

MINUTES

Regular Meeting of Council Wednesday, March 20, 2013 @ 4:30 pm Council Chambers

Present:

C. Elliott	Mayor
D. Blundon	Councillor
G. Parrott	Councillor
R. Anstey	Councillor
A. Scott	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
P. Fudge	Fire Chief
A. Crummey	Development Officer

Regrets:

Z. Tucker	Deputy Mayor
S. Oram	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Volunteer Week Proclamation

The Mayor proclaimed April 21-27, 2013 as Volunteer Week in the Town of Gander whereas it recognizes and shows appreciation to all our citizens who volunteer, and encourages the continuation of volunteerism.

Purple Day for Epilepsy

The Mayor proclaimed March 26, 2013 as Purple Day as an effort to raise the awareness and understanding of epilepsy and to support all those who live with seizures each day.

3. MINUTES FOR APPROVAL

Motion #13-055

Minutes for Approval

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on February 27, 2013 be adopted as presented.

In Favour: 5 Opposing: 0

Decision

Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

It was questioned whether or not the Aerial Truck fixed and it is to be reported on in the Public Safety report.

5. REPORTS – STANDING COMMITTEES:

A. Public Safety and Human Resources Committee:

The Public Safety and Human Resources Committee report was presented by Councillor Scott.

The Public Safety and Human Resources Committee meeting was held on March 11, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; G. Parrott, Councillor; A. Scott, Councillor; A. Quilty, Fire Inspector; W. Jenkins, Municipal Enforcement Officer; A. Lockyear, Student; B. Taylor, Student.

The following items were discussed:

PUBLIC SAFETY

Maximum Welding

The request from Maximum Welding regarding the issue of having the fire hydrant located in front of his business moved has been forwarded to Municipal Works for its consideration.

Skidoo Trails Crossing Roads

There was a request made by several members of the Public Safety Committee regarding the possibility of having the high banks that are left after the snow blower passes where the skidoo trails cross Town streets removed. They felt that the person who is driving the pickup truck in front of the blower could possibly stop and ease the high bank of snow that is left with a shovel thus reducing the possibility of an accident. This has been forwarded to Municipal Works for their consideration.

Gander Fire Rescue Aerial Truck

Since the last Public Safety meeting, the parts for the aerial ladder truck have still not arrived. The parts were at the border crossing waiting to be released to a customs broker before the shipment can be forwarded to the Fire Department. Once the parts arrive, the vendor for the truck, Dependable Fire Trucks in Ontario, will be notified and they will send their mechanics to do the necessary repairs.

Fire Chief Fudge advised Council that the parts have arrived and a mechanic is here now to repair the truck.

Municipal Ticketing Regulations

The new municipal regulations, which include: Animal Regulations, Smoke Detector regulations, Taxi and Limousine Regulations and the Open Outdoor Fire, Incinerator, and Outdoor Fireplace regulations were brought to the Committee for their consideration. Since the Committee did not have a copy of the old regulations to compare the new ones to they felt that it should be sent back and resubmitted so that the new changes would be indicated on the documents for their approval.

New Provincial Animal Welfare Regulations

The Committee reviewed the new provincial Nuisance Animal Regulations and has no concerns with them.

One of our Municipal Enforcement Officers has already been trained in enforcement of these regulations and will be enforcing them. It is also our intent to get the second full time MEO trained as well.

Safety Concern

The Committee received an e-mail from a citizen of Gander expressing his concern regarding what he considers a high risk accident area at the corner of Cobham Avenue and the TCH intersection. In particular he's concerned that there is insufficient de-acceleration space for west bound traffic entering east into Gander and turning off onto Cobham Avenue. He feels that the 60km ahead signage should be moved to a point east of the Cooper Blvd, TCH intersection.

The Committee was advised that the Town of Gander has no jurisdiction on the Trans Canada Highway. However because of his concern the Fire Chief was in contact with a person from the Department of Highways and was informed that the signs were placed as per the current standards set for in the Canadian Standard Guidelines for Canadian Road Systems. The Committee feels that since this is the case there is no need for this to proceed any further and a letter will be sent to the concerned citizen with its recommendation.

