

# MINUTES

## Regular Meeting of Council Wednesday, April 10, 2013 @ 4:30 pm Council Chambers

|                 |            |              |
|-----------------|------------|--------------|
| <b>Present:</b> | C. Elliott | Mayor        |
|                 | Z. Tucker  | Deputy Mayor |
|                 | S. Oram    | Councillor   |
|                 | D. Blundon | Councillor   |
|                 | G. Parrott | Councillor   |
|                 | R. Anstey  | Councillor   |
|                 | A. Scott   | Councillor   |

|                                   |              |                                               |
|-----------------------------------|--------------|-----------------------------------------------|
| <b>Advisory and<br/>Resource:</b> | 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                           |

### 1. CALL TO ORDER

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

### 2. VISITORS/PRESENTATIONS

#### **Lions Club – Santa Claus Parade Winners 2012**

The Lions Club presented Santa Claus Parade Winners with a plaque for best commercial, non-commercial and family/neighborhood float. The winners were Gander Toyota, Boys & Girls Club and 103 Search and Rescue Squadron.

#### **Dance NL**

The Mayor proclaimed April 22-29, 2013 as Dance Week and April 29, 2013 as International Dance Day in the Town of Gander.

#### **Cancer Awareness Month**

The Mayor proclaimed April 1-30, 2013 as Cancer Awareness Month in the Town of Gander.

### **3. MINUTES FOR APPROVAL**

#### **Motion #13-076**

#### **Minutes for Approval**

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on March 20, 2013 be adopted as presented.

In Favour: 7      Opposing: 0

#### **Decision**

Motion carried.

### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **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 April 1, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; J. Turner, CAO; P. Fudge, Fire Chief; O. Fudge, Municipal Enforcement Officer; B. Taylor, Student.

The following items were discussed:

#### **PUBLIC SAFETY**

#### **Parking at the North East Side of the Fraser Mall**

The sign posted by Fraser Mall Administration stating that the area was for provincial government vehicles only has been removed. This land did not belong to the Fraser Mall therefore, they were asked to have the sign removed, thus allowing private vehicles to park there.

#### **Fire Hydrant at Maximum Welding**

The Committee was advised that Maximum Welding was notified in writing last year regarding the issue of having the hydrant located in front of his business moved in a 50/50 cost share since the hydrant was in need of repair anyway. Since Municipal Works received no reply to their letter, the work to repair the hydrant was carried out.

The Committee members would like to view the letter before making a decision on whether to have the hydrant moved at the owner's expense or if to share the cost of the move with the business owner.

### **Bicycle Helmet By-Law**

The Committee received an e-mail from a resident regarding the issue of people riding bicycles without helmets within the municipality. He would like the Town of Gander to make it mandatory for all people regardless of their age to wear helmets. The Committee did agree that while it was a good idea that it would be very difficult to enforce and felt that perhaps some kind of public information campaign may be a better alternative. The Municipal Police will look into the matter.

Councillor Blundon noted that in the past numbers of years, many people are wearing their helmets.

It was mentioned to advertise the importance of wearing helmets during the Festival of Flight Days or Canada Day.

### **Relocation of Fire Hydrant Policy**

Municipal Works forwarded a Fire Hydrant Relocation Policy to the Public Safety Committee for their consideration. The Committee reviewed the policy and feels that it does have merit and forwards it to Municipal Works for their consideration to Council.

### **Crosswalk Guard Position**

The Committee was notified that the Crosswalk Guard position for the location in front of the Curling Club has not been filled. It feels that the position should be reposted once more to ensure all avenues have been covered in an effort to find a person for this position, and forwards this to Human Resources for their consideration.

### **Variance Report**

The Committee was presented with the Variance Report for 2012. The Committee did have a question regarding the \$18,549.00 Capital from Revenue Report for the Town Police budget. The Committee would like to have an explanation of this discrepancy. The Fire Chief will get in contact with Finance and report back.

The Director of Finance noted the speed sign was budgeted in 2011 but we didn't receive it until 2012.

## **Enforcement Tickets**

Constable Fudge advised the Committee that the Town had purchased 2500 tickets from the Provincial Government for enforcement issues. He was advised some time back that Government will be changing the format of the tickets rendering the old ones null and void, and the Town has approximately 1500 tickets left. Since there is some cost to the purchase of these tickets he is going to check with the Justice Department to see if the old tickets can be used for Municipal Ticketing purposes instead. Constable Fudge will advise the Committee of their decision.

## **HUMAN RESOURCES**

There are no items to report.

### **B. Parks & Recreation Committee:**

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

The Parks and Recreation Committee was held on April 1, 2013. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; G. Parrott, Councillor; G. Parrott, Councillor; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

The following items were discussed:

### **Cobb's Pond Rotary Park Funding**

A letter was received from the Rotary Club of Gander stating that they are not opposed to commercial activities at Cobb's Pond Rotary Park. The Committee felt that this could be reviewed in the future as the redevelopment continues.

