

MINUTES

Regular Meeting of Council
Wednesday, May 1, 2013 @ 4:30 pm
Council Chambers

Present:	A. Scott	Councillor
	S. Oram	Councillor
	D. Blundon	Councillor
	G. Parrott	Councillor
	R. Anstey	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
	D. Chafe	Director of Economic Development

Regrets:	C. Elliott	Mayor
	Z. Tucker	Deputy Mayor

1. APPOINTMENT OF CHAIR

Motion #13-100

Appointment of Chair

In the absence of the Mayor and Deputy Mayor, the Town Clerk called the meeting to order and advised that the Municipalities Act requires Council to appoint a Chair.

Moved by Councillor Blundon and seconded by Councillor Parrott to appoint Councillor Scott as Acting Chair under Section 22(2) of the Municipalities Act.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2. CALL TO ORDER

The Meeting was called to order at 4:36pm.

3. VISITORS/PRESENTATIONS

Day of Mourning Proclamation

Councillor Anstey proclaimed April 28, 2013 as a Day of Mourning in the Town of Gander in recognition of workers killed, injured or disabled on the job.

4. MINUTES FOR APPROVAL

Motion #13-101

Minutes for Approval

Moved by Councillor Blundon and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on April 10, 2013 be adopted as presented.

In Favour: 5 Opposing: 0

Decision Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

6. 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 23, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; P. Fudge, Fire Chief.

The following items were discussed:

PUBLIC SAFETY

Maximum Welding

The Committee agreed that it would cost share on a 50/50 basis with the business owner for the labour only, to have the fire hydrant moved from in front of his property at 41 McCurdy Drive. This issue is forwarded to Municipal Works and Finance for their consideration and recommendations.

Provincial Animal Welfare Regulations

The Fire Chief advised the Committee that Constable Fudge has received his appointment under the Animal Health and Protection Act and as such can now enforce the regulations as described in the act.

Fire Department Smoke House

The Committee reviewed the results of the tenders submitted for the construction of the new Fire Department Smoke House. The lowest tender was still approximately \$38,000 over budget. The Committee feels that this project needs to move forward and recommends the acceptance of the lowest tender and sends this to Finance for their consideration.

The Fire Chief left the Committee meeting

The HR Supervisor joined the Committee meeting

HUMAN RESOURCES

Continuation of Benefits While on Parental Leave

The Committee reviewed and concurred with the proposed changes to Policy P026-Continuation of Benefits While on Parental Leave. The main changes include a change in the title "Continuation of Benefits While on Leave", details on when continuation may be extended and that the employee is responsible for both the employee and employer share of the group insurance premiums.

Motion #13-102

Continuation of Benefits While on Parental Leave

Moved by Councillor Oram and seconded by Councillor Anstey that the revised Continuation of Benefits While on Leave policy be adopted as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

National Denim Day

The Committee was advised that we will be participating in National Denim Day which is being held on Tuesday, May 14th. This event is an annual fundraiser for the CURE Foundation.

Financial Advisor for Pension Plan

The Director of Finance advised that the annual fee paid to a local Advisor, approximately \$5800, is part of our Pension Plan Contract with Standard Life. The Committee felt that many employees would like to choose their own financial advisor and therefore these services are not being utilized to by all employees. As a result, contact with Standard life will be made to see if this clause can be removed from the contract. Meanwhile other pension options are being considered and look more favourable for our employees. These options will be discussed during the next Labour Management Meeting, and if agreed, presentations to staff will be scheduled in the near future.

Definition of Child

The HR Supervisor advised that the current MOU, under the family leave section, states that the definition of family member is a spouse, child, parent or parent-in-law. After reviewing various suggestions it was recommended that child should be replaced with "dependent permanently living in the household".

Scent Free Buildings

The HR Supervisor presented a Scent Free poster to be posted in all Town buildings as there are currently some employees who have adverse reactions to scents. Although there is no policy, we are hoping that this poster will educate our employees and the public about the impact that scents can have on someone's health.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on April 23, 2013. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; D. Deschamps, Director of Recreation and Community Services.

The following items were discussed:

Multiplex Update

The Director advised the Committee that from April 14-17th, a consultant, which is part of the feasibility study for the multiplex, was in Gander to begin collecting information for the needs assessment component of the study. He further stated that the consultant spent four days touring existing recreation facilities in Gander and meeting with various user groups and key stakeholders for the project.