Councillor Anstey stated that we cannot overrule the standards set out by the Province.

Holland College Students

The Municipal Enforcement Officer notified the Committee that they had two work term students from the Holland College Police Science Program in Summerside, PEI. The students will be here for approximately six weeks and during that time they will spend three weeks each with Constable Fudge and Constable Jenkins on a rotational basis.

Parking at the Fraser Mall

The issue of parking at the north east side of the Fraser Mall has been brought forward. The Town Police received a complaint from a resident of the apartments in the Elizabeth Drive Shopping Center that she is having parking problem because of the Provincial Government Services Center are parking their vehicles in her parking area. She is requesting that this issue be resolved as soon as possible.

This issue has been addressed since this meeting and the signs have been removed.

HUMAN RESOURCES

Completion of Agendas & Preparation of Minutes Policy

The Committee reviewed and agrees with the changes to the Completion of Agendas & Preparation of Minutes Policy.

Motion #13-056**Completion of Agendas & Preparation of Minutes Policy**

Moved by Councillor Scott and seconded by Councillor Blundon that the Completion of Agendas and Preparation of Minutes Policy be adopted, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Certificate of Conduct

The HR supervisor advised the Committee of the proposed change to the Hiring Policy to read as follows:

All new hires will be required to have a Certificate of Conduct. In addition, all employees working within the Recreational Department and any other employees who work around children and seniors must obtain an updated Certificate of Conduct every three years. The cost of obtaining such certificate will be the responsibility of the new hires as it is a condition of employment. However, the Town will reimburse all existing employees the cost of obtaining such certificate.

There is a cost of \$20 currently however an additional \$25 may be required should fingerprinting be necessary.

Motion #13-057**Certificate of Conduct**

Moved by Councillor Scott and seconded by Councillor Anstey amending the Hiring Policy to include the Certificate of Conduct requirement.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Change to Clothing Policy

The Committee reviewed the proposed change to the Clothing Allowance for technical service staff and is in agreement with replacing the existing section of the Policy with the table as attached.

Motion #13-058
Change to Clothing Policy

Moved by Councillor Scott and seconded by Councillor Parrott that the Clothing Policy be amended as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on March 11, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor Tucker. Other members present included: A. Scott, Councillor; G. Parrott, Councillor; G. Parrott, Councillor; D. Deschamps, Director of Recreation and Community Services.

The following items were discussed:

Tidy Town's Sign

As part of winning the 2012 Tidy Town's award, the Town of Gander has received, at no cost, one sign to display to recognize this achievement. The Committee suggested purchasing an additional sign to put at one of the other entrances to the Town of Gander. The cost of this additional sign would be \$400 + tax and the Committee decided that it was of good value to purchase this sign to promote this award. The signs are approximately 4' x 8' in size.

Motion #13-059
Tidy Town's Sign

Moved by Councillor Blundon and seconded by Councillor Scott approval to purchase of one Tidy Town award sign at a cost of \$400.00 plus HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Thomas Howe Demonstration Forest – Snow Clearing

The North Atlantic Aviation Museum Board advised the Director that the parking lot of the Aviation Museum did not need to be completely snow cleared and sanded after a snow fall as is currently the practice. Therefore, the Director will speak with the snow clearing contractor to see if it is possible for their company to clear a portion of the Museum lot and the Thomas Howe Demonstration Forest entrance without increasing the cost and affecting the service.

Cobb's Pond Rotary Park Pavilion

The Cobb's Pond Rotary Park Committee reviewed the design done by Tract Consulting for the Donor Pavilion. They confirmed that they will contribute up to \$5,000.00 towards the cost of fabrication and installation. The Director will contact Tract Consulting to get a confirmed price for this project. The item is referred to the Finance Committee for its consideration to contribute a similar amount to the project.

