

MINUTES

Regular Meeting of Council Wednesday, October 16, 2013 @ 4:30 pm Council Chambers

Present:	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	R. Anstey	Councillor
	S. McBreairty	Councillor
	W. Lorenzen	Councillor

Advisory and Resource:	G. Brown	Town Clerk
	K. Sceviour	Director of Recreation & Community Services (A)
	G. Regular	Director of Municipal Works & Services (A)
	P. Fudge	Fire Chief
	S. Fisher	HR Supervisor

Regrets:	C. Elliott	Mayor
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1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. MINUTES FOR APPROVAL

Motion #13-232

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Anstey that the Minutes from the Regular Meeting of Council on September 4, 2013 be adopted as presented.

In Favour: 5 Opposing: 0

Decision Motion carried.

Motion #13-233**Minutes for Approval**

Moved by Councillor Anstey and seconded by Councillor Lorenzen that the Minutes from the Regular Meeting of Council on September 25, 2013 be adopted as presented.

In Favour: 5 Opposing: 0

Decision

Motion carried.

Motion #13-234**Minutes for Approval**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Minutes from the Regular Meeting of Council on October 1, 2013 be adopted as presented.

In Favour: 5 Opposing: 0

Decision

Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:**A. Public Safety and Human Resources Committee:**

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

The Public Safety and Human Resources Committee meeting was held on October 7, 2013. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; C. Elliott, Mayor; P. Fudge, Fire Chief; D. Chafe, CAO; W. Jenkins, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY**Speed Limit on Magee Road**

The Committee received a letter from a concerned resident regarding what they perceived as a proposed increase in the speed limit on Magee Road. The Committee would like to assure all residents that there will be no increase in the speed limit on Magee Road.

Traffic at Mr. T's

The Committee has received a letter from a resident who is concerned about the increase in the traffic at the Mr. T's intersection, specifically pedestrian safety. It was suggested that if the entrance on Edinburgh Avenue was an exit only this would help alleviate some of the congestion at the intersection. The Committee would like to inform the resident that a traffic study is currently being conducted for the Town of Gander and residents will be informed of the findings when the study is completed.

Targa Report

The Committee received a report regarding the cancellation of the Gander leg of Targa. The report stated that the race was cancelled because of the lack of Safety Marshals and other safety requirements that were not met before the race could continue. Once identified Targa Representatives decided to cancel the race

Mayor Elliott left the Committee meeting.

The HR Supervisor, Sheila Fisher, joined the Committee meeting.

Fire Department Reallocation of Funds

Due to the under estimation of the training and travel requirements for the current year, the Fire Department is requesting that \$2500.00 be re-allocated from the honorarium account and added to the training budget to ensure that all scheduled training for the current year is completed in order for the Department to maintain its accreditation for training. This request for extra funds is forwarded to the Finance Committee for their consideration.

Crosswalk Guard

The Committee was advised of the difficulty in filling the Crosswalk Guard position, located on Airport Blvd directly across from the Curling Club. In addition to posting the position twice, contact with the Boys and Girls Club was also unsuccessful as they indicated they would not be interested in such a position.

The Municipal Enforcement Officer indicated that despite efforts to ensure their presence at lunch time and after school, often other Municipal Enforcement work prevents the monitoring of this crosswalk. The CAO also suggested that contacting out to security companies to assist with this monitoring may be a viable option. Although this option will be investigated further by the HR Supervisor, the Committee has requested that the position be reposted due to potential safety concerns of young children using this crosswalk.

No Parking Signs

Councillor Parrott brought forward a concern regarding the placement of no parking signs on Town streets. He felt that these signs were spaced too far apart, not big enough and, in some cases, placed too high on poles to be seen. He also feels that the signs should be placed on a 45 degree angle, facing oncoming traffic as this would make them more visible to travelling motorists. The Committee will forward this to Municipal Works for their consideration.

The Fire Chief and Municipal Enforcement Officer left the Committee meeting.