He went on to say that part of the data collection process is to understand what current recreation assets the community has, who operates them, who participates in them and who pays for them. This will allow us to understand what gaps currently exists for recreation and what possible facility could be built to eliminate those gaps.

Part of the data collection that Council wanted the consultant to look at was the need of a second sheet of ice for Gander. The consultant did meet with various ice user groups and staff as part of this process. Lots of information still needs to be collected and analyzed over the next month. The next consultation will occur towards the end of May and the recreation department will continue to advise the community throughout the process. The entire study is scheduled to be completed in late July of this year.

Request for Funding

The following requests were approved under the grants, subsidies & in-kind services Policy

Gander Boys and Girls Club – (Annual Budgeted Donation)

A request was received from the Gander Boys and Girls club for financial assistance to help with transportation costs for the 2013 summer season. This donation allows the program members to visit and explore such places such as Terra Nova Park, Square Pond Park, and the Banting Memorial Municipal Park. The annual amount requested is \$4,000.

Travel Subsidy

Group	Event	Participants	Funding
Nick Fitzgerald	Under 16 Hockey – Challenge Cup (Montreal May 1 st – 5 th)	1	\$125

Canadian Hard of Hearing - Air Horns Ban

The Committee reviewed a letter from the President of the Canadian Hard of Hearing Association (Gander Branch) requesting that the Gander Community Centre ban the use of aerosol air horns. The reason for this request is studies have proven that these air horns can reach sound levels of over 125 decibels which is 35 (dB) louder than the level considered safe by government workplace regulations.

In February of this year, the Clarendville Events Centre banned the use of aerosol air horns and the Director of Recreation recently spoke to the Events Manager in Clarendville and was advised that the decision did not have a negative impact on its customers and or participants. In fact, the ban was welcomed and supported by the majority.

The Committee requested the Director to prepare a policy on this issue. The policy will be prepared and put through the normal process for adoption.

Seniors Wellness Day

The Recreation Department along with its partners; Central Health and the Newfoundland and Labrador Network for the Prevention of Elder Abuse will be implementing a Seniors Wellness Day on May 29th, 2013. The event will take place at the Community Centre from 10:00am – 2:00pm and will feature sessions discussing topics such as Elder Abuse, Nutrition, Fitness, Mental Health, etc. We encourage all residents who are 50+ to get out and enjoy this event!

Seasonal Staff

The Director briefed the Committee on the spring/summer schedule for 2013. As this will be a busy summer, the Parks and Recreation seasonal staff will be brought back to work on April 29th to begin work on various facilities needed to host the large number of activities taking place. As the weather is beginning to warm up, the Playground Inspector has already begun work on getting the play lots open including the one on Elizabeth Drive which is ready for use. We look forward to a great spring and summer and encourage residents to get out and get active!

Proposed Washroom Facility at Ball Fields

The Committee discussed the approved budgeted washroom facility which is planned for this year's construction season. The Director will finalize the location that he prefers and will ask for input from the Engineering and Municipal Works staff. With the limited amount of space in that area and safety concerns, we need to make sure we erect the facility in the proper location.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Parrott.

The Economic Development Committee meeting was held on April 24, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: G. Parrott, Councillor; D. Chafe, Development Director; J. Turner, CAO; A. Crummey, Development Officer.

The following items were discussed:

School Board Consolidation

The recent announcement of the consolidation of the provincial school boards will have significant economic impact on our community. While Council appreciates the Provincial Government's decision to streamline the administration of our educational system, we must question the decision to locate the new Board in St. John's.

It seems increasingly common for rural areas of the province to lose, based on decisions to locate or consolidate offices in St. John's. Council has requested a meeting with the Minister of Education to discuss his Department's decision.

Department staff is preparing a presentation on the benefits of locating the school board office in Gander.

Councillor Blundon questioned the time of the meeting?

The Chief Administrative Officer stated that Minister O'Brien was hoping to arrange the meeting within the next two weeks.

The Director of Economic Development advised that our presentation is being prepared and near completion.

The Chief Administrative Officer will follow up with the Minister to confirm the time of meeting.

Coat of Arms Bylaw – 2nd Reading

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 second and final reading.