Funding Requests

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

<u>Group</u>	<u>Event</u>	<u>Participants</u>	<u>Funding</u>
Gander Lakers Swim Club	Provincial Swim Meets	350	\$500
Silver Jets Figure Skating	Ice Show/Regional Competition	400	\$500
Recreation Hockey	Cy Hoskins Tournament	200	\$250
Gander March Hare	Eric's Time	200	\$250
Central IcePak (3 local Girls)	Girls Hockey	3	\$375

Gander Rod & Gun Club

The Gander Rod and Gun Club had asked the town to support their efforts to seek funding to continue upgrading and modernizing their shooting ranges and associated facilities. This volunteer operated sporting complex is a useful asset to our region as it promotes recreational competition and safety related training for youth and adults.

Motion #13-060

Gander Rod & Gun Club

Moved by Councillor Blundon and seconded by Councillor Parrott to write a letter of support for the Rod and Gun Club in their efforts to raise funding to upgrade their facility.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Multiplex Update

The Director advised the Committee that the Consultant, Ron Fougere and Associates, who was awarded the contract to complete a feasibility study, will begin the process with a start-up meeting scheduled for Friday, March 15th. The proposed project schedule is expected to last until mid-summer.

Recreation Newfoundland & Labrador – Volunteer Awards

Volunteer week Newfoundland and Labrador is from April 21st - April 27th. Recreation Newfoundland is now accepting nominations from municipalities for individuals who have made significant contributions in the recreation field. The deadline is March 25, 2013. The Recreation and Community Services Department will be partnering with the Gander Volunteer Celebration to help acknowledge all volunteers who have donated so much time and effort in order to make life better for others.

Community Centre – Ice Plant Inspection

With the ice plant being the key component of our winter operations and with a new Facilities Operations Supervisor in charge of the plant, both the Director and the Facilities Supervisor felt that it was important to have Cimco Refrigeration Company come in and do a plant evaluation the next time they were in the area. The results of the inspection were very favourable and only minor work was identified that needed some attention before the next start-up in August.

Portable Pitching Mound

The Director advised the Committee that since there will be baseball played at the Art Walker Field this summer, we need to investigate the purchase of a portable baseball pitching mound. This field will be used for both baseball and softball so this mound will help ease the transition from both sports. The Director will look into pricing and possible funding sources through baseball grants and subsidies with help from the baseball league.

Director's Six Month Review - Presentation

The Director advised the Committee that he has now been here for six months and felt that as a new employee from outside the area, it would be beneficial to gather his thoughts, ideas and recommendations and put it in a presentation format to present to the Committee. This presentation will identify and touch upon the long-term vision and direction of the Department and make sure that both parties are on the same page.

Community Centre - Logo

The Director feels that the Community Centre does not have its own identity when advertising for events, sports, conferences, etc. The facility is much more than just a hockey rink and we need to move forward and promote ourselves as an events centre.

The facility has numerous names that people currently use such as: The Stadium, Rink, Arena, Community Centre, Recreation Centre, Civic Centre and others. There is also an opportunity to possibly sell the inclusive rights of the name to a business in the future.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Parrott.

The Economic Development Committee meeting was held on March 11, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: G. Parrott, Councillor; D. Chafe, Development Director; A. Crummey, Development Officer.

The following items were discussed:

Air-1 NF Services

The Committee reviewed an application for a Home Based Business to operate a limousine service from a home on Magee Road. When this application was first discussed at the Municipal Works Committee there were some concerns that the business may be a taxi company. However, after meeting with the applicant, staff is satisfied that the business would not be a regular taxi operation, but rather a formal limousine service. Appointments would be pre-arranged and would include hourly rates for individuals who may want to see some of the sites in the area. The drivers would not be working from Magee Road; they would only be picking up their vehicles from there. There will also be no radios in the vehicles or any type of meter.

The Town of Gander's Taxi and Limousine Regulations provides a clear definition for a limousine and distinguishes it from a taxicab. The Town of Gander's Home Based Business Regulations states that a base of operations for a limousine service is an allowable home based business at the discretion of Council in this section of town.