### **Gander Curling Club Annual Grant**

The Curling Club has requested an annual grant of \$5,000.00 to help with the overhaul and some repairs to the refrigeration plant. This was already approved in the 2013 budget and the Curling Club will receive the grant once the town receives a copy of their expense report and receipts.

## Requests for Funding

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> |
|-----------------------------------|------------------------------|---------------------|----------------|
| <b>Tournament Hosting Program</b> |                              |                     |                |
| Gander Curling Club               | Provincial Juniors           | 180                 | \$300          |
| RCMP Softball Tournament          | Annual Charity Tournament    | 60                  | \$150          |
| Central Northeast Health Found.   | Annual Golf Tournament       | 170                 | \$300          |
| <b>Ambassador Program</b>         |                              |                     |                |
| Collegiate Girls Track Team       | Nike Grand Prix Invitational | 10                  | \$500          |

## Variance Report

The Committee reviewed the variance report for 2012 and no issues or concerns were raised.

The variance for the Community Centre's building maintenance account is explained as expenses to the elevator but the Director noted that there were other building maintenance repairs which contributed to this variance.

## Community Capital Grant Application

The Director advised the committee that he will be applying for a grant to help cover some of the expenses for the ball fields, specifically the Art Walker field. A portable pitching mound and player's dugouts are two items which need to be purchased.

## Advertising at Sporting Fields

The Department had some inquiries from groups asking if they could sell advertising around the fencing at the ball fields. The Committee thought this would be a good idea to help with fundraising for groups using the fields such as Gander Minor Baseball or groups hosting tournaments/events.

The Director will be implementing an advertising sign policy which will regulate the size and type of signs to be used. This policy will be brought to the Committee meeting when completed.



## Multiplex Update

The Committee asked the Director to provide regular updates on the status of the Multiplex feasibility study in order to keep Council and the public informed.

The Director of Recreation and Community Services advised that the Consultant for the proposed Multiplex study will be meeting with the Recreation and Community Services Department on Monday, April 15 from 9:30 am – 11am in Meeting Room #2 and invited all Councillors to participate in this meeting.

### C. Economic & Social Development Committee:

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

The Economic Development Committee meeting was held on April 1, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: D. Blundon, Councillor; G. Parrott, Councillor; D. Chafe, Development Director; J. Turner, CAO.

The following items were discussed:

### Aeroplex Consultative Services

The Committee was advised that ***Tight Lines Consulting*** is being recommended for the consultative work on the proposed Aeroplex facility for Gander International Airport. ***Tight Lines Consulting*** has over 38 years of experience in economic development in this province as well as an extensive network of senior decision makers within the federal and provincial governments.

The Committee reviewed the consultants experience and qualifications as well as the proposed scope of work and supports the recommendation to hire ***Tight Lines Consulting***. The Aeroplex is a joint initiative between the Town of Gander and the Gander International Airport Authority. Costs associated with this work are shared between the Airport Authority and the three levels of government.

### Motion #13-077

#### Aeroplex Consultative Services

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that Tight Lines Consulting be hired to provide consultative work on the proposed Aeroplex Facility.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## Commercial Land Availability

Gander's continuing growth has resulted in an increased demand for commercial land throughout the community and specifically in the Roe Avenue area. Roe Avenue has been sold out for a couple of years and land along the newly developed Dickins Street has been spoken for. While town owned land is available along Garrett Drive and Baird Place, many retailers are reluctant to invest in areas they perceive as less visible.

The Committee is recommending that the Town begin promoting *Airport Commercial Land* while investigating options for acquiring additional commercial lands.

## Variance Report

The Department presented its year end variance report for 2013. Between January 1 and December 31 the Department's expenses totaled \$327,466 which resulted in a savings of \$539,033 of the \$866,500 budgeted. Major variances include \$493,801 in savings resulting from delays in the Aeroplex initiative and \$47,329 in savings as a result of reduced business travel. Cancellation of two planned outdoor markets resulted in \$19,054 more in expenses than budgeted.

## Coat of Arms By-Law Revision

Management is recommending changes to the By-Law governing the use of the Municipal Coat of Arms, Flag and Crest. Under section 5(b) the By-Law states that "The Town Crest may be used to identify municipal property and, in particular, shall be used on equipment and machinery owned and operated by the municipality."

The recommendation is to change the word "shall" to "may". Under section 5(d) the by-law states that "The Town Crest shall be used on newspaper advertisements and other official documents.....". Once again the recommendation is to change the word "shall" to "may".

These changes are being recommended to allow more flexibility in promoting the municipality through various means. In addition, the entire document has been reviewed and reorganized where necessary without change to its content or meaning.