Motion #13-103

Coat of Arms Bylaw – 2nd Reading

Moved by Councillor Parrott and seconded by Councillor Blundon the adoption of the revised Coat of Arms Bylaw as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Destination Gander – Request for Kiosks

Destination Gander has asked to borrow the Town's market kiosks for the *Canadian Under 16 Boys Fastball Championships* that are being held in Gander from August 7-11, 2013. The Committee would be pleased to assist Destination Gander, with the understanding that the labour cost associated with moving kiosks be covered by Destination Gander.

Elimination of Programs at College

The Committee reviewed a news release outlining the many programs being eliminated from the College of the North Atlantic. Although the loss of the ABE program is a concern, the Committee is pleased that the Provincial Government supports the Gander Campus core offerings including the Aircraft Maintenance Engineering program.

Directional Signs

The Committee recently asked staff to review the Town's directional signage. The existing "Welcome to Gander" directional signs are located throughout the community and provide direction to various destinations within the Community. The Committee feels the signs should be updated with directions to major recreational infrastructure as well as other points of interest. Staff will explore options and pricing for the updates.

The Chief Administrative Office pointed out that the Department of Tourism has adopted a policy regarding Tourism Oriented Directional Signage and recommends that any change in directional signage should be in accordance with this policy.

Indemnity Agreement

The Committee was advised that Council will need to enter into an *Indemnity Agreement* with The Grey Group that will permit the Town to use the vacant area in the Elizabeth Drive Shopping Centre for upcoming events in 2013. The Committee agrees and advises staff to proceed.

Delegations

While each and every, individual, organization and business contributes the success of our community and economy, a number of community organizations, unions and businesses represent major economic activity.

The Committee feels that regular dialogue with these groups will identify and help address challenges these groups face or opportunities they may wish to explore. Staff will contact various groups throughout the community and invite them to meet with the Committee at one of its future meetings.

Presentations

The CAO advised that he had participated in two seminars at a recent convention which he feels could be very beneficial.

The first was a seminar on Regional Economic Development from Dr. Rob Greenwood of MUN's Harris Centre. The Committee would like to invite Dr. Greenwood to come to Gander and give his presentation to all interested Councils in this region.

The second presentation was from the Department of Industry, Business and Rural Development and focused on the ability of communities to evaluate and manage opportunities that may occur.

The Committee agreed that these two presentations would be very useful and advised staff to proceed with arrangements.

Government Air Services

The Committee is very concerned over the loss of one full water bomber crew due to the sale of one of the aircraft. A letter will be written to our MHA requesting information about the future of Air Services in Gander.

Gander International Airport AGM

At the recent Annual General Meeting of the Gander International Airport Authority it was announced that the airport once again recorded a year-end surplus – it's eighth consecutive year of operating profit. Although there are challenges, the Authority is confident in its future. A recently refinished runway and a newly announced commercial park will secure long term investment and the possibility of a newly refinished terminal building will give the airport a whole new look.

The Committee wishes every success to the Gander International Airport Authority for their upcoming projects.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Parrott.

The Tourism Committee meeting was held on April 23, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Legend City Wrestling

The Owner/Promoter for Legend City Wrestling wrote requesting a change in the rental rate of the Community Centre for his event on May 27th, 2013. He would like the rate to be based on a 70/30 split (70% for promoter/30% for the Centre). The Committee discussed this request and the amount of preparation and staffing required for the event and is recommending the Town accept this offer as an offer of this kind was agreed upon by the Town in 2010.

This item is forwarded to the Finance Committee for their recommendation.

Municipal Awareness Week

The Department of Municipal Affairs and Municipalities Newfoundland and Labrador has declared May 27 – May 31, 2013 Municipal Awareness Week. The Town has participated in this initiative for the past few years and the Event Coordinator outlined a proposed plan for 2013 that included hosting the following events:

May 28 – Municipal Awareness Day – this will include activities for the general public that showcase the Town of Gander's services and equipment.

May 29 – Seniors 50+ Wellness Day – the Town is partnering with the Newfoundland and Labrador Network for Prevention of Elder Abuse and Central Health to host a workshop for seniors that will include sessions on Elder Abuse, Nutrition/Healthy Eating, Stretching/Fitness and more! This event is free.

May 30-31 – Clean and Green – Last year, the Town held a one day event to encourage residents, businesses and schools to clean up areas around Town. This was such a huge success, that we've decided to do it for two days this year!

The Committee was pleased with the proposed plan and instructed the Event Staff to continue working on these projects. Information on any of the events discussed can be found at www.gandercanada.com or by calling the Recreation Department at 651-5927.