After reviewing all the information presented, and noting that no objections were received in relation to this home based business, the Economic Development Committee is prepared to recommend approval of this business to the Municipal Works Committee.

Marine Atlantic Rate Increase

The Committee reviewed two articles pertaining to the recent announcement that Marine Atlantic will be increasing their rates by 4% effective April 1, 2013. Although this Committee is disappointed in the increase, they realize that it is the cost of doing business in Newfoundland and such increases have to be expected if we are to maintain the level of service we have come to expect from Marine Atlantic.

Commercial Landscape Agreement

After adopting the new Landscape Regulations at the previous Council Meeting, a plan had to be devised to calculate and collect the new deposit. Staff feels an agreement similar to the one in place for the grading fee would be sufficient and presents it to Council for their approval.

Motion #13-061

Commercial Landscape Agreement

Moved by Councillor Parrott and seconded by Councillor Blundon that the Commercial Landscape Agreement, designed to calculate and collect the deposit associated with the Town of Gander's Landscape Regulations, be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Scott stated that corner lots in industrial areas have two fronts and residential lots have one front and asked that the Committee review this situation.

It was noted that the Landscaping Regulations have already been adopted and this motion is just for the deposit.

The CAO stated fees should be kept out of regulations and the fee schedule is adopted as part of the budget.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on March 12, 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:

Gander Day Logistics

A meeting with the Municipal Police and Fire Department was held to discuss the logistics of holding Gander Day in the Town Square. There were a number of concerns discussed and both Departments will review the plan and make recommendations to the Event Coordinator to be discussed with the Committee at a later date. A copy of the meeting notes is attached.

The Committee also agreed that due to the logistics and safety concerns of hosting the Parade on Monday, the Festival of Flight Parade will be moved to Saturday for this year only.

Kitchen Party Announcement

The Tourism and Festival of Flight Committee is excited to announce that the lineup for the 2013 Kitchen Party has been confirmed. Canadian rock heroes, Trooper, will once again take to the stage at the Gander Community Centre. Backing up Trooper are two well known Newfoundland rock bands – Abbey Road and Bic and the Ballpoints. Promising to be a fabulous night of entertainment, tickets will be going on sale soon. Keep your eye on gandercanada.com for more information.

Entertainment Booking Request – Wicked Altogether

The Committee received an email from an entertainment group who will be touring the province this summer during the Festival. The Committee agreed that the expenses associated with the tour were too high to make the event profitable and they did not want to have an event that competes with the Kitchen Party on the same weekend.

Adventure Central NL News Bulletin

Adventure Central sent a bulletin to its members announcing that Central Newfoundland walked away with five Tourism Excellence Awards during the 30th Annual Hospitality Newfoundland and Labrador Convention. The Committee would like to extend congratulations to the following organizations:

- Gander International Airport Authority
- Anchor Inn Hotel and Suites – Twillingate
- The Newfoundland Chocolate Company – Twillingate
- Gordon Slade – Shorefast Foundation
- Prince of Whale Inn – Sandringham

Advertising Requests

The Committee reviewed the following advertising requests:

The Gambo Lions Club will be hosting the spring Lions Club Convention on April 12-14 in Gander. The Committee will place a full page ad at a cost of \$100.00 in their convention booklet.

The Committee agreed to place a half page ad in the annual production of the Terra Nova Sounds Guide at a cost of \$450.00. The ad will feature events that will be taking place in Gander this summer.

