snow accumulation reached a height where it were deemed to be a safety hazard.

The Director of Municipal Works indicated that the interpretation of the motion seemed to be the issue and therefore needs Council's direction as to the intent of the 2010 decision in order to move forward. Council has approved the snow plan for the Town and it was implemented as directed.

Councillor Oram stated that everyone has visibility issues.

The CAO stated that the right process is to refer back to Committee as there was a petition been circulated and the resident has been invited into the next Committee meeting. Councillor Oram stated that the issue has been ongoing for a long time and was prepared to introduce a motion.

The CAO commented that there is a misunderstanding on the interpretation of that motion between staff and the resident and he recommended that that if a motion is to be introduced that it would be one that give clear direction and the Director of Municipal Works concurred.

Motion #13-053**73 Memorial Drive Snowclearing**

Moved by Councillor Oram and seconded by Councillor Blundon that when Airport Blvd. is being widened using the snow blower, the snow that would normally be blown from the Town's Right of Way on and directly adjacent to the sidewalk on both the Memorial Drive and Airport Boulevard fronting portions of the property located at 73 Memorial Drive, will be blown into dump trucks and removed from the site.

In Favour: 5 Opposing: 1 – Mayor Elliott

Decision: Motion carried.

OTHER – School Boards

The Mayor stated that there is a rumor circulating that the province intends to reduce the number of School Boards to one board for all of Newfoundland. A meeting will be scheduled with the MHA to discuss this concern

9. ADJOURNMENT**Motion #13-054****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 6:00pm.

C. Elliott, Mayor

K. Hiscock, Town Clerk (A)