

MINUTES

Regular Meeting of Council Wednesday, June 12, 2013 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Mayor for the Day – Elliott Stryde

The Mayor welcomed Elliott Stryde to the meeting and asked him to officially open the Council Meeting. Elliott was appointed “Mayor for a Day” at the 2013 Municipal Awareness Day event held on May 28th. Mr. Stryde was given a tour of the Town Hall, a present on behalf of Council, and will be joining Mayor Elliott for lunch next week.

Recreation Month Proclamation

The Mayor proclaimed the month of June as Recreation Month whereas the Town of Gander recognizes the benefits and values that recreation, parks and leisure services provide.

3. MINUTES FOR APPROVAL

Motion #13-142

Minutes for Approval

Moved by Councillor Blundon and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on May 22, 2013 be adopted as presented.

In Favour: 5 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 June 3, 2013. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; P. Fudge, Fire Chief; W. Jenkins, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

Street Parking on Kent Place

The Committee received a letter from a resident of Kent Place regarding the parking of vehicles on the road sides. The resident explained that because people are parking directly across the street from their driveway, it is very difficult to back out onto the roadway and in fact a visitor had an accident doing so. The resident would like to have no parking signs placed on one side of the street to help alleviate this problem.

The Town of Gander has a Placement of No Parking Signs Policy, Policy No: MW024 if the street is a cul-de-sac and the neck portion of the street is 10.82 meters or less than the neck portion of the street will have No Parking Signs erected. The width of the neck portion on Kent Place is 7.6 meters wide.

Since the resident's complaint falls within the guidelines of the Policy, the Committee agrees with the resident to have No Parking Signs posted on the even numbered side of the neck portion of the street and forwards this to Municipal Works for their action.

North East Mutual Aid Association

The Fire Chief had a meeting with the NEMAA regarding the issue of continuing with this Association. The mutual aid agreements between the municipalities involved in the Association has expired, and the Fire Chief would like to continue with these meetings to ensure that the agreement to share firefighting services continues to the benefit of all involved. Future meetings are planned.

Hazardous Materials Emergency Response

The Fire Chief advised the Committee that he received a reply from the Fire and Emergency Services regarding the meeting that was requested by the Fire Chiefs of the host Fire Departments who are in receipt of hazmat trailers. The Hazardous Materials Emergency Response Services Contract expired several years ago, and a meeting was requested by those Fire Departments concerned. A meeting is planned later this month to discuss the proposed changes that are being requested by the host Fire Chiefs in order for the continuation of these services.

HUMAN RESOURCES

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 June 3, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included: Z. Tucker, Deputy Mayor; D. Deschamps, Director of Recreation and Community Services.

The following items were discussed:

Joseph R. Smallwood Arts & Culture Centre – Contract

The Town has a contract with the Arts and Culture Centre for advertising on the digital sign in front of the Centre. The contract has expired and the Committee is recommending that the rate be reduced from \$4,000 to \$3,000 per annum and forwards the request to the Finance Committee for its consideration and recommendation to Council.

The Director is also reviewing the full contract and will be bringing the revised contract to Committee for their review.

Recreation Newfoundland & Labrador – June is Recreation Month

Recreation Newfoundland & Labrador has declared June as recreation month. The theme this year is 'Recreation is Priceless'. The Mayor will be signing the Recreation Month Municipal Proclamation at the next Council meeting.

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>
Ambassador Program			
Airials Gymnastics (E. Hollohan, J. Turner, J. Simpson, E. Brych, B. Lidstone)	Atlantic Championships	5	\$100 ea.
C. Collins, S. Barnes, M. Flynn	Canada Games for Baseball	3	\$125 ea.
<u>Group</u>	<u>Event</u>	<u>Participants</u>	<u>Funding</u>
Tournament Hosting			
Gander Golf Club	Four Tournaments in 2013	400+	\$500

Gander Track and Field Club

The Committee reviewed a letter from the Gander Track and Field Club asking the Town for a letter of support to help secure funding for a new running track in Gander. The Club will be submitting an application to the TSN Sports Kraft Celebration Tour where a community can win prize money and the possibility of hosting a TSN live show.

Motion #13-143**Gander Track and Field Club**

Moved by Councillor Blundon and seconded by Councillor Scott that Council would offer its support to the Gander Track and Field Club and write a letter supporting their application to the TSN Kraft Celebration Tour.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Destination Gander – Letter of Support

Destination Gander is in the process of submitting a bid to host the 2014 Canadian under 18 Boys Softball Championships in Gander. This would be a weeklong event and provide significant economic spinoffs for the community.

The Committee asked that a letter of support be forwarded to Destination Gander.

Recreation Field Washrooms

The Committee reviewed the new proposed design for the splash pad/ball field washrooms because the initial design was over budget and there was no longer a need for baseball storage in the building as the storage areas are going to be attached to the dugouts.

The Committee is pleased with the new design and forwards to the Municipal Works Department for a final design. The Department is hoping to go to tender by late summer with construction beginning in the fall.

Multiplex

The Department received the first draft of the Consultant's community engagement component of the report. The Director suggested sending the draft report to the Multiplex Committee for their review and the Committee was in agreement with this.

The Consultants will be in Gander on June 3rd to hold a governance operations workshop with stakeholders. The Director will provide the Committee with a report at the next meeting.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Blundon.

The Economic Development Committee meeting was held on June 3, 2013. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: G. Parrott, Councillor; D. Chafe, Development Director.

The following items were discussed:

School Board Consolidation

The Committee reviewed a copy of a letter sent to Premier Dunderdale from the Nova Central School Board Trustees regarding the consolidation of the four English school boards. The letter goes into great detail as to why the decision will negatively impact the education of students across the province and counters much of the government's rationale for the decision.

Many of the points raised in the letter were recently discussed at a Development Committee meeting with the Honourable Clyde Jackman, Minister of Education and the Honourable Kevin O'Brien, Minister of Municipal Affairs.

Minister Jackman indicated that three factors influenced the Provincial Government's decision to consolidate the school boards. These were:

- There has been a 17% decrease in student enrollment over the past 10 years,
- There are 12% fewer schools than there were 10 years ago, and
- Operational costs have increased by 33% over that same 10 year period.

Minister Jackman indicated that Cabinet issued a directive across all departments to achieve between 10% and 12% cost savings. While the Department of Education was mandated at a lesser 2.9%, the cuts would still be significant given the Department's \$867M budget.

Minister Jackman advised that the Chair of each of the Boards was asked to identify savings that might be recognized without compromising the quality of education being delivered. In the absence of a valid recommendation for savings, the Government proceeded with plans to reduce costs by focusing on the administrative level, namely the school boards. The Minister acknowledged that there was not, nor will there be, a formal study, review, or public consultation on the decision and that the decision itself was final. The Board will cease to exist as of August 31, 2013. Minister Jackman confirmed that changes to the Board System do not require a legislative change to the School Board Act since the new board will have an elected Board of Directors.

The Committee believes that many of decisions made and the justifications presented were done so without due diligence and consideration of all options. The Committee and Council firmly believe that even if there was some merit for the consolidation, there is certainly no justification for requiring that the new board be located in St. John's. In fact, the Committee believes that Gander would be a more cost and operationally efficient location for the office.

The Committee and Council will continue to advocate for this issue with the Provincial Government.

Conference Report – Housing Report

The Director provided the Committee with an overview of a housing summit he had recently attended. Presentations during the event focused on a wide range of housing issues and opportunities. One prevalent issue across almost all presentation was affordable housing.

The conference provided insight on how to best define affordability, some of the cost drivers of new housing, and programs that have helped other communities address the affordable housing issue.

The Director would like to further investigate and evaluate a number of the programs presented during the conference and report back to the Committee with recommendations.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Oram.

The Tourism Committee meeting was held on June 5, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: S. Oram, Councillor; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Municipal Awareness Week

The Town of Gander hosted three events to celebrate Municipal Awareness Week from May 27th to 31st - Municipal Awareness Day, Seniors Wellness Day and the Clean and Green Campaign.

Municipal Awareness Day showcased each department and included a demonstration by Municipal Works, the Fire Department and interactive games run by the Recreation Department.

The Seniors Wellness Day was a huge success with over 40 seniors attending and participating in various sessions.

The Clean and Green campaign took place over three days with residents picking up over 150 bags of garbage!

The Committee would like to thank everyone who participated in these events and looks forward to hosting these events again in the future.

Celebrate Canada Program Funding

The Committee reviewed a letter from the Minister of Canadian Heritage and Official Languages approving \$3,400.00 for the Town's Canada Day Celebrations. Taking place on July 1st from 2pm - 4pm at the Town Square, the Canada Day Celebrations will feature fun games for the kids, entertainment and of course, cake!

Festival of Flight

Festival of Flight Draft Schedule

A draft schedule for the 2013 Festival of Flight was discussed. There will be a couple of changes to this year's Festival such as the Festival Parade will be moving to Saturday (for this year only) and the Gander Day Celebrations will be moving to the Town Square.

The Event Staff are continuing to brainstorm new ideas and are working with a couple of local organizations to host new flight related events. Any local organizations who would like to host an event during the Festival are asked to call the Event Coordinator at 651-5936. Applications for Gander Day booths, the Music Fest and the Gospel Concert are also available at the Special Event Office in the Gander Community Centre.

Gander Lions Club re Horse Shoe Tournament

The Committee received a letter from the Gander Lions Club asking for a financial donation to offset the cost of hosting the Festival Horseshoe Competition. The Committee agreed that since the Lions Club assisted the Town by agreeing to host this tournament, the town will donate \$100.00 to them for the Horseshoe Tournament.

Gander Boys and Girls Club re Derby Support

The Gander Boys and Girls Club will be hosting the annual Demolition Derby during the Festival. They have written the Town asking for in-kind support from various departments. The Committee agreed that since this event is one of the Festival's main attractions, the Town will offer support when possible. As most of the assistance requested will come from the Municipal Works Department, the Committee will forward this letter to Municipal Works for their discussion.

Kitchen Party Bar

In 2012, the Committee agreed that it would be best for the Town to ask a local organization to run the Kitchen Party Bar for a fee. Council agreed with this during the 2013 budget process, however, the Committee would like to offer the opportunity to all local organizations. Any organization who would like to be considered are asked to submit a letter to the Tourism Committee detailing the number of volunteers they will have and what experience they have running a bar for over 1,000 people.

Festival of Flight Audio Visual Request for Proposal

The Committee reviewed the proposals submitted by Pro Audio and Eastern Audio for the Festival of Flight Audio Visual (A/V). Trooper has requested that Eastern Audio be chosen as they meet Trooper's exact specifications. The Committee recommends that Pro Audio be retained as they can supply most of the equipment and they were the sole bidder on all Festival events. The Committee is forwarding this to Finance for their consideration and recommendation.

Tourism Awareness Luncheon

The Gander and Area Chamber of Commerce will be hosting the Central Region 2013 Tourism Awareness Week Luncheon in Twillingate at the Anchor Inn Hotel on Thursday, June 13th. The Event Coordinator will be attending and will discuss with Council who will be attending on their behalf.

MNL Central Regional Tourism Information

A conference report submitted by the attendees at the recent Municipalities Central Meeting regarding tourism information sessions held during the Central Regional Meeting was discussed. The report detailed a couple of items that the Town needs to review in order to comply with the Provincial Tourism Department's Vision 2020. They include:

- Reviewing the Town's signage to ensure it is in conformance with the new Tourism Oriented Directional Signage (TODS).
- Review of the trails system to ensure that we own the land on which the trails are located

The Committee is referring these items to Municipal Works for their review as they are currently responsible for the trail system.

One of the other recommendations was to review the Town's and Destination Gander's mandate to ensure that both are more involved in the Regional Destination Management Organization – Adventure Central.

The Event Coordinator assured the Committee that Destination Gander is very involved with Adventure Central and is currently working on a project with them to host an event in the fall.

Children`s Wish Foundation re Prize

A letter requesting a prize donation for the Children`s Wish Foundation`s `Wishes Take Flight` charity golf tournament was discussed. The Committee agreed to supply four prizes to the event.

James Paton Memorial Hospital Auxiliary Sponsorship

The James Paton Memorial Hospital Auxiliary requested a donation for the NLAHA convention which they will be hosting in Gander on September 27-28. The Committee agreed to donate notepads and pens for their convention kits.

North Atlantic Aviation Museum re Reception

The North Atlantic Aviation Museum hosted an informal reception and familiarization tour of the Museum on Tuesday, June 4th. The Event Coordinator and a staff member attended the event and were very impressed by the new layout and design of the museum. The Committee would like to encourage residents to drop by the museum to see the new displays and try out the flight simulator.

Upcoming Events

June 7:	Relay for Life
June 14-16:	Hot Tub Pros Show
June 21-23:	Ride for Sight
July 1:	Canada Day

For any information regarding the events listed, please contact the Events Office at 651-5958.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on June 5, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; S. Oram, Councillor; J. Turner, Chief Administrative Officer; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Accessory Building Regulations

The proposed changes to the Building Permit Process Guide for Accessory Buildings was presented for the second and final reading. There were no objections or input received.

Motion #13-144

Accessory Building Regulations

Moved by Councillor Anstey and seconded by Councillor Oram approval of the proposed changes as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Invoices for Approval

The Committee reviewed 2 (Two) 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.

Policy for Advertising Discretionary Notices and Variances

The Committee reviewed a proposed change to the policy for Development and Variance Notices. The Director advised that as per our Town Plan, the authority is responsible to give notice of application for a permit or for outline planning permission of public advertisement in a local newspaper or by any other means deemed necessary. Under Regulation 32, the Authority shall be given written notice of proposed variance from Development Standards to all persons whose land is in the vicinity of the land that is the subject of the variance and allow a minimum days for response.

The Director advised that currently the Town of Gander policy requires notification in a local newspaper however this has caused problems in the past due to timing of the newspaper deadlines and the alignment with the Committee and Council schedule and is recommending changing the policy to help expedite this process.

Motion #13-145**Policy for Advertising Discretionary Notices and Variances**

Moved by Councillor Anstey and seconded by Councillor Blundon that Policy No. MW 011, be amended to replace *"Local Newspaper"* with *"Town of Gander Website and other means as deemed necessary at the discretion of the Department."*

In Favour: 5 Opposing: 0

Decision: Motion carried.

These notices can be posted immediately and it would provide a larger circulation to the citizens of Gander who will not have to pay to read Council notices. The Chair noted that it is the intent of this motion that the local paper will still be used except in those circumstances where it will delay a recommendation to Council because of timing issues.

Cul-de-sac Emergency Access

The Director advised that the current Design Standards for Streets and Subdivisions in the town of Gander have a maximum length requirement for any cul-de-sac of 110 meters without an emergency vehicle access. This is causing some concern for a local developer and upon investigation, the Engineering Department was unable to find current regulations in line with this.

Motion #13-146**Cul-de-sac Emergency Access**

Moved by Councillor Anstey and seconded by Councillor Oram that the maximum length of a cul-de-sac to be constructed in the town of Gander be changed in our Development Standards to read *"The maximum length of any cul-de-sac shall be 200 meters"*

In Favour: 5 Opposing: 0

Decision: Motion carried.

50 Roe Avenue, Discretionary Use

The Committee reviewed a request from the owner of 50 Roe Avenue to convert existing space from retail to motel type efficiency units. It was noted that the existing property is situated in a commercial general zone and commercial residential is permitted as a discretionary use of Council in the Town of Gander Development Regulations. This proposal was advertised, and two objections were received for the proposed development.

Upon review of the objections and careful considerations of the circumstances, the Committee is not recommending approval of the development. It was felt that the proposed use was not a good fit in the existing zoning.

Motion #13-147**50 Roe Avenue, Discretionary Use**

Moved by Councillor Anstey and seconded by Councillor Blundon that Council reject the application for a motel efficiency unit located at 50 Roe Avenue.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Armstrong Boulevard Servicing/ Proposed Car Wash

The Committee reviewed a report as prepared by DMG Limited which investigated the possible impact of Sanitary storm water flows from this new business on Armstrong Boulevard and the impact it would have on existing sanitary systems in town. The Report indicated that under normal flows the design system was well within its capacities and that the car wash would have minimal negative impact on the infrastructure.

Motion #13-148**Armstrong Blvd Servicing/Proposed Car Wash**

Moved by Councillor Anstey and seconded by Councillor Blundon that the Development be given permission to proceed as planned.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Sole Sourcing- Vehicle Detection System

The Director advised the Committee that his Department saw efficiencies that could be derived by purchasing the same model of camera vehicle detection systems that were installed recently.

The Committee concurs with this recommendation and forwards it to the Finance Committee for its consideration.

Turn Arrow-Airport and Bennett Intersection

The Committee reviewed correspondence from a resident regarding the turning arrow at the Airport and Bennett Drive intersection, as attached. The Director advised that this intersection was being looked at for the next location for the procurement of a video detection camera similar to the one installed at Roe and Cooper.

The Committee recommends that this item be placed on the 2014 Budget agenda for discussion at that time. The resident will be written, thanking him for his concern and input for Council's consideration.

6 Bishop Street- Sewer Backup Claim

The Committee reviewed a request from the owner of 6 Bishop Street regarding a recent sewer back up on the lateral servicing his property. The owner had contacted a local company to clear the blockage and is now requesting that the Town of Gander cover some of the cost.

The Committee reviewed information from the supervisor of the Water and Sewer Department indicating that there was no break in the sewer line lateral. This request does not fit the Town of Gander's policy for reimbursement, therefore the claim is declined.

105/107 Penwell Avenue/ Curb & Sidewalk

The Committee reviewed two pieces of correspondence from residents of Penwell Avenue which outlined their frustrations and concerns with the non-completion of infrastructure adjacent to their properties, as attached.

The Committee recommends that the correspondence from 105/107 Penwell be forwarded to the Public Safety Committee for its consideration.

44 Raynham, Driveway

The owner of 44 Raynham has raised concerns with the curb at the end of his driveway. After investigation by the Municipal Works Department it was determined that the curb has been moved by frost action making it very difficult for this individual to enter and exit their driveway. The Director advised that he felt the Town staff could grind down the curb and patch a section of the driveway which would help alleviate the problem. The Director advised that the street is in reasonably good condition and not scheduled for upgrade for some time and that this was probably the most reasonable solution at this time.

The Committee agreed and requests that the Municipal Works Department immediately add this job request to their work plan to have completed in the near future and follow up in the spring to see if the work completed had provided reasonable condition of access to this property.

Servicing for 130 Magee Road, New Pentecostal Church

The Director advised that the new Pentecostal Church was proceeding with their design plans and in so doing had met with the Town with regards to servicing for that property.

Their purchase and sale agreement indicates that the Town was responsible to provide servicing to the lot boundary and arrange all contracts, however, the cost would be passed back to the owners of the property. Since that time, the policy for street cut servicing has been changed to allow property owners to have this work contracted out under supervision by the Town.

The Committee was in agreement that the purchase and sale agreement would supersede the changes to the policy. The Director inquired and the Committee is willing to honour the original agreement and in doing so offer the church the option to have the work completed on their own or to have Town staff contract the work. Since the last Municipal Works Committee meeting, the Town has received correspondence from the project manager indicating that they were going to continue with procurement of the work by their own means.

Policing our Watershed Area

The Director advised that at the most recent Clean & Safe Drinking Water symposium held in Gander, a presentation was given by the Provincial Government which indicated that policing of a municipalities watershed was the responsibility of that municipality. The Director advised that there are currently no resources or finances allocated to the policing of our watershed and the Committee is recommending that a request be made in next year's budget for the annual or bi-annual surveillance of our watershed so that areas of concern can be identified and passed along to the proper authorities. The Province did indicate that once the issue was identified, the Province would take the necessary steps to mitigate any damages.

Tenders

Roe Avenue Upgrading

The Committee reviewed the results of the tender for **Roe Avenue Upgrading**. Two tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by **B & M Paving (1985) Ltd.** The Committee recommends that the tender be awarded to B & M Paving (1985) Ltd and refers the Tender to the Finance Committee for its consideration.

Hydraulic Thumb

The Committee reviewed the results of the tender for the supply of a **Hydraulic Thumb**. Only one tender was received and a discussion ensued on several issues regarding the purchase of this attachment. The Committee agreed that it would be best to wait and have this attachment ordered with the new excavator within the next couple of years and is not recommending awarding of this tender.

Sale of Recyclable Asphalt

The Committee reviewed the results of the tender for the sale of **Recyclable Asphalt**. Only one tender was received and the Committee is not recommending awarding this tender to that bidder. The tender is referred to Finance for its consideration.

Asphalt Crack Sealing Services

The Committee reviewed the results of the tender for **Asphalt Crack Sealing Services**. Two tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by **Crown Paving**. The Committee recommends that the tender be awarded to Crown Paving and refers the Tender to the Finance Committee for its consideration.

Building Material Hazard Assessment, Town Hall

The Committee reviewed a memo from the supervisor of municipal works recommending that Council go to public tender for building material hazard assessment. Provincial government Services and OH & S inspectors are often seeking this assessment in the building management plan for public buildings such as the Town Hall.

The Director advised that there is a significant cost involved and there were no funds allocated in the 2013 budget year.

He advises and the Committee agrees to place this on the 2014 budget agenda for consideration. This item will also be forwarded to the next Management meeting for further discussion.

Tidy Towns Sign Placement

In 2012 the Town of Gander was awarded a Tidy Town's Award for population category (6,000 or more). Since that time, the signs have been temporarily placed on Cooper Boulevard and Magee Road.

The Committee has reviewed the Town map and is recommending that the permanent location for these signs be at Cooper Boulevard, directly adjacent to Laurel Road and the at the intersection of Memorial Drive and the TCH. This information will be forwarded to the Municipal Works Department to ensure they are permanently erected and proudly displayed in a professional and esthetically pleasing manner.

66 Rickenbacker Road, land request

The Committee reviewed a request to purchase land from the owner of 66 Rickenbacker Road. The owner feels that the trailway access adjacent to his property, has not been developed to this date, and he would like to purchase this to help him gain access to the rear of the lot. He is also considering a new accessory building which would also be made easier with the additional land.

The Committee noted that this is one of three accesses to the green space behind those properties, this parcel of land is not currently in the land bank for sale and the Committee is therefore not recommending the sale of this parcel of land.

The homeowner will be notified of Council's decision.

Councillor Parrott requested that this item be referred back to Committee.

Kent Place, No Parking Signage

The Committee reviewed a request from Public Safety who had received a letter from a resident of Kent Place regarding the parking of vehicles on the road sides of this street. Since the complaint falls within the guidelines of an existing policy, the Committee agrees with the residents request to have **No Parking** Signs posted on the even numbered side of the neck portion of the street and forwards this to the Municipal Works Department.

The Director explained that the policy as it exists can adequately deal with this request and there is no recommendation required from the Municipal Works Committee and staff will be directed to erect the signs as requested.

No Parking Signs, Baldwin Street

Councillor Parrott brought forward a request to look at the no parking signs installed on Baldwin Street and indicated that the signs were located on the opposite side of the sidewalk side of the street and requested the Director check the policy and report back to the Committee as to whether or not they are properly placed and if not, if they could be relocated.

Graduation Party Debris

The Committee reviewed correspondence from the CAO to the Director of Municipal Works indicating that it was his understanding, from correspondence with a concerned resident, that several couches and other debris have been discarded in quarries during graduation parties held within the Town boundaries.

He is recommending that the refuse be cleaned up by Town resources and that in future a permit would be required with the stipulation that in future graduates be responsible for the clean up and proper disposal of materials to the Central Waste Management site.

The Committee had a lengthy discussion and agrees that the Town should proceed to clean up the site, however, the Committee has no interest in having a permit process for such activity.

The Director advised that these quarries are under lease from the Crown for private businesses and cannot be granted permits for activities outside the approved usage already in place under the Crown's guidelines without prior approval by the leasee and the Crown.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on June 6, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included: S. Oram, Councillor; R. Anstey, Councillor; K. Hiscock, Acting Director of Finance; J. Turner, Chief Administrative Officer.

The following items were discussed:

Community Centre Advertising

The Committee received a request from the Rotary Club of Gander to waive the Town's share of revenue for the advertising sign contract at the Community Centre in which, VOCM would provide advertising in lieu of payment for signage.

The Committee appreciates the great effort the Rotary Club of Gander is providing in raising funds to offset the costs of the Cobb's Pond Rotary Park Redevelopment however, is not approving the request as it does not adhere to the grants, subsidies and in-kind services policy and the Committee is not prepared to amend the policy at this time.

Camera Vehicle Detection System

The Committee reviewed the request from the Municipal Works Department to purchase a camera vehicle detection system without tender invitation. The basis to purchase the system as a sole source is that the new camera should be compatible with the systems installed in 2012 and as well offer continuity. By selecting the same supplier we are minimizing maintenance costs, overhead and reducing additional training costs. An exemption from the Public Tendering Act is permitted with Cabinet approval.

Motion #13-149

Camera Vehicle Detection System

Moved by Councillor Scott and seconded by Councillor Anstey that the camera vehicle detection system be awarded to Powell's Electrical at the cost of \$30,080.60 (HST included) upon receipt of approval from the Provincial Government to award the contract without tender invitation.

In Favour: 5 Opposing: 0

Decision: Motion carried.

GIAA Agreement

After several years of discussions and legal challenges, Council and the Gander International Airport Board have finally concluded a tax agreement which set out the taxes that the Board will pay for the years 2006 – 2012 and for the taxation years 2013 to 2024.

The Chief Administrative Officer advised Council that this be referred back to Finance Committee as our Solicitor has not forwarded the final version for approval.

Invoices for Approval

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JUNE 5, 2013

- | | |
|----------------------------------|-----------|
| 1. Distribution Brunet | 11,661.33 |
| 01-000-0080-1813, hydrant parts | |
| Budget 16,000 Spent to date zero | |

OPERATING**AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE JUNE 5, 2013**

2. Univar Canada Ltd.	75,784.13
00-400-1000-6405, super sacs of hydrodarco 4000 gran	
Budget 16,000 Spent to date zero	

Total capital invoice for approval	\$11,661.33
Total operating invoice for approval	<u>\$75,784.13</u>
Grand total of invoices for approval	<u>\$87,445.46</u>

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

Motion #13-150**Invoices for Approval**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Request for Property Tax Reduction

The Committee reviewed a request from a resident to have a reduction in taxes to affected property owners on Penwell Avenue that did not have curb, sidewalk and asphalt completed in front of their properties.

According to Section 113 of the Municipalities Act, 1999 a municipal government shall impose a tax as a percentage of the assessed value of the real property as set down in the last assessment roll. As the property owners have been taxed as per the Municipalities Act the Committee is not recommending a tax reduction.

Approval to Borrow – Interim Financing

The Finance Committee reviewed a request from the Director of Finance to increase our Capital Borrowing limit to \$3.7 million.

Motion #13-151**Approval to Borrow – Interim Financing**

Moved by Councillor Scott and seconded by Councillor Anstey that the Department of Municipal Affairs be written asking for approval for Council to borrow up to \$3.7 million for funding of the 2013 Capital purchases on a short term basis.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Finance Committee reviewed two residential tax reduction applications which have been submitted in accordance with Council's policy on tax reductions for residential properties. The Acting Director advised that the applications met the requirements of Council Policy and recommended approval.

Motion #13-152**Property Tax Reductions**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender - Hydraulic Thumb

The Finance Committee reviewed the tender for the purchase of a hydraulic thumb for the Municipal Works Department. The purchase was not approved by the Municipal Works Committee as the heavy equipment that was to use the hydraulic thumb will be replaced in a couple of years and cannot be utilized on the new equipment.

Motion #13-153**Tender – Hydraulic Thumb**

Moved by Councillor Scott and seconded by Councillor Oram cancellation of the tender for the purchase of a hydraulic thumb.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender - Roe Avenue

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

Motion #13-154

Tender – Roe Avenue

Moved by Councillor Scott and seconded by Councillor Oram that the tender for the upgrading of Roe Avenue be awarded to B&M paving (1983) Ltd. at a price of \$208,815.53 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender - Sale of Recycling Asphalt

The Finance Committee reviewed the tender for the sale of recycling asphalt. There was one bidder in which a negative bid was provided to remove the recycling asphalt. The tender was not approved by the Municipal Works Committee.

Motion #13-155

Tender – Sale of Recycling Asphalt

Moved by Councillor Scott and seconded by Councillor Anstey cancellation of the tender for the sale of recycling asphalt.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender - Purchase of Crack Sealant

The Finance Committee reviewed the tender for the purchase of crack sealant that has been referred by the Municipal Works Committee. The Acting Director advised that the tender meets the Town's Expenditures Policy and is recommending approval.

Motion #13-156**Tender – Purchase of Crack Sealant**

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for the purchase of crack sealant be awarded to Crown Paving as per the attachment.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender - Festival of Flight Audio Visual

The Finance Committee reviewed the tender for the Festival of Flight Audio Visual which has been referred by the Tourism & Special Events Committee. The Acting Director advised that the tender meets the Town's Expenditures Policy and is recommending approval.

Motion #13-157**Tender – Festival of Flight Audio Visual**

Moved by Councillor Scott and seconded by Councillor Oram that the tender for the Festival of Flight Audio Visual be awarded to Pro Audio at a price of \$17,176.00 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Waste Water Steering Committee:

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

The Waste Water Steering Committee was held on June 6, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included: G. Parrott, Councillor; D. Blundon, Councillor; P. Dawe, Dept. of Environment; E. McArthur, BAE Newplan (via phone); W. Manual, BAE Newplan (via phone); F. Huxter, Dept. of Municipal Affairs; J. Blackwood, Director of Municipal Works & Services; J. Turner, Chief Administrative Officer.

The following items were discussed:

Presentation by MHPM Project Managers Inc.

MHPM Project Managers Inc., presented information to the Committee on services that could be provided by their firm for a project such as the proposed new Waste Water Treatment facility for the Town. They explained how the upfront project management cost could be paid for in the long run due to savings in decreased change orders and cost overruns.

They indicated that they have worked on previous projects and gave an overview to Council of their potential impact on a project of such magnitude. They would act as a single point of contact with Town stakeholders, protect the best interest of the municipality by co-ordinating all planning, management procurement, and meet all project team members and manage all phases of the project cycle from start to finish.

They indicated that the strategic interjection of a project manager is best done up front and as the project progressed, the benefits of having project management engaged were less productive. They presented case studies of similar projects where their involvement had made for successful projects delivered on time and under budget.

The delegation left the meeting and the Committee had a general discussion and suggested that project management might be the right approach and that a similar arrangement was made with the Fire Hall and proved to be successful. Although the timing may be somewhat premature, as the final report from the consultants had not been presented, it would be further considered to go to an RFP process to select project managers at such a time as the Committee felt it was justified.

Review of Previous Minutes

Councillor Blundon pointed out that he was not in attendance at the previous meeting of February 13, 2013 and has asked to have this corrected.

Bae Newplan- Update

The Consultant indicated that they were still waiting on two pieces of correspondence from the Town to enable them to finalize their report. The first is the Lakeside ownership; they are waiting on a map showing property ownership on lakeside for a potential location of the sanitary storm sewer overflow and two; a legal survey of the Magee sewage treatment plant. They did explain that the necessary paperwork was received and is in order for potential location of a future waste water treatment facility on Gander Bay Road near the old dump site.

Correspondence- Municipal Affairs

The Committee reviewed correspondence from the Assistant Deputy Minister of the Municipal Engineering and Planning branch of Municipal Affairs. The letter indicated that pursuant to a Cabinet authorization, the Town of Gander is hereby authorized to issue a design build request for proposals to select a vendor for the design and construction of upgrades to the Town's waste water treatment system in accordance with Section 9 of the public tendering regulations.

Motion #13-158

Correspondence – Municipal Affairs

Moved by Councillor Scott and seconded by Councillor Anstey that BAE New Plan would be authorized to issue the RFP for this scope of work for the short term solution for the Magee Sewer Treatment Plant, with a closing date of July 9, 2013.

In Favour: 5 Opposing: 0

Decision: Motion carried.

NEW-Waste Water Effluent Regulations

The Committee had a general discussion on the new Waste Water Effluent Regulations put in place by the federal government under the Fisheries Act. The Director advised that the Consultant, Bae Newplan, had prepared a quote for testing services, as per the requirement of the new regulations, and the supervisor of water and sewer is in the process of reviewing the quote to see if it is the best route for the Town of Gander to pursue.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

Resignation – Deputy Mayor Tucker

The Acting Town Clerk read a Press Release from Deputy Mayor Tucker stating he will not seek re-election in the upcoming Town of Gander Municipal General Election set to take place in September 2013.

Retirement – Jake Turner, CAO

The Acting Town Clerk read correspondence from Jake Turner, CAO indicating his plans for retirement with effect from July 19, 2013.

The Mayor stated we will be losing a good member of the team.

8. NEW BUSINESS

None.

9. ADJOURNMENT

Motion #13-159

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:40pm.

C. Elliott, Mayor

K. Hiscock, Town Clerk (A)