Newfoundland & Labrador Organization of Women Entrepreneurs (NLOWE) Donation Request

NLOWE will be holding its annual conference in Gander from April 17-18 at the Hotel Gander. The Committee agreed to sponsor the convention at the Bronze Level which costs \$500.00 to show the organization that it appreciates its continued use of Gander as a convention host town.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on March 13, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; J. Turner, Chief Administrative Officer; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Delegation – Resident 73 Memorial

The owner of property at 73 Memorial attended the meeting to discuss the snow clearing operations adjacent to his property. He stated that he was pleased with Council's most recent decision to increase the level of service at his property, which would see snow removed while the snow blower is being used to widen Memorial Drive and Airport Boulevard, adjacent to his property. It will be placed into a truck and removed from the premises. He then presented the Committee with a petition signed by several residents from Airport Boulevard indicating that they too were not satisfied with the snow clearing methods and advised that it created more work for them to maintain safe entrances and exits to their property, due to the fact they live on a four lane street as opposed to most our residents live on a two lane street. He went on to discuss his dissatisfaction, with what was in his opinion, the lack of the Municipal Works Department and the Chief Administrative Officer's direction in following Council's policy for snow removal around his property.

The resident left the meeting.

The Committee suggested that the petition be brought forward during the budget process next year for discussion of increasing the service to this section of town and what the financial implications will be of having this service added to the snow plan.

The Committee also discussed the concerns of the resident in that the Municipal Works Department and Management were not following Council's previous direction from 2010. They felt that the services provided were in keeping with Council's direction. However, the Committee felt that Council's new policy is much clearer and therefore, makes it very easy to administer.

The CAO requested that Council review the Motion as presented at the last meeting to ensure it is exactly what is stated.

Councillor Scott has concerns with why we are treating this resident different from the resident on the opposite corner.

Council concurred that the wording of the motion reflected the intent of the motion.

Hot Mix Asphalt Concrete Specifications 2013 – Second Reading

The Committee reviewed the Asphalt specifications that are being presented for the second and final reading. It is noted that the specifications were distributed to local contractors and developers and one letter of concern was received. The Committee reviewed the concerns outlined in the letter and the Director advised that he had asked the contractor to meet with him and the consultant involved in changing the regulations. The contractor's concerns were taken into account and the revised specifications gives consideration to the capacity of the asphalt plant required to supply the asphalt taking into account the amount of asphalt required. The Committee was satisfied with the recommendations presented and recommends approval as attached.

Motion #13-062

Hot Mix Asphalt Concrete Specifications 2013 – Second Reading

Moved by Councillor Anstey and seconded by Councillor Parrott the Town of Gander's *Hot Mix Asphalt Concrete Specifications 2013* be adopted as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Clean Up Weeks 2013

The Committee discussed possible dates for this year's residential clean up program and is recommending that the first clean up would be for a two week period the second would be for a one week period. The rules and regulations are attached and will be posted on our website.

The Director advised the Committee that he is in the process of contacting local contractors to ascertain if they would be interested in putting in a transfer station in Town and will have a report ready for its next meeting. It is the Committee's intention to see if a transfer station is a service that is required. If not they will revisit the number of clean up weeks and adjust if it were felt necessary.

Motion #13-063
Clean Up Weeks 2013

Moved by Councillor Anstey and seconded by Councillor Parrott that May 6th – 17th and November 4th – 8th, be designated as Clean up weeks for the Town of Gander.

Councillor Blundon stated that it was very important that residents note that the refuse will be collected on the normal collection day and that if the refuse is put at the curb after that date, it will not be picked up.

Discussion took place regarding the need for a central collection site in the Town and the Committee advised that they are currently investigating this possibility with private contractors and will report at a future Council meeting.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Update from Urban Municipalities Committee (UMC) meetings

The Chair recently attended a UMC meeting and gave the Committee an update as attached on three items that were discussed including Crown Lands, Road Painting Regulations and Provincial Building Permits.

Invoices for approval

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

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

Removal of Fire Hydrant

The Committee discussed a request, which had been forwarded to them from the Public Safety Committee, for removal of a fire hydrant on 41 McCurdy Drive. They were advised of several accidents associated with the existing location of the fire hydrant and that the owner of the property would like Council to find a more suitable location.

The Public Safety Committee is requesting that the Municipal Works Department prepare a cost analysis that would be associated in relocating this hydrant. It was also suggested to contact the property owner and ask that they cost share 50% of this project.