Provincial Leadership Conference

An advertising request from St. Paul's Intermediate was reviewed. St Paul's will be hosting the 2013 Provincial Student Leadership Conference on October 17 – 19, 2013 with over 400 students and teachers from across the province attending. This event provides students the opportunity to learn various leadership qualities they can implement in their own schools and communities.

Motion #13-104

Provincial Leadership Conference

Moved by Councillor Parrott and seconded by Councillor Anstey to purchase a half page advertisement in their booklet at a cost of \$250.00.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Festival of Flight Date 2014

The Committee was advised that the deadline for advertising in the Event Section of the 2014 Provincial Travel Guide is May 31st, 2013. A discussion regarding the possibility of having a 4 day Festival took place and the Committee agreed that they would like to continue with a five day Festival and the proposed dates would be July 31st – August 4, 2014. The Committee also agreed to provide the 2014 Festival dates to the Provincial Travel Guide for insertion in their 2014 publication.

Volunteer Week

The Town of Gander will be partnering with the Community Sector Council to host a reception at Hotel Gander to celebrate community volunteers. This event will have already taken place by the time of this meeting however; Council would like to thank the countless community volunteers who dedicate their time and energy to help make Gander a wonderful place to live.

Festival of Flight

Kitchen Party Ticket Sales

This item is deferred until the Audio Request for Proposal is reviewed.

Support the Troops

The Committee is pleased to advise that Council will once again be hosting the Support the Troops event during the Festival. A letter will be sent to the Wing Commander inviting them to participate.

Sponsorships

The Committee was advised that Dominion and Pepsi will continue sponsoring the Festival in 2013. They were also advised that sponsorship packages have been sent to last year's sponsors and a couple of new businesses have been added to the list of potential sponsors. A further update will be forthcoming when responses are received.

Committee

The Committee was advised that letters have been sent to various organizations in Town inviting them to nominate a representative to sit on the 2013 Festival of Flight Committee. Once the organizations have confirmed their representative with the Event Coordinator, a meeting will be scheduled.

Community Youth Network – Sleep Out Sponsorship

The Community Youth Network (CYN) will be hosting 'Sleep Out 24' on Friday, May 10 – Saturday, May 11th. Youth (16+) will be sleeping out in the Town Square to raise awareness on the need for more affordable and suitable supportive housing in our region.

The Committee will be showing their support of this cause by attending the event and bringing snacks for the youth who will not be allowed to bring food to the event and will only be able to partake in food that is donated by supporters.

Aviation Coin Request

A request for a donation of set of aviation coins was reviewed. The Committee approved the request and agreed that in the future, these requests do not need to come before the Committee and can be donated at the Department's discretion.

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 24, 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:

350 Gander Bay Road

The Committee met with the owner of 350 Gander Bay Road who explained the circumstances surrounding the accessory building on his property which is outside the Town of Gander's building regulations. He apologized to the Committee and admitted ignorance on his part in terms of not having a permit prior to construction, for continuing construction after he had been notified that it was not permitted, and for continuing again after receiving a stop work order. The owner then presented the Committee with photos of the accessory building, a site plan showing the location on his lot, and the size relative to his property. He also provided a letter of support from his neighbours indicating that they had no objections to the building's current size and they felt they would have no objections to a change in the regulation permitting such a structure.

He requested that the Committee consider revisiting the regulations and entertain the possibility of permitting his accessory building as constructed.

The Committee continued with a general discussion on the circumstances of this building and have decided to postpone any action on the property until such time as the current review of the accessory building regulations is completed.

Mr. Turner did a brief presentation to the Committee with a small excerpt from the Council Orientation Presentation which explained what a regulation is exactly and Council's role and responsibility in development and enforcement of these regulations.

The Town will have an Open House, as well as posting it on our webpage and Facebook page, to get input from the general public. The Committee will prepare the changes which will be presented to the public.

101 Rickenbacker Road

The Director asked for clarification from the Committee as to how to proceed with the issue surrounding 101 Rickenbacker Road. The accessory building on this property is currently in violation of three Town of Gander regulations and as such, should have a removal order issued.

The Committee agreed that no action would be taken until a review of the Accessory Building Regulations was carried out.

Invoices for Approval

The Committee reviewed one invoice 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.