The Committee supports the recommended changes and presents the revised by-law to Council for its first reading.

## **School Board Consolidation**

In its 2013 budget, the Provincial Government consolidated the Provincial School Boards into two, one for English and one for French. Both offices will be located in St. John's. The decision will affect dozens of positions here in Gander with the impact on the education of local students yet to be determined.

While the Committee appreciates that it is the Provincial Government's prerogative to manage its operations, the obvious question is "why must the Board be located in St. John's?" The Provincial Government has not offered justification for this and the Committee believes that other locations such as Gander are equally suitable locations and may offer additional savings than a St. John's based office. The Committee is requesting a meeting with our MHA, the Honorable Kevin O'Brien to discuss this matter as well as the other implications and consequences of the most recent Provincial Budget.

Deputy Mayor Tucker stated that Council respects what the Province is doing but questioned why everything has to be based in St. John's. Office space may be cheaper in Gander or other areas.

Councillor Scott stated that in the 2004 consolidation, Council did its homework and presented why the regional board office should be in Gander. Even though they might have the largest number of students, the majority of schools are located outside the Avalon. The School Board office building just went through extensive renovations.

The Mayor stated our MHA's have done nothing to keep this in our communities. We have to make them accountable for their decisions. There was no thought, no consultations, and no proposals about this ahead of time.

It was the consensus of Council that we put arguments together and meet with Minister O'Brien and the Minister of Education to discuss the School Board relocation decision.

### **D. Tourism Committee:**

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on April 2, 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; K. Sceviour, Special Events Coordinator.

The following items were discussed:



## **MNL Meeting Sponsorship**

A request to change the sponsorship of a reception during the Municipalities Newfoundland and Labrador Central Regional Meeting was discussed. The Committee agreed to change the donation allotted for the reception to the dinner on Saturday night as another sponsor has come forward for the reception. The Event Coordinator will contact Destination Gander to discuss whether they are still committed to their donation.

## **Variance Report**

The Committee reviewed the final quarterly variance report of 2012 and there were no issues. The Committee did raise a question about the loss of revenue in Kitchen Party ticket sales as well as the savings on Kitchen Party expenses. The Special Event Coordinator explained that a lower budgeted band was brought in for the concert and due to this, there were lower ticket sales.

## **Hot Tub Pros**

A letter from a Gander business wishing to rent the Community Centre for a special event this summer was reviewed. The businessman stated that the summer rental rates at the Community Centre are much higher compared to other arenas in Newfoundland and he would like Council to reduce the rental rates. The Event Coordinator did call two of the arenas listed in the correspondence and our Centre's summer rental rates are much higher. The Committee agreed to recommend reduction of the rental rates for this event to \$3000.00 total cost for the weekend as this event will not require any overtime or incur any additional costs for the Centre and will bring in revenue to the Centre during this slow period. The Committee refers this to the Finance Committee for their discussion.

The Committee instructed the Event Coordinator to research summer rental rates across the province for similar arenas. Once the information is received it will be brought back to the Committee for discussion and possible recommendation in the 2014 budget.

## **Veteran Affairs Canada re: Korean War Veterans**

Veteran Affairs Canada announced that 2013 will mark the Year of the Korean War Veteran. A letter asking the Town of Gander to mark the 60<sup>th</sup> Anniversary of the Korean War Armistice was reviewed. The Event Coordinator will contact CFB Gander and the Royal Canadian Legion to discuss possible events for this significant anniversary.

## **Adventure Central Rendezvous**

Adventure Central will be hosting its annual Tourism Speed Dating session on May 1<sup>st</sup> at the Mount Peyton Hotel in Grand Falls. The Event Coordinator is unable to attend as there is an event scheduled at the Centre during this time period, however, the Department will send a representative and speak with Destination Gander to see if they will be attending.

## **Compassion Monument**

The Committee reviewed the proposal for the Compassion Monument project. This is a monument commemorating the assistance residents of this region provided to stranded air passengers during 9/11. The proposed monument would incorporate the piece of steel from the World Trade Centre that was donated to the Town. It was agreed that the monument should be placed in the Heritage Park location and the design is fitting with theme of the monument.

### **Motion #13-078**

#### **Compassion Monument**

Moved by Councillor Parrott and seconded by Councillor Blundon that the proposed Compassion Monument be placed at the Gander Heritage Park and the design as attached be approved.

Councillor Scott questioned whether the design has been presented to the Heritage Park Committee and the Chief Administrative Officer stated that it has and the Chair is okay for it to be placed in the park.

### **Motion #13-079**

#### **Compassion Monument – Amendment**

Moved by Councillor Parrott and seconded by Councillor Blundon that “the design as attached be approved” be removed.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Motion #13-080**

#### **Compassion Monument**

Moved by Councillor Parrott and seconded by Councillor Oram that the proposed Compassion Monument be placed at the Gander Heritage Park.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The Committee could not agree on the financing of the proposed monument as there is nothing budgeted for this project. The Committee refers this matter to Finance for their discussion.