The Committee then reviewed a draft policy for the Relocation of Fire Hydrants as they felt this would not be a onetime request and forwards it to the Public Safety Committee for their review and consideration to Council.

Snowmobile Trails Request for Grooming

The Committee reviewed a request from Public Safety to have the areas where the around Town snowmobile trail intersects with town streets cut down to make it easier and safer for snowmobilers to cross the streets. The Committee concurs with Public Safety Committee that the issue needs to be addressed and are recommending that work would be carried out, using heavy equipment rather than manpower, during the time that hydrants clearing is being completed.

Motion #13-064

Snowmobile Trails Request for Groom

Moved by Councillor Anstey and seconded by Councillor Parrott that the Snow Clearing Plan would be amended to include removing snow banks at the intersections where the snowmobile trails intersect with Town streets.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Work Tech update

The Director gave the Committee a brief overview of the progress being made in the Work Tech preventative maintenance program being initiated at the Public Works depot. He indicated that the fleet has been entered including all Preventative Maintenance requirements, work order repair times and the next stage is to confirm with Work Tech staff that all fleet issues have been covered and the Department is ready to go to a live training session.

The Department will start with inventory input and minimum/maximum requirements for reordering. The Director advised that he is very pleased with the progress with the program.

Commercial Permit

The Director advised that currently there is no fee structure in place for commercial building permits as exists for residential. In keeping in line with similar municipalities, the Committee is recommending a fee structure which would more accurately reflect the true construction costs. The document used to determine the construction value will be the RS Means Building Construction cost data book which basically applies a dollar value per square foot for different categories and buildings such as apartment buildings, auto sales, banks, clubs, garages, etc. The Director advised the Committee this will more truly reflect the construction costs for the buildings and will better help us to reflect the construction values in the Town of Gander.

The Committee was in agreement with this and forwards it to the Finance Committee for their consideration and recommendation to Council.

Potholes – Cooper Boulevard, Raynham Avenue to Memorial Drive

The Committee discussed the conditions of the roads around town and the Director advised that the Public Works crews are working around the clock patching pot holes, clearing ice from catch basins and thawing hydrants and storm lines, and sidewalks are being sanded daily as required.

Residents who notice a pot hole are asked to notify the Municipal Works Depot by telephone at 651-5938, or online at www.gandercanada.com/complaints.

The Committee would like to thank the residents for their assistance and cooperation.

Tender - Overhead Doors

The Committee reviewed a tender for the supply, installation and semi-annual inspection of overhead doors. Only one bid was received from Platinum Builders Ltd. at a tender price of \$84.75 per inspection, with a fee for supply and installation of replacement parts as attached.

The Committee recommends awarding the tender to Platinum Builders Ltd. and forwards this item to the Finance Committee for their consideration and recommendation to Council.

Disposal of Town Equipment

The Committee reviewed a recommendation from the Municipal Works Department for the disposal of the old salt truck. The Town had recently purchased a new piece of equipment to replace this one in the fleet and therefore the Municipal Works Department is recommending disposal.

The Committee agrees with the suggestion and forwards this item to the Finance Committee for their review and recommendation to Council.

In addition to this, the Committee reviewed correspondence from our Maintenance Planner indicating that he had discussions with a local auction company and gave a breakdown of the fees to have the vehicles transported to St. John's to be put in a live auction and some estimated prices that we could expect to see for the existing vehicles in our fleet that are due for disposal. He is recommending that the vehicles being disposed off this spring be transported to St. John's to be put on a live auction. It is anticipated that we will reach a broader market base and obtain higher fees for these vehicles.

The Committee was in agreement with this suggestion and forwards this to the Finance Committee for their review and recommendation to Council.

Proposal Bell Mobility Communications Tower

The Committee reviewed a proposed location of a communications tower for Bell Mobility. The tower is required to provide enhanced communication services for the residents, businesses and emergency services of local governments. Their preferred location is a site along Cooper Boulevard which is currently being occupied by the Fire Department and is owned by the Town. They are requesting that the Town consider leasing a portion of the land to Bell under a long term agreement. The land requested measures approximately 75' X 75' and is to hold a tower approximately 40 meters in height which is a self supporting design with no guy wires attached.