70 Byrd Avenue

The Committee discussed a piece of property at 70 Byrd Avenue which has been vacant for some time now. The Director advised the Committee that there is an outstanding order on the property, the water was cut several years back and the Town has received information that NL Power has also cut the power to this residence.

There is concern about the length of time that has expired and the CAO indicated that he would try to reach the rightful property owners to get clarification on their intentions for the property.

The CAO stated this property was tied up in an estate and the Town has been unsuccessful in their attempts to contact the owners to date. There is a legal process to follow in the Municipalities Act and we should post notice then sell property.

Fracking- Motion to Ban

The Committee reviewed correspondence from a resident of the Town who had expressed their concern with a controversial method of oil and gas exploration referred to as hydraulic fracturing or "Fracking".

His letter indicated that fracking could pose potential opportunities for groundwater contamination and an overall lowering of the water table and is encouraging Council to join other countries, provinces and municipalities in banning the practice within the municipal boundaries. The Committee is recommending that the information be forwarded to the next Water Quality Committee meeting for a recommendation.

Water Quality Report

The Committee reviewed the results of the 2013 Spring Drinking Water Quality Report as prepared by the Government of Newfoundland and Labrador, Department of Environment and Conservation, Water Resources Management Division.

The Town of Gander's Potable Water was ranked as Excellent, with a drinking water quality Index score of 95 out of a possible 100 which was the highest score obtainable. All the testing parameters were within the acceptable limits and the Committee is pleased with the results.

Garrett Drive-Request for Upgrading

The Committee reviewed a request from the Gander International Airport Authority (GIAA) to enter into a cost sharing arrangement to help with the rebuilding of Garrett Drive.

GIAA feels that the improvements to this road would be a benefit to the Town as well as the Airport Authority. A previous request from the Town for cost sharing with the province was not favourable; they will not cost share a capital works project unless it is solely contained within Town property. As this is private property, 100 % of the cost would have to be paid for by the municipality without provincial support.

The cost assessment, as supplied by the consulting engineers for the Airport, was estimated at \$337,360.74. The Committee is not recommending moving forward with this cost sharing arrangement at this time. The Capital Works funding for the next three years has been already allocated for projects in the Town of Gander and it felt that these projects would have to take precedence over Garrett Drive.

Concerns were expressed regarding the condition of the road and it was the consensus of Council that all avenues to upgrade the road be explored as many businesses rely on it as an access to the Business Park.

The Director of Municipal Works & Services stated that a request had already been sent to Municipal Affairs to cost share the repairs however it was rejected as the road is not included in the Limits of Service as approved by Municipal Affairs and therefore does not qualify for cost shared funding under the provincial cost shared funding agreement.

Council requested that the CAO speak with Minister O'Brien, which the Town would look at leasing of the land, requesting an extension to the Limits of Service Agreement, requesting that the Federal Government transfer the land to the Town, and meet with the Airport to see if there is a possibility of repairing a portion of the road.

HBB- A1 Limousine Services

An application for a Home Based Business was received from 293-295 Magee Road to provide limousine service to Central Newfoundland. The Town of Gander's Taxi and Limousine Regulation provides a clear definition of a limousine distinguishing it from a Taxi cab. The Town of Gander's Home Based Business Regulation states that the base for a limousine service is a permitted Home Based Business at the discretion of Council in this section of town.

WHEREAS an application has been received from *Air-1 NF Services* to operate a limousine service from 293-295 Magee Road and advertising has been completed with no objections received by the deadline date

AND WHEREAS it meets the Home Based Business Regulations and Zoning.

Motion #13-105

HBB – A1 Limousine Services

Moved by Councillor Anstey and seconded by Councillor Blundon that permission be given for ***Air-1 NF Services*** to operate a Limousine Service from 293-295 Magee Road.

The CAO requested clarification on the application because the Town's HBB Regulations only permit one employee in addition to the owner and he understood the application was for three limos. The Committee advised that the permit application had been changed and that the operation of one limo was being approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Discretionary Notice – 10 Memorial Drive East

The Town of Gander has received an application from ***Jerry's Car Sales*** to expand their operations to include service of their vehicles from their property at the above noted address. It is to be noted that the existing property is situated in a *Commercial General Zone* and a ***Service Station*** is permitted as a Discretionary Use under the Town of Gander's Development Regulations.

This was advertised and no objections were received by the deadline date of 4 pm on Thursday, April 25, 2013.

Motion #13-106

Discretionary Notice – 10 Memorial Drive East

Moved by Councillor Anstey and seconded by Councillor Parrott that Jerry's Car Sales be granted permission for a Service Station located at 10 Memorial Drive East for the purpose of servicing of the on-site vehicles.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tenders

i) The Committee reviewed the results of the tender for the supply and delivery of **Brick and Mortar replacement** for the Gander Town Hall. One tender was received from **Central Tile and Masonry** and the Director advises that it meets the specifications.

The Committee recommends that the tender be awarded to Central Tile and Masonry and refers the tender to the Finance Committee for its consideration.

ii) The Committee reviewed the results of the tender for the **Supply of Trees**. Two bids were received and the Director advises that the lowest of the tenders that met specifications was submitted by **Sheridan Nurseries**.

The Committee recommends that the tender be awarded to **Sheridan Nurseries** and refers the tender to the Finance Committee for its consideration.

iii) The Committee reviewed the results of the tender for **Tree Planting**. Four tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by **ANW Construction Ltd.**

The Committee recommends that the tender be awarded to ANW Construction and refers the tender to the Finance Committee for its consideration.

iv) The Committee reviewed the results of the tender for the supply of **Hydrodarco 4000 Activated Carbon**. Two tenders were received and the Director advises that only one met the tender specifications and was submitted by **Univar**.

The Committee recommends that the tender be awarded to **Univar** and refers the tender to the Finance Committee for its consideration.

v) The Committee reviewed the results of the tender for **Airport Boulevard Upgrading-Byrd Avenue to Morgan Drive**. Three tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by **B & M Paving Ltd.**

The Committee recommends that the tender be awarded to **B & M Paving Ltd** and refers the tender to the Finance Committee for its consideration.

Public Hearing- May 7, 2013

Under the Urban and Rural Planning Act, a Public Hearing to consider objections and representation on Municipal Plan Amendment No. 6 and Development Regulations Amendment No. 9 is scheduled for **Tuesday, May 7th at 6:30 pm** in Council Chambers at the Gander Town Hall.

Bell Communication Tower

Bell Aliant has contacted the Town requesting a location approval for a communication tower. Recent increases in the usage of data being transferred through their communication towers has prompted them to inquire about the location and installation of an additional tower to help service the Town of Gander and visiting patrons using their mobile devices.

The Engineering Department in conjunction with Bell Aliant had proposed several possible locations with a preferred site off Magee Road. The Committee was in agreement with this location and is recommending that the Town move forward with Bell Aliant to secure that location for the new communication tower.

RFP –Chlorine Booster Station

The Director advised the Committee that the Chlorine Booster Station, which was budgeted for this construction season, is ready to be tendered however, the construction cost is estimated to be in excess of \$ 100,000 and under Council's existing policy, Council is required to go to Tender or submit an RFP for Engineering Services.

Due to the time constraints and the information already collected on this project, the Director is requesting that Council go outside of policy to expedite the process and have the Chlorine Booster station installed within this construction season.

The Committee recommends that the Town of Gander waive the policy for tendering and proceed with the approval to begin construction on the Chlorine Booster Station and forwards the item to the Finance Committee for its review.

Garbage and Refuse Week Regulations

The Committee is recommending that once again this year the Town of Gander provide a flyer mail out to all residents notifying them of the dates and requirements for collections. One change they would like to see this year is to change the regulation to allow the residents to place items at the curb the weekend prior to their clean up day.

Motion #13-107

Garbage and Refuse Week Regulations

Moved by Councillor Anstey and seconded by Councillor Blundon that the Garbage and Refuse Week Regulations be changed to permit residents to place items at the curb on the weekend prior to their designated collection day.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Oram left the Council meeting due to conflict of interest.

Construction Contracts

The Committee discussed options that could be put in place when construction contracts go outside the time frame of the contract.

It was the understanding of the Engineering Department and the Town that under the Municipalities Act the Town was not permitted to put penalties into their Capital Works projects. However, at a recent conference held in St. John's the CAO advised that the Department of Municipal Affairs stated that municipalities are permitted to do so. The Committee is recommending that the Engineering Department investigate this possibility further as this may be a means to encourage contractors to complete projects on time.

Councillor Oram returned to the Council meeting.

Crosswalk Request

Councillor Parrott brought forward a request from a resident for a crosswalk to be installed at the corner of Edinburgh and Blackwood Drive near the lower end of the street near Peterson.

The Director advised that he would have the Engineering staff review this area.

Curb- 44 Raynham Avenue

Councillor Parrott brought forward a concern from the owner of 44 Raynham Avenue regarding a raised curb adjacent to his property which made it difficult to enter and exit his driveway without damaging his vehicle. Again, the Director advised he will bring this back to his Engineering staff for further investigation.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on April 25, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included; S. Oram, Councillor; G. Brown, Director of Finance; J. Turner, Chief Administrative Officer.

The following items were discussed:

Engineering Contract for Chlorine Booster Station

The Town of Gander has budgeted for construction of a Chlorine Booster Station in this year's Capital Budget to improve the distribution of chlorine throughout the water system. Council has a policy that any consulting work on projects over \$100,000 should go to a Request for Proposals. In this case, the Municipal Works Department is recommending that we not follow this process. Their concern is that it will take a lengthy period of time to get this done and the booster station needs to be constructed this year.

They are recommending that the Town go directly to 68925 Newfoundland and Labrador Corp. and appoint them as Consulting Engineers on the project.

Motion #13-108

Engineering Contract for Chlorine Booster Station

Moved by Councillor Anstey and seconded by Councillor Parrott that 68925 Newfoundland and Labrador Corp. be appointed as the Consulting Engineers for the Chlorine Booster Station project.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Anstey joined the Committee meeting.

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE APRIL 24, 2013

1.	Electronic Systems Group 01-000-0080-1876, supply/install building security Budget \$50,000 Spent to date \$6,586	27,685.00
2.	Powell's Electrical 01-000-0080-1896, supply/install vehicle detection system Budget \$70,000 Spent to date \$0	69,184.00
Total capital invoices for approval		<u>\$96,869.00</u>

OPERATING

- | | | |
|----|---|-----------|
| 1. | Municipal Assessment Agency Inc. | 34,083.00 |
| | 00-120-1000-7200, Assessment fees 2 nd quarter | |
| | Budget \$143,000 Spent to date \$34,083 | |

Total operating invoices for approval	<u>\$34,083.00</u>
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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 #13-109**Invoices for Approval**

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

In Favour:	5	Opposing:	0
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Decision: Motion carried.

Tender for Construction of Smoke House

The Public Safety Committee reviewed the results of the tenders submitted for the construction of the new Fire Department Smoke House. The lowest tender was still approximately \$38,000 over budget. The Public Safety Committee feels that this project needs to move forward and recommends the acceptance of the lowest tender and sends this to Finance for their consideration.

Motion #13-110**Tender for Construction of Smoke House**

Moved by Councillor Anstey and seconded by Councillor Parrott that the tender for the Construction of the Smoke House be awarded to LSG Construction Ltd. at a price of \$235,040 HST inclusive.

In Favour:	5	Opposing:	0
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Decision: Motion carried.

There are sufficient savings in the Airport repaving tender to cover this cost overrun.

Gas Tax Funding

It was the consensus of Council that Councillor Oram is not in conflict of interest on this item.

At the meeting, Council discussed reallocating Gas Tax Funding from Airport Blvd. to Cooper Blvd. for construction in 2014. At that time, Government indicated we had some additional funds unspent, along with our current allocation and Council made a motion to allocate these to the Cooper Blvd. project. We were subsequently informed that the additional funds were not there and the motion has to be rescinded and a new motion adopted.

Motion #13-111

Gas Tax Funding – Motion 13-031 Rescinded

Moved by Councillor Anstey and seconded by Councillor Blundon that Motion #13-031 be rescinded.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Oram left the meeting due to conflict of interest.

Motion #13-112

Gas Tax Funding Reallocation of Funds for Cooper Blvd.

Moved by Councillor Anstey and seconded by Councillor Blundon that the Town reallocate \$370,334.41 in Gas Tax Funding to Cooper Blvd. upgrades from Airport Blvd. upgrades.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Tender – Airport Blvd. Upgrading

The Finance Committee reviewed the tender for the Airport Blvd. Upgrading 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 #13-113

Tender – Airport Blvd. Upgrading

Moved by Councillor Anstey and seconded by Councillor Blundon that the tender for the Airport Blvd. Upgrading be awarded to B&M Paving (1983) Ltd. at a price of \$267,557.45 HST inclusive.

In Favour: 4 Opposing: 0

Decision: Motion carried.

This is \$130,000 under budget.

Councillor Oram returned to the meeting.

Tender – Land Sale 18 Carr Crescent

The Finance Committee reviewed the tender for the Commercial Building Lot at 18 Carr Crescent for which no bids were received so the land will go back into the Town's Land Bank.

Tender – Town Hall Brick/Mortar Replacement

The Finance Committee reviewed the tender for Town Hall Brick/Mortar Replacement 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 #13-114

Tender – Town Hall Brick/Mortar Replacement

Moved by Councillor Anstey and seconded by Councillor Blundon that the tender for the Town Hall Brick/Mortar Replacement be awarded to Central Tile and Masonry at a price of \$25,199 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The budget for this project is \$27,000.

Tender – Supply of Trees

The Finance Committee reviewed the tender for the Supply of Trees 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 #13-115

Tender – Supply of Trees

Moved by Councillor Anstey and seconded by Councillor Parrott that the tender for the Supply of Trees be awarded to Sheridan Nurseries at a price of \$21,595.18 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender – Tree Planting

The Finance Committee reviewed the tender for the Planting of Trees 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 #13-116

Tender – Tree Planting

Moved by Councillor Anstey and seconded by Councillor Parrott that the tender for the Planting of Trees be awarded to ANW Construction Ltd. at a price of \$183.06 per tree HST inclusive.

In Favour: 4 Opposing: 1 – Councillor Oram

Decision: Motion carried.

The total estimated cost for this project is \$14,095.

Tender – Activated Carbon

The Finance Committee reviewed the tender for the Supply of Activated Carbon 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 #13-117

Tender – Activated Carbon

Moved by Councillor Anstey and seconded by Councillor Blundon that the tender for the Supply of Activated Carbon be awarded to Univar at a price of \$77,834.40 HST inclusive.

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 #13-118

Property Tax Reduction

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Accounting for Sick Leave

The Director of Finance advised the Committee that changes to Public Sector Accounting Board accounting standards require the Town to have an Actuary review the accumulated sick leave on the Town's books. The Actuary will be required to provide an estimate on how much of the sick leave will actually be used and how much the Town will pay to replace people off on sick leave. Our Auditors have also advised us that this has to be done before the audit can be completed. The Province has also directed that we will have to get this done as well. The anticipated cost of hiring the Actuary will be in the range of \$8,000 and the audit will be delayed until this service can be completed.

Councillor Scott questioned whether this will be done in future years and the Director of Finance stated every three years.

Rules of Procedure

The CAO presented some draft Rules of Procedure for Council meetings. This would be used in conjunction with Robert's Rules of Order to outline how meetings would be run. The document will be forwarded to all members of Council for their review and anyone having any comments or concerns should advise the Director of Finance who will put it on the Agenda for the next meeting.

Legend City Wrestling

The Committee reviewed the Tourism Committee's recommendation that the Town enter into a contract with Legend City Wrestling for rental of the Community Centre. All revenues will be split 70/30 with 70% going to the Promoter.

Motion #13-119

Legend City Wrestling

Moved by Councillor Anstey and seconded by Councillor Parrott that the Town enter into a rental agreement with Legend City Wrestling based on a 70/30 split with 70% going to the Promoter.

In Favour: 5 Opposing: 0

Decision: Motion carried.

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS

Councillor Scott left the Council meeting due to conflict of interest and Councillor Blundon assumed the Chair.

2012 CAPITAL LOAN

In 2012 there was \$4,535,909 spent on capital projects by the Town of Gander and we were responsible for financing \$1,841,350 with the rest of the funding coming from the federal and provincial governments. The bulk of the Town's share is being paid through the prior year's surplus and unbudgeted land sales. The amount that we have to borrow is \$449,250 and each of the local banks were asked to provide a quote to provide the financing. Three of the banks responded and the Bank of Montreal was the low bidder.

Motion #13-120
2012 Capital Loan

Moved by Councillor Anstey and seconded by Councillor Parrott that the Town of Gander borrow \$449,250.25 from the Bank of Montreal to finance its 2012 capital expenditures. The loan will be repaid over a 10 year period and the interest rate will be fixed for that period.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Councillor Scott returned to the meeting.

10. ADJOURNMENT**Motion #13-121**
Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:00pm.

A. Scott, Councillor/Chair

G. Brown, Town Clerk