Councillor Anstey questioned why the cost was put to Finance and should we look at cheaper options.

Councillor Scott questioned why not go forward with plan number one and if funding requirements cannot be reached then we can revisit the project.

Councillor Anstey stated he would like to see other designs before we agree on funding.

The design of the monument will be reviewed by the Committee.

### **Fun Fly 2013**

A request for financial assistance for Fun Fly 2013 was discussed. The Screaming Eagles R/C Flying Club will once again host this event during the Festival of Flight and have requested a donation from the Town to cover off the costs associated with hosting three pilots at the event. All three pilots are from out of the province and are highly regarded in the R/C flying world. The approximate cost associated with hosting these pilots is \$3000.00. The Committee agreed that as this is the only flight event in the Festival and that some of the cost is budgeted, this would be a great investment for the Festival. The Event Coordinator will also work to find a sponsor for the event to assist with the costs.

### **Motion #13-081**

#### **Fun Fly 2013**

Moved by Councillor Parrott and seconded by Councillor Blundon that a donation of \$3000.00 be given to the Screaming Eagles R/C Flying Club to assist with the costs associated with hosting there national R/C pilots.

In Favour:     7            Opposing:     0

**Decision:**     Motion carried.

Councillor Blundon questioned why don't we get 103 Search and Rescue to keep the Flight into the Festival.

Councillor Parrott stated he will ask the Special Events Coordinator to check this out.

**E. Municipal Works & Services Committee:**

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

The Municipal Works & Services Committee was held on April 3, 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; G. Regular, Supervisor of Technical Services.

The following items were discussed:

**101 Rickenbacker Road**

The Committee met with the owners of 101 Rickenbacker Road who had recently received a removal order from the Town for a shed that was not in compliance with the permit to construct on that property.

The owners are requesting an exemption from the regulations in this circumstance as they felt that the attachment to the back of their shed, referred to as a "lean to", was not a permanent structure and should not be considered part of the main shed building. This would then render the "lean to" a permitted use as opposed to not permitted.

The Delegation left the Committee meeting.

Following the meeting with the owners, the Committee reviewed the following facts; the attachment was encroaching upon a NL Power easement, it also encroaches upon the existing rearyard, and it was outside the regulations for their permit which put them over the allowable square footage for an accessory building.

The Committee recommends and I move that the removal order for the accessory building "addition" at 101 Rickenbacker Road remain in place as issued.

The Committee also recommends that the owners be granted a variance of 10% to increase the total allowable size of the shed.

They also request that the owners obtain a letter from NL Power granting permission to have such a structure on their easement and provide the Town with a copy of this letter for review. The property owners will be required to obtain a permit for the additional structure and it would have to be modified to meet all the town regulations for accessory buildings.

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The Committee requested that the Engineering Department profile other communities to determine what they are using for the maximum allowable size for an accessory building. They felt that the demographics of the town's people were changing, the requirements for accessory buildings have changed significantly in the last few years, and it may be time to review the Town of Gander's regulations. It was also suggested that the Engineering Department inquire with these municipalities on how they handle NL Power encroachments suggesting they would have an interest in removing the Town from enforcing this regulation for NL Power. These items will be brought forward at a future Committee meeting for review and recommendations.

Councillor Anstey felt we should refer this item back to the Committee.

The Chief Administrative Officer stated the Town Plan was recently adopted and consultations with the community were done at that time.

The Director of Finance noted if Council did not make a motion to ratify the Removal Order at this meeting then it will be null and void.

Councillor Anstey stated Council should review the regulations about Accessory Buildings and revisit the issue.

Councillor Oram stated there was more leg work needed before recommendation could be made. The shed meets the requirements as 14x30 built per specs should look at whether it is part of shed or not.

Councillor Parrott questioned why the Town is enforcing NL Power easements.

The CAO stated we have enforcement authority and there could be a liability if someone built an illegal shed the Town could be drawn into legal action if issues arise. He also stated the Regulation states 6% of property coverage was allowed and this shed is in excess of that and that maybe the Town could change the percentage.

It was agreed to send the issue back to Committee for further review.

## **Transfer Station**

The Committee already established two clean up weeks for this coming spring from May 6-17<sup>th</sup> and one for the fall from Nov. 4-8<sup>th</sup>. At the last meeting the Committee asked the Director to inquire about the possibility of establishing a transfer station in the Town of Gander through a tender process to be owned and operated by a private business. Since that time, the Director and the Supervisor of Municipal Works met with the local service provider in the waste removal business and obtained some specifics on how this operation would work.

A draft tender has been obtained from a neighbouring community and the Committee is recommending that this document be modified and sent out for expressions of interest from the business community.

The Committee is also recommending that the Municipal Works Committee go to tender for services for the collection weeks so that it doesn't draw down on Town resources during the busy spring season when a lot of work has to be done with beautification, infrastructure and lawn repair etc. Those tenders will be brought back to Municipal Works once the tenders have been advertised and all interested parties have submitted bids.

Councillor Scott stated that 70% of waste is wood products and that the Town should look at setting aside a drop off area for wood products only.

Councillor Oram stated maybe the Town should have a community controlled fire.

### **Invoices for Approval**

The Committee reviewed the 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.

### **Town Services on other Properties**

The Committee reviewed town services on properties not owned by the Town of Gander. The Director advised that currently there are several properties which the Town has been providing services for including garbage collection, snow clearing and in particular, lawn maintenance.

The Committee felt that these services were a great help to these organizations, that are important to the Town of Gander, and that might otherwise have difficulty maintaining their properties if the Town was not in a position to assist them.

The Director advised that a list of the facilities requiring these types of services will be compiled by staff and they are recommending that this be brought to Committee prior to the next snow clearing season. They are suggesting the possibility of combining all these services under one tender or have the work done by town staff in an effort to provide a more cost effective service.



## **Canada Post**

Councillor Anstey left the meeting due to conflict of interest.

Town personnel met with Canada Post to discuss a new fee being introduced in January 2013 which is a one-time, \$200 activation fee which will apply to new subdivisions and will be payable by the Developer of the project. Canada Post will be responsible for collection of the fees and have sent notification to the municipality stating that this will be taking place.

Canada Post and the Town also discussed the locations for mailboxes and some regulations surrounding them to ensure that new installations did not interfere with Town infrastructure and that they are placed in a safe location for residents.

Councillor Anstey returned to the meeting.

## **Cobb's Pond Washroom Building**

The Director advised the Committee that due to changes in the concessions building and additional washroom facilities, there is a requirement for upgrading of the waterline which was installed at this site last year.

The original service which was a 25mm waterline is recommended to be upgraded to a 65mm waterline, however the contractor advised that a 65mm waterline was difficult to locate and is suggesting that it be increased to 75 mm. This was reflected in the change order in the amount of \$17,656.32 which included the contractors overhead, profit and all services being supplied.

The option before Council was to reduce the numbers of washroom stalls within the concession building or proceed with the change order.

The Committee recommends proceeding with the change order as presented and forward it to the Finance Committee for its consideration.

## **Spruce Court Plan Amendment**

As requested by Council, the proposed Municipal Plan Amendment # 6, 2013 and Development Regulations Amendment # 9, 2013 is now ready for adoption.

This amendment proposes to re-zone a parcel of land adjacent to Spruce Court Phase 12 from Open Space Recreation to Residential Medium Density.

An Open House was held on February 28, 2013 in the Council Chambers at the Town Hall. There were six (6) attendees, exclusive of staff.

**Motion #13-082****Spruce Court Plan Amendment**

Moved by Councillor Anstey and seconded by Councillor Parrott that the proposed Municipal Plan Amendment # 6, 2013 and Development Regulations Amendment # 9, 2013, revised as per drawing number 13-1011-1 be adopted under Section 16(i) of the Rural and Urban Planning Act.

In Favour:     7           Opposing:     0

**Decision:**     Motion carried.

**Spruce Court Deficiencies**

The Committee discussed deficiencies in the Spruce Court Development and the Director advised that over the winter months his department had compiled a list of deficiencies for all phases of Spruce Court that were currently outstanding and advised that he and the CAO will be meeting with the developer in the near future to discuss those deficiencies and how they plan to rectify them. Following that meeting, the developer requested a meeting with Council to discuss these issues.

Councillor Oram stated this development deficiencies is a hot topic. There are other places to be addressed and he would like to get these done as well. Other developers with deficiencies should be identified.

**Residential Building Permits, New Construction Deposit**

It was brought to the attention of the Engineering Department that several individuals wishing to construct residential properties in the 2013 construction season had not submitted their plans to the Town Hall for review because of the associated up-front fee, which was in addition to last year's fees. They wish to wait until they were ready to break ground before paying the increased fees.

The Engineering Department feels that this will cause a backlog in that a significant amount of permits would be received at the office at one time which would not allow ample time for pre-approval. It is recommending that Council permit applicants to bring in their plans for prior approval with a \$ 500 deposit. The balance of the processing fee will then be paid prior to receiving the approved plans for construction.

**Motion #13-083****Residential Building Permits, New Construction Deposit**

Moved by Councillor Anstey and seconded by Councillor Blundon that applicants for new construction permits be allowed to submit them for pre-approval with a \$500 deposit and the balance of processing fees paid prior to the approved plans being returned to the applicant for construction.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Tenders**

The Committee reviewed the results of the tender for a two year standing offer Agreement for the supply and delivery of **1000 kg of Soda Ash**. Five tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by *Thames River Chemical*.

The Committee recommends that the tender be awarded to *Thames River Chemical* and refers the Tender to the Finance Committee for its consideration.

The Committee reviewed the results of the tender for the supply of **Asphalt Repair Services**. One tender was received from *Atlantic Asphalt and Sealing- JPW Enterprises Ltd*.

The Committee recommends that the tender be awarded to *JPW Enterprises Ltd* and refers the Tender to the Finance Committee for its consideration.

It was noted that the tender document text was a little confusing and in future a more simplistic tender be provided for people to bid on.

Councillor Oram left the meeting.

The Committee reviewed the results of the tender for a two year standing offer agreement for the rental of construction equipment.

Bids were received from seven proponents with specific rental rates for each piece of equipment listed. The Committee recommends that the standing offer for rental of construction Equipment be approved as presented for those bids which met the tender specifications and refers it to the Finance Committee.

Councillor Scott read the next item.

## **Standing Offer for Equipment Rentals**

The Committee reviewed the Standing Offers submitted for the provision of equipment rentals for the next two years. Seven companies had bid on various items of equipment.

### **Motion #13-084**

#### **Standing Offer for Equipment Rentals**

Moved by Councillor Scott and seconded by Councillor Anstey approval of the Standing Offers as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Councillor Oram returned to the meeting.

## **Variance Report**

The Committee reviewed the department variance report for 2012. The Director advised that the department had a \$5.6 million dollar operating budget in 2012 and came in \$360,989 under budget. The two major variances were wages, which were \$142,000 under budget and curbside collection costs which were \$150,000 under budget.

### **F. Finance & Administration Committee:**

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

The Finance & Administration Committee was held on April 4, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included; R. Anstey, Councillor; S. Oram, Councillor; G. Brown, Director of Finance; J. Turner, Chief Administrative Officer.

The following items were discussed:

## Capital Invoices for Approval

### CAPITAL

#### AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE APRIL 3, 2013

- |                                              |           |
|----------------------------------------------|-----------|
| 1. Piercon Limited                           | 13,254.90 |
| 01-000-0080-1899, Cemetery grubbing contract |           |
| Contract 13,800 Spent to date zero           |           |
| 2. ANW Construction Limited                  | 24,803.50 |
| 01-000-0080-1942, Upgrading ATV Trail        |           |
| Budget 80,000 Spent to date 5961             |           |
| 3. Jim Penney Ltd.                           | 63,617.85 |
| 01-000-0080-1822, full size ¾ ton pickup     |           |
| Budget 56,298 Spent to date zero             |           |

|                                     |            |
|-------------------------------------|------------|
| Total capital invoices for approval | 102,446.25 |
|-------------------------------------|------------|

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.

### **Motion #13-085**

#### **Capital Invoices for Approval**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

Councillor Scott left the meeting due to conflict of interest.

Councillor Oram read the next item.

## Central Newfoundland Waste Management Invoices

### OPERATING

#### AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE APRIL 3, 2013

- |                                                  |           |
|--------------------------------------------------|-----------|
| 1. Central Newfoundland Waste Management         | 22,800.00 |
| 00-430-1000-7008, collection fees for March 2013 |           |
| Budget 273,800 Spent to date 45,600              |           |
| 2. Central Newfoundland Waste Management         | 23,467.15 |
| 00-430-1000-7007, wet/dry unsorted garbage March |           |
| Budget 367,500 Spent to date 48,023              |           |

Total operating invoices for approval \$46,267.15

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 #13-086**

#### **Central Newfoundland Waste Management Invoices**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Councillor Scott returned to the meeting.

### **Salvation Army Donation Request**

The Committee reviewed a letter from the Salvation Army looking for the Town to purchase a table at their Red Shield Dinner. Council's Policy on Donations does not permit us to contribute to this event and the Committee is not recommending that we do so.

Deputy Mayor Tucker left the meeting.

### **Jim Shield's Memorial Garden Donation Request**

The Committee reviewed a donation request from Jim Shield's Memorial Garden for contributions towards a therapy garden for veterans at the Miller Centre.

The request does not meet our Donation Policy and the Committee is not recommending a donation to this item.

### **Newfoundland Liquor Corporation Grant in Lieu of Taxes**

The Committee reviewed a letter from Newfoundland Liquor Corporation indicating that they will no longer be paying a Grant in Lieu of Taxes effective 2013.

In 2012, the Liquor Corporation paid \$9,808. The Committee is very disappointed with the Liquor Corporations position. Once again, it sees it as a higher level of government downloading on municipalities.

Councillor Scott stated that they are no different than any other business and should be providing a payment in lieu of taxes. The Mayor stated that they are downloading on municipalities.

### **All Saints Cemetery Grant Request**

The Committee reviewed a letter along with their financial statements from the All Saints Cemetery Committee requesting their annual grant be paid.

#### **Motion #13-087**

#### **All Saints Cemetery Grant Request**

Moved by Councillor Scott and seconded by Councillor Anstey that the Town pay the All Saints Cemetery Committee its 2013 grant of \$10,000.

In Favour:     6            Opposing:     0

**Decision:**     Motion carried.

Deputy Mayor Tucker returned to the meeting.



## Property Tax Reductions

The Committee reviewed two residential property tax reduction applications which have 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 #13-088

#### Property Tax Reductions

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## Cobb's Pond Park Pavilion

The Committee reviewed the Recreation Committee's suggestion that the Town contribute to the construction of a commemorative pavilion at the Cobb's Pond Park. It would commemorate those who had donated to the improvements at the Park.

### Motion #13-089

#### Cobb's Pond Park Pavilion

Moved by Councillor Scott and seconded by Councillor Anstey that the Town contribute \$5,000 towards the construction of the Cobb's Pond Park Pavilion.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## Cobb's Pond Change Order

The Committee reviewed Change Order #2 for the improvements to Cobb's Pond Rotary Park in the amount of \$17,656.32, HST inclusive for the upgrading of the water line. This change order is being recommended for payment by the Municipal Works Committee.

The Finance Committee had some questions regarding the change order, specifically why a 75mm line was being recommended. It would like clarification on this matter before making a recommendation.

As per Privileged Meeting, it was agreed that the Director of Municipal Works & Services would look at the 100mm versus the 75mm provided it was cheaper or equal to this. The Director of Municipal Works & Services is waiting for a quote from the contractor on the 100mm line.

### **Tender – Supply of Soda Ash**

The Finance Committee reviewed the tender for the Supply of Soda Ash which has been referred by the Municipal Works Committee. The Director advised that the tender meets the Town's Expenditures Policy and is recommending approval.

#### **Motion #13-090**

##### **Tender – Supply of Soda Ash**

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for the Supply of 1000kgs totes of Soda Ash be awarded to Thames River Chemical at a price of \$722.07 HST inclusive per 1000kg tote.

In Favour:     7            Opposing:     0

**Decision:**     Motion carried.

This is the same price the Town is currently paying for its Soda Ash.

### **Tender – Supply of Asphalt Repairs**

The Finance Committee reviewed the tender for the Supply of Asphalt Repairs which has been referred by the Municipal Works Committee. The Director advised that the tender meets the Town's Expenditures Policy and is recommending approval.

#### **Motion #13-091**

##### **Tender – Supply of Asphalt Repairs**

Moved by Councillor Scott and seconded by Councillor Oram that the tender for the Supply of Asphalt Repairs be awarded to Atlantic Asphalt & Sealing (JPW Enterprises Ltd.) as attached.

In Favour:     7            Opposing:     0

**Decision:**     Motion carried.

### **2013/14 Provincial Budget**

Councillor Blundon questioned whether or not he was in conflict of interest and it was the consensus of Council that he was not.

The Committee reviewed information on how the Provincial Budget will affect the Town's finances. In the Budget, it was stated that large centres will be losing their Municipal Operating Grants and in the Town of Gander's case it is \$328,400 per year.

They did say, however, that there will be extra capital funding made available to larger Towns who has their MOG's eliminated. In our case, the Provincial share is \$2.2 million which will allow us to finance \$3.14 million worth of projects in the next three years. The capital contribution is a one time contribution, however, the Province has indicated that there will be additional capital funding made available in future and depending on the amount of the capital being approved this may well be a positive thing for the Town of Gander.

In order to spend the capital money, the Town has to submit a list of projects to government for cost-sharing. The Town currently has approximately \$900,000 in projects it had approved in its 2013 Budget that it had planned to finance 100% through borrowing. These projects will now be cost-shared with the Province. We also had eliminated several projects that had already been approved by government when we had re prioritize funding to deal with the Magee Road Treatment Plant Expansion. These projects will now be added back into our 2013/14 Capital Budgets. It is also being recommended that the paving of Brown Crescent and Solberg Crescent be included as part of the request.

#### **Motion #13-092**

#### **2013/14 Provincial Budget**

Moved by Councillor Scott and seconded by Councillor Anstey that the Town of Gander submit to the Minister of Municipal Affairs a Schedule A in the amount of \$3.142 million for approval of the Capital projects, as attached.

In Favour:     7            Opposing:     0

**Decision:**     Motion carried.

#### **Federation of Canadian Municipalities (FCM) Analysis of Federal Budget 2013**

The Committee reviewed a circular from the FCM regarding the 2013 Federal budget. In 2013 the Town will be receiving \$420,000 worth of Gas Tax Funding and is pleased to see that this will be continuing. Also announced by the Federal Government was that the Building Canada Fund will be renewed at the existing levels for the next 10 years. This is a pot of money used for cost-shared Capital projects between the Federal Government, the Province and Municipal Governments. While we were pleased to see that this funding was renewed there are still concerns with what the cost of the improvements required as a result of changes to the sewage treatment plant regulations will be.

These changes will have a significant cost impact on the Town of Gander and we will not be able to carry them out without significant contributions from Federal and Provincial Governments.

## **2012 Unaudited Financial Report**

The Committee reviewed the 2012 Operating Financial Report. At the end of 2012, Council is showing a surplus of \$1,512,326 and as per policy is directing that \$1.4 million of this surplus must be used to finance Capital Projects carried out throughout the year leaving a surplus at the end of the year of \$104,107.

Major Variances for the year included the following:

1. Taxes were \$65,483 over budget.
2. Grants in Lieu of Taxes were up \$98,676 as a result of the settlement of our dispute with DND.
3. The Municipal Operating Grant is up \$32,477 as the Province increased the grant in 2012.
4. There were \$213,961 of unbudgeted land sales.
5. Wages were \$218,000 under budget.
6. The brush clearing program was not completed, saving \$29,200.
7. Maintenance at the Magee Road STP was \$21,481 more than budgeted.
8. There was a delay in the implementation of curbside garbage collected which saved \$150,181.

The Committee also reviewed the Capital Variance Report for 2012 which indicated we spent \$4.5 million on Capital Projects and were \$34,300 over budget.

## **Golden Legion Manor Tax Adjustment**

Council has a policy of giving tax reductions for non-profits that own buildings and are billed property and water and sewer tax. In the 2013 budget, the amount approved for Golden Legion Manor was incorrect. The amount approved was \$7,390.16 and it should have been \$9,327.95.

### **Motion #13-093**

#### **Golden Legion Manor Tax Adjustment**

Moved by Councillor Scott and seconded by Councillor Anstey that the water and sewer tax reduction for the Golden Legion Manor for 2013 be increased to \$9,327.95.

In Favour:     7            Opposing:     0

**Decision:** Motion carried.

### **Fun Fly 2013**

The Committee reviewed the recommendation from the Tourism Committee that funds be allocated to bring in three pilots from outside the Province to participate in the Fun Fly.

#### **Motion #13-094**

##### **Fun Fly 2013**

Moved by Councillor Scott and seconded by Councillor Anstey that a donation of \$3,000 be given to the Screaming Eagles RC Flying Club to assist with the cost associated with hosting their National Pilots for the 2013 Festival of Flight.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Hot Tub Pros**

Sun Heating has expressed interest in hosting a hot tub sales event at the Community Centre during the weekend of June 14, 15 & 16 and has asked for a reduction in price, specifically raising the issue that the amount that the Town is requesting far exceeds rates at other arenas throughout the Province.

Given that Sun Heating would like to finalize the booking as soon as possible, Council has agreed to decrease the price to \$3,000 for all 3 days as a one-time approval only, and is requesting that the Special Events Coordinator obtain information on what other facilities charged throughout the Province for the Committee's review. The Special Events Coordinator indicated concern that Gander is out pricing itself for many potential events when compared to the other Towns.

#### **Motion #13-095**

##### **Hot Tub Pros**

Moved by Councillor Blundon and seconded by Councillor Parrott that the rental rate charged to Hot Tub Pros would be reduced from \$6,289.29 plus HST to \$3,000.00 plus HST for the weekend of June 14, 15 & 16.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**6. ADMINISTRATION**

None.

**7. CORRESPONDENCE**

None.

**8. NEW BUSINESS****Appointment to Homeless Committee**

The Town has been approached by the Gander & Area Community Advisory Board to have a Councillor sit on the Committee to deal with Homelessness issues in Gander.

**Motion #13-096****Appointment to Homeless Committee**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that Councillor Blundon sit on the Homelessness Committee.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Airport Terminal Building Committee**

The Airport is looking into changing the Airport Terminal Building and is asking for a member of Council to sit on the Committee.

**Motion #13-097****Airport Terminal Building Committee**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that Councillor Blundon sit on the Airport Terminal Building Committee.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Cobb's Pond Change Order #2**

The CAO advised that we need a motion to approve the change order to upgrade the water line to Cobb's Pond now; otherwise the work will have to wait three weeks which we don't want to do.

**Motion #13-098****Cobb's Pond Change Order #2**

Moved by Councillor Scott and seconded by Councillor Anstey that the Town approve Change Order #2 for the upgrading of the Cobb's Pond water line.

In Favour: 7      Opposing: 0

It is understood that Council is approving the cheaper of the 75mm or 100mm lines.

**9. ADJOURNMENT****Motion #13-099****Adjournment**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 6:00pm.

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C. Elliott, Mayor

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G. Brown, Town Clerk