The Committee reviewed the request and considered that this is an area currently directly adjacent to a residential area, and also to a proposed residential area for future development, which is adjacent to Raynham Avenue. In addition, they would also occupy a portion of the land that is reserved for future expansion of the Fire Hall. For these reasons, the Committee is not recommending approval to lease the aforementioned land to Bell Mobility and will continue to work with Bell to find another site more suitable.

Home Based Business (HBB) Applications

The Committee reviewed a home based business application from the resident of 293 – 295 Magee Road to operate a business office for a limousine service from that property. It was noted that the home occupation is permitted as a *Discretionary Use* for this zone and conforms to Council's home based business regulations. The application was advertised; notices were sent to the homeowners within 50 meters of the operation and there were no objections received. It was noted that there will be no customer visits to the home.

The Director advised the Committee that after further reviewing the application he noted that there were several incidents in the application where the request was in direct contradiction to the home based business regulations. Therefore, the Committee is recommending that the application would be referred back to the Development Committee to revisit with the business owner to see if the home based business regulations could be adjusted to accommodate such a business in a rural setting or if the individual wishes to resubmit a revised application.

The Committee also reviewed another application for a home based business from the resident of 37 Viscount Crescent to operate a plastering and painting business office. The application was advertised; notices were sent to homeowners within 50 meters of the operation and no objections were received. It was noted that the application falls within the standards of the home based business regulations.

Motion #13-065

Home Based Business (HBB) Applications

Moved by Councillor Anstey and seconded by Councillor Blundon approval of the application, upon receipt of a letter from the property owner, indicating that they had no issues with the application as proposed.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Proposal for Hydrological and Hydrogeological Studies

The Director advised that he had received the second quote for the services to carry out a hydrological and hydrogeological study of the area proposed for a residential development off Carr Crescent. After careful consideration of both proposals, the Committee is recommending that the work be offered to Bae New Plan group for a fixed rate of \$44,567. plus HST. It is to be noted that this expense will be recaptured through land sales.

The Committee is in agreement and forwards this item to the Finance Committee for their review and recommendation to Council.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on March 14, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included; R. Anstey, Councillor; G. Brown, Director of Finance; J. Turner, Chief Administrative Officer.

The following items were discussed:

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE MARCH 13, 2013

- | | |
|--|-----------|
| 1. Hatch Mott MacDonald | 23,830.69 |
| 01-000-0080-1949, engineering services Municipal Road Infrastructure | |
| Budget 1,500,000 Spent to date | zero |

OPERATING

- | | |
|---|-----------|
| 2. Gander Curling Club | 35,000.07 |
| 00-830-1000-7324, renovations | |
| Budget 103,000 Spent to date | 37,820 |
| 3. Worktech | 16,055.41 |
| 00-120-1000-7010 Annual support maintenance | |
| Budget 53,300 Spent to date | 22,058 |
| 4. Workplace Health & Safety Commission | 65,969.59 |
| 2013 assessment | |
| Budget 112,800 Spent to date | zero |

Total capital invoice for approval	\$23,830.69
Total operating invoices for approval	<u>\$117,025.07</u>
Grand total of invoices for approval	<u>\$140,855.76</u>

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

Motion #13-066

Invoices for Approval

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender – Breathing Apparatuses

The Finance Committee reviewed the tender for the sale of six surplus Breathing Apparatuses which has been referred by the Municipal Works Committee. The Director advised that the tender meets the Town's Capital Expenditures Policy and is recommending approval.

Motion #13-067

Tender – Breathing Apparatuses

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for Breathing Apparatuses be awarded to KD Pratt at a price of \$2,712.00 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Standing Offer for Overhead Doors Maintenance

The Town has advertised for a Standing Offer for Maintenance of its Overhead Doors. One bid was received on the Standing Offer.

Motion #13-068

Standing Offer for Overhead Doors Maintenance

Moved by Councillor Scott and seconded by Councillor Anstey that the Standing Offer for Maintenance of Overhead Doors be awarded to Platinum Builders, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Disposal of Vehicles

The Director of Finance indicated that staff has suggested that the Town investigate the possibility of sending its surplus vehicles to St. John's to be sold at a public auction. Currently, we do it through public tender locally. Staff felt that the Town would make more money by going this route.

The Committee agreed to try it this year on a trial basis to see how we do.

Commercial Building Permit Costing

Municipal Works is recommending that a schedule be put in place to put a cost on Commercial Building Permit applications. Currently, we have nothing in place to evaluate the value of a Commercial Building when a Building Permit is applied for.

Motion #13-069

Commercial Building Permit Costing

Moved by Councillor Scott and seconded by Councillor Anstey that the RS Means Building Construction cost data book be used to put a value on commercial buildings for permitting purposes and that the Tax Rates, Rental Rates & Fees for 2013 be amended to reflect this change.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Hydrological and Hydrogeological Study – Little Cobb’s Pond

The Town received two quotes for the preparation of a Hydrological and Hydrogeological Study for the Little Cobb’s Pond area.

The Director of Municipal Works is recommending that the contract be awarded to BAE Newplan.

Motion #13-070

Hydrological and Hydrogeological Study – Little Cobb’s Pond

Moved by Councillor Scott and seconded by Councillor Anstey that the Little Cobb’s Pond Study be awarded to BAE Newplan at a cost of \$44,567 plus HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Property Tax Reduction

The Committee reviewed one residential property tax reduction application which has been submitted in accordance with Council’s policy on tax reductions for residential property. The Director advised that the application met the requirements of Council Policy and recommended approval.

Motion #13-071**Property Tax Reduction**

Moved by Councillor Scott and seconded by Councillor Anstey that the one property tax reduction application be approved as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS**Plan Amendment – Spruce Court**

At the Council meeting of February 6, 2013 a motion was made to proceed with amending the zoning in three separate areas in Spruce Court from Open Space Recreation to Residential Medium Density. An open house was subsequently held on the proposed plan amendment and concerns were expressed by residents in the area about the rezoning. Council agrees with some of the concerns expressed by the residents and feels it cannot go ahead with the proposal as submitted.

Motion #13-072**Plan Amendment – Spruce Court Rejection**

Moved by Councillor Anstey and seconded by Councillor Scott that Council reject the proposed plan amendment for Spruce Court that was presented to Council on February 6, 2013.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Council does feel that it should proceed with a portion of the rezoning. This does not include the area between Hobbs and Howe or the area immediately adjacent to Rowsell Boulevard.

Motion #13-073**Amendment of Municipal Plan and Development Regulations – Spruce Court**

Moved by Councillor Anstey and seconded by Councillor Scott that the Engineering Department be given permission to proceed with an amendment process of our Municipal Plan and Development Regulations to re-zone a parcel of land adjacent to the proposed Phase 12 Land Development from Open Space Recreation to Residential Medium Density as depicted in Drawing #13-1011-1.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Scott left the meeting due to conflict of interest.

Central Newfoundland Waste Management Invoices**AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE MARCH 13, 2013**

- | | |
|---|-----------|
| 1. Central Newfoundland Waste Management | 22,800.00 |
| 00-430-1000-7008, collection fees for February 2013 | |
| Budget 273,800 Spent to date 22,800 | |
| 2. Central Newfoundland Waste Management | 19,969.96 |
| 00-430-1000-7007, wet/dry unsorted garbage Feb | |
| Budget 367,500 Spent to date 28,053 | |

Total operating invoices for approval \$42,769.96

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 #13-074**Central Newfoundland Waste Management Invoices**

Moved by Councillor Anstey and seconded by Councillor Blundon approval of the invoices, as presented.

In Favour: 4 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT

Motion #13-075

Adjournment

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

In Favour: 4 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:51pm.

C. Elliott, Mayor

G. Brown, Town Clerk