HUMAN RESOURCES

Pay Classification

A brief update regarding pay classification was discussed with a number of issues outstanding. The HR Supervisor is in the process of gathering information that will be presented at the next HR Committee meeting. In addition, inquiry into the Hay Group regarding classifications standards will also be reported.

91 Construction Engineering

The HR Supervisor presented the MOU between the Town of Gander and 91 Construction Engineering and recommends the signing of the MOU. This agreement would be beneficial in that not only are we providing on the job training to military personnel the Town is receiving qualified individuals that could help assist with many ongoing projects, such as the building of the washroom at the Ball Field. This MOU has been reviewed by the Director of Municipal Works.

Motion #13-235

91 Construction Engineering

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Mayor and Town Clerk sign the MOU with 91 CEF, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Development Department

The Committee discussed the staffing requirements for the Development Department and the reassignment of the Special Events Coordinator position. Management is recommending that the Development Department fall under the CAO office with the Director position being replaced by a Manager of Economic Development. The Committee discussed the merits and potential problems of the proposed changes and feels that this represents a viable option for moving the Town's Economic Development, Tourism and Special Events agenda forward. This item has been forwarded to the Finance and Administration Committee for salary assignment for the Manager of Economic Development position and recommendation to Council.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on October 7, 2013. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; W. Lorenzen, Councillor; K. Sceviour, Director of Recreation and Community Services (A); D. Chafe, CAO; B. Freeborn, Administrative Assistant.

The following items were discussed:

Bylaw Change – Playground & Recreational Areas

The Committee reviewed a change to section 6 (a) of the Playground & Recreational Area Regulations to state the following:

"No Person(s) should drive or operate a vehicle as defined in the Newfoundland and Labrador Motorized Snow Vehicles and All Terrain Vehicles Regulations or any motor vehicle registered under the Highway Traffic Act in any playground or Recreation Area as described in Schedule "A" and "B" hereto attached."

The Committee is recommending adopting this policy; however, they would like the Administration Department to review the wording to make sure it is adequate.

Motion #13-236**Bylaw Change – Playground & Recreational Areas**

Moved by Councillor McBreaity and seconded by Councillor Anstey that the change to section 6 (a) of the Playground & Recreational Area Regulation be presented for first reading and Administration review of working prior to adoption.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Funding Requests

The following request was approved under the Grants, Subsidies & In-kind Services Policy.

<u>Group</u>	<u>Event</u>	<u>Participants</u>	<u>Funding</u>
Daniel Ralph	Special Olympic National Golf Tourn.	1	\$125.00

Melissa Dwyer's request to attend the Provincial Amateur Bodybuilding Championships was not approved as it does not fall within the current policy.

The Committee had some concerns with the current policy and asked that a copy be forwarded for their review and discussion at the next meeting.

Gander Community Tennis Association re Grant

A letter from the Community Tennis Association was received asking that the Town consider providing an operational grant to their club in 2014. The Committee asked that a letter be written to the association stating that their request will be reviewed during the 2014 budget process.

Skateboard Park

The Department is currently reviewing the possibility of additional equipment at the Skateboard Park. The Director will be meeting with an expert in this field to get his opinion on what types of equipment and costs would be associated with upgrading the park and will provide the details during the upcoming budget discussions.

Letter re Trail from Yeager to Magee

The Municipal Works Department forwarded a letter from a citizen regarding the property between 79 Yeager Street and Magee Road. The resident is concerned with the landscaping of this area and the safety due to the unlit walkway. The owner of 79 Yeager has offered to do the maintenance work such as mowing if the town would consider grassing the area.

The Committee is in support of maintenance in this area especially if there is a safety concern and forwards this recommendation to the Municipal Works Committee for their consideration.

Strategic Plan

Deputy Mayor Abbott questioned whether the Town has or would be doing a strategic plan. He believes that a budget should be driven through such a plan and that the Town should engage the community for more input.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on October 7, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; S. McBreairty, Councillor; D. Chafe, CAO; A. Crummey, Development Director.

The following items were discussed:

NL Housing Annual Stakeholder Session

Correspondence was received from NL Housing advising that their annual stakeholder input session normally held in the fall has been postponed to early in 2014. They are awaiting the release of two reports on housing needs that are due late this year.

MRO London Report

The Committee reviewed a report on the Department's recent participation at MRO Europe which was held this year in London, England. This conference is dedicated to the aviation maintenance; repair and overhaul industry and this year included more than 300 exhibitors and thousands of attendees. The exhibition provides the opportunity for face-to-face discussions with senior-level executives of the industry's leading players which keeps Gander in the forefront as a credible and viable option for those companies seeking access to both European and North American markets.

ICSC Toronto Report

The Committee reviewed a report on the recent participation at the retail show International Council of Shopping Centres. This show is held every fall in Toronto, showcases over 150 exhibitors and is attended by over 2600 delegates. These exhibitors and delegates represent every aspect of the retail industry, from retailers to real estate executives. This was the first time the Town of Gander has exhibited at this show and it proved to very beneficial in showcasing what Gander has to offer to retailers looking to locate in Central Newfoundland.

Committee Meeting Schedule

The Committee has decided to change the meeting time of the Economic Development Committee to noon on Mondays to better accommodate everyone's schedule.

Awarding of Tender – Construction of Market Kiosks

The Committee reviewed a tender for the supply and construction of two trade show kiosks. Six bids were received with the lowest being from Finishing Touches at a tender price of \$12,430, HST included.

The Committee recommends awarding the tender to Finishing Touches and forwards this item to the Finance Committee for their consideration and recommendation to Council.

Department Structure

Due to the hiring of the former Development Director as the new CAO, and the recent resignation of the Development Officer, the Economic Development Department has been left with two vacancies. The Committee felt this would be an opportune time to look at the structure of the Department and make any changes they felt would assist in making the Department run more smoothly.

After much discussion, the Committee decided to recommend replacing the Development Director with a Manager of Development and also fill the Development Officer's position. The Manager position would supervise all employees in the Economic Development Department and report directly to the CAO.

Motion #13-237

Department Structure

Moved by Councillor Anstey and seconded by Councillor Parrott that the position of Development Director be replaced with the position of Manager of Economic Development.

In Favour: 5 Opposing: 0

Decision: Motion carried.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor McBreairty.

The Tourism Committee meeting was held on October 8, 2013. The meeting was chaired by C. Abbott, Councillor. Other members present included: S. McBreairty, Councillor; G. Parrott, Councillor; K. Sceviour, Director of Recreation & Community Services (A).

The following items were discussed:

Festival of Flight Beer Sponsorship

The Committee reviewed a five year sponsorship proposal from Molson Coors Canada for the Festival of Flight. The proposal offers a 1 on 5 purchase deal, merchandise and a donation of fifteen thousand dollars to the Cobb's Pond Rotary Park fund. In return, the Town of Gander will provide tickets to the Kitchen party, product exclusivity and signage rights.

As Molson has been a strong supporter of the Festival and other Town of Gander events for the past ten years, the Committee agreed that we should continue our long term partnership and forwards this to the Finance Committee for their consideration.

Gander Flyers re Gander Day Booth

The Gander Flyers wrote requesting that the Town consider exempting them from paying the booth fee they incurred during Gander Day 2013 due to poor weather conditions. While the Committee agreed that the weather was unfortunate, they will not recommend exempting the Flyers as a number of other local organizations paid for their booths and a refund was not given to them. A letter will be written to the Flyers advising them of this decision.

Gander Snowmobile Club re Sno-Drags Proposal 2014

A letter was reviewed from Sideways Motorsports and the Gander Snowmobile Club requesting the use of Cobb's Pond for a snowmobile drag race event in 2014. The Committee would like more information on the particulars of the event and requested that they be invited to the next Committee meeting.

Adventure Central Annual General Meeting

Adventure Central will be hosting their annual general meeting at the Mount Peyton Hotel in Grand Falls-Windsor on Tuesday, November 19th at 7:00 pm. The Event Coordinator will be attending and a decision regarding which Committee member will be decided at a later date.

Gander Airport Historical Society

The Gander Airport Historical Society held its first annual meeting on September 17th and appointed a Board of Directors and Executive. A letter will be written to the group congratulating them on their initiative and asking them to keep the Town informed of their progress and the date of their next meeting so we can continue to be involved and offer support.

Upcoming Events

Upcoming events in the Town during the months of October & November include the following:

Oct 19 -20: Rebecca Pack Memorial Friendship Skate
Oct 27: Preseason Flyers Game against Cataracts
Nov 5: Bonfire Night
Nov 9 - 10: Opening Home Games for Flyers vs. Blades

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 Parrott.

The Municipal Works & Services Committee was held on October 9, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Garbage and Refuse Regulations- Motion to Rescind

The Committee has one more change required for the Garbage Regulations regarding the schedule for Statuary holidays.

Motion #13-238**Garbage and Refuse Regulations- Motion to Rescind 13-217**

Moved by Councillor Parrott and seconded by Councillor Anstey that Motion number 13-217 be rescinded due to an error in the regulation wording.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Garbage & Refuse Regulations- Adoption

WHEREAS the Town of Gander Garbage & Refuse Regulations require a change to the wording for the statutory holiday schedule and

WHEREAS item 4a should read "Collection of garbage shall be at least once in every seven (7) days, commencing at the hour of eight o'clock in the forenoon (8:00 a.m.), provided however, that when a public or statutory holiday occurs on a collections day, such collection shall be made on an alternate day as designated by the Authority."

Motion #13-239**Garbage & Refuse Regulations- Adoption**

Moved by Councillor Parrott and seconded by Councillor Anstey that the Town of Gander Garbage & Refuse Regulations be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Penwell Avenue- Incomplete Infrastructure

The Committee again reviewed several letters from residents of Penwell Avenue regarding the lack of or deficient infrastructure in their area of town. They are requesting answers as to when they could reasonably expect this infrastructure to be completed and what repercussions the Town of Gander is seeking against the developer because the work has not been completed in a timely manner in keeping with the agreement signed between the developer and the Town.

The Committee had a general discussion on the deficiencies in Spruce Court area and will be notifying the residents that the new CAO has a meeting scheduled with the developer to see what measures can be taken and when these issues can be addressed.

Invoices for Approval

The Committee reviewed six 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.

Mr. T's Entrance/Exit

The Committee reviewed an item received via website complaint line regarding the exit and entrance to the Mr. T's parking lot. The resident raised a potential safety concern at this location and the Committee was advised that the town has recently hired the consulting firm EXP to conduct a traffic study for the Town of Gander and this intersection was included in the scope of work. Once a recommendation is made it will be brought to Council for their consideration.

Newfoundland & Labrador English School District

The Committee reviewed correspondence between the Newfoundland and Labrador English School District and the Town of Gander pertaining to the proposed location for the new 4-6 school in Gander. Two issues were raised; the first was the rezoning to facilitate the new use in that area and the second was the potential for the relocation of the Magee sewage treatment plant. The correspondence sent back to the School District indicated that there appeared to be no issue with the rezoning and that the Town was currently engaged in the process of planning for the complete redesign of its wastewater treatment systems which would see the removal of the Magee plant.

Canadian Wireless Communications Association

The Committee reviewed correspondence from Canadian Wireless Communications Association notifying the public that a Cell Phone recycling program was available in Gander and there are currently two locations; GBS Communications Inc in the Gander Mall and also The Source located on Roe Avenue.

Council would like to encourage all residents to avail of this free service which is convenient and easy to use. It provides a means to recycle old unwanted cell phones, smart phones and accessories such as rechargeable cell phone batteries, chargers etc in an environmentally responsible manner.

Municipal Government Carbon Footprint- Climate Change

The Committee reviewed correspondence from the Provincial Government encouraging Municipalities to join in the Carbon Footprint Challenge; a program in which municipalities track their carbon footprint through a municipal government carbon calculator. Municipalities fall into 3 categories from small, medium, and large and will have the opportunity to win a prize of \$ 5000 for their efforts in reducing their carbon footprint.

The Committee recommends that the Town of Gander take part in the program and have staff follow the requirements as outlined in the request from the Provincial Government.

57 Raynham Avenue & 33 Blackwood Drive- Flood issues

The Committee reviewed correspondence from 57 Raynham Avenue and 33 Blackwood Drive regarding flooding issues during the recent record rainfall event of late August this year. The residents are quite frustrated as this has been a repeat occurrence at their properties and they would like to know what the Town has planned for the infrastructure to help prevent damage to property in the future.

The Committee discussed the recommendation from the Waste Water Steering Committee that a Technical Committee be formed to look at the existing infrastructure and report to the Steering Committee with a recommendation to increase the capacity of the existing infrastructure to better help the municipality handle such events going forward.

Request for Amendment to Municipal Plan

A rezoning request was received from the NL and Labrador English School Board to accommodate construction of a new 4-6 school. The request is to rezone an area from a Residential and Open Space land use to a Public land use designation to accommodate this facility.

Motion #13-240

Request for Amendment to Municipal Plan

Moved by Councillor Parrott and seconded by Councillor Anstey that the Engineering Department be given permission to proceed with the amendment process of our Municipal Plan and our Development Regulations to re-zone a parcel of land to the north of Raynham Avenue, currently zoned Residential Medium Density (RMD) and Open Space Recreation (OSR), to Public/Institutional (PI).

In Favour: 5 Opposing: 0

Decision: Motion carried.

10 Memorial Drive East

The Town received an application from the owner of 10 Memorial Drive East to expand their operations to include vehicle service and minor repairs etc. for the public.

WHEREAS the existing property, 10 Memorial Drive East is situated in a Commercial General Zone service station is permitted as discretionary use under the Town of Gander Development Regulations.

AND WHEREAS it was advertised and no objections were received by the deadline of Tuesday Oct. 8th

Motion #13-241

10 Memorial Drive East

Moved by Councillor Parrott and seconded by Councillor Anstey that Jerry's Car Sales be permitted to expand their business to include vehicle service and minor repairs to the general public.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Garrett Drive

The Committee reviewed correspondence from Gander International Airport Authority regarding funding for Garrett Drive upgrading. The Airport Authority is requesting the Town of Gander contribute \$ 50,000 on a cost sharing plan to help with the upgrading of Garrett Drive as the road, although solely contained on Airport property serves as shared access for the Airport and the Municipality.

The Committee recommends that this request be included in the Budget process for review and consideration at that time and forwards it to the Finance Committee for their consideration.

Walkways at Magee, Memorial and TCH

A request from the Civic Enhancement Committee was to extend on the trail way paving program to include a section of trail in the area of Memorial, Magee and the TCH as indicated in drawing number 13-1075 attached.

The Committee is recommending that a tender be issued for the installation of this section of trail way, which meets the Town's Design Standards, as funds permit within that budget.

Town Hall Parking Lot

The Committee reviewed the tender specifications for the repaving of the Town Hall Parking Lots. The Director advised that the contractor was late starting however feels that there is still time within this construction to have the work completed.

2013 Drinking Water Quality Report

The Committee reviewed the Department of Environment and Conservation 2013 Drinking Water Quality Report for the Town of Gander. The Town's drinking water met all of the recommended provincial guidelines as outlined in our operating permit with the exception of one indicator. The running annual average of the halocetic acid concentration which was measured in our community at 84.3 micrograms per litre (mpl) is slightly higher than the national guideline of 80 mpl. Halocetic acids are compounds which may form in source water containing natural organic matter such as decaying leaves and vegetation that's treated with chlorine. For this reason, the Town of Gander's water was not ranked at this time, however the overall quality of the water is considered to be good.

79 Yeager Street

The Town received a request from the owner of 79 Yeager Street with a proposal to Council for a joint venture in landscaping of an easement adjacent to their property. The homeowner is requesting that the Town supply topsoil, grass seed and a security light to light the trailway in exchange the homeowner commits to provide ongoing maintenance, including mowing and fertilizing of the grass, and also supply and pay the utility cost for the security light.

The Committee agrees with this request and a recommendation was received from the Parks and Recreation Committee indicating that they supported this proposal as well.

Arrow Air Crash Site

An individual visiting the Arrow Air Crash Site during a recent vacation expressed concerns that the area appears to be overgrown. They feel that the physical destruction of the vegetation due to the crash site was being reclaimed by the forest and that it took away from the visible impact the site provided to visitors. It was suggested that the site be cleared to the condition that it was in 1985 immediately following the incident.

The Committee felt that this would be both labour intensive upfront and continue to be a maintenance concern. It was suggested that a plaque or picture of the site during that time showing the magnitude of destruction be erected at the site instead.

This Committee is recommending that this item be included in the 2014 budget process for consideration.

TENDERS

The Committee reviewed the results of the tender for the supply of VHF Mobile Radio's. Two tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by High Tech Communications.

The Committee recommends that the tender be awarded to High Tech Communications and refers the Tender to the Finance Committee for its consideration.

The Committee reviewed the results of the tender for the supply of one Full Size Crew Cab 4x4 Pick up Truck.

Four tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by Hickman Chrysler Dodge Jeep, of St. John's.

The Committee recommends that the tender be awarded to Hickman Chrysler Dodge Jeep and refers the Tender to the Finance Committee for its consideration.

The Committee reviewed the results of the tender for the provision of Brush Cutting.

Four tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by W. Reid.

The Committee recommends that the tender be awarded to W. Reid for section A of the tender only and refers the Tender to the Finance Committee for its consideration.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on October 10, 2013. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; W. Lorenzen, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval**CAPITAL****AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE OCTOBER 9, 2013**

1. Bae Newplan Group Ltd.
01-000-0080-1943, Magee Sewage Treatment Plant Upgrading \$19,545.98
Budget \$1,500,000 Spent to date \$10,762
2. R&D Construction Ltd.
01-000-0080-1837, Cobb's Pond Rotary Bldg, and Main. Bldg \$199,535.40
Contract \$797,040 Spent to date zero
3. LSG Construction Ltd.
01-000-0080-1862, Fire Training Centre-Smokehouse \$51,368.67
Contract \$224,640 Spent to date \$125,817

OPERATING

4. Municipal Assessment Agency Inc.
00-120-1000-7200, Fourth quarter for Assessment Fees \$34,083.00
Budget \$143,000 Spent to date \$103,255

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE OCTOBER 9, 2013

5. Bae Newplan Group Ltd.
00-000-0050-1148, Little Cobbs Pond-Hydrological Study \$15,108.21
Contract \$48,132 Spent to date \$12,033
6. Central NL Waste Management
00-430-1000-7007, wet/dry unsorted garbage for September month
Invoice number 12907, 12908, 12915, 12916 \$41,109.04
Budget \$367,500 Spent to date \$231,556
7. Central NL Waste Management
00-430-1000-7008, collection fees for September month \$22,800.00
Budget \$273,800 Spent to date \$196,082

Total capital invoices for approval	\$270,450.05
Total operating invoices for approval	\$113,100.25
Grand total of invoices for approval	<u>\$383,550.30</u>

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

Motion #13-242**Invoices for Approval**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the invoices be paid as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Changes to Travel Policy

The CAO is requesting a change be made to item 8 of the Procedures in our Travel Policy. This item requires that the Travel Claim be submitted to the Director of Finance and then forwarded to the CAO for final approval. It is being recommended that the Director of Finance be given authority to give final approval of the Claim. The CAO will still approve the travel requests, which are submitted prior to any travel, and include the estimated cost of the travel.

Motion #13-243**Changes to Travel Policy**

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the Policy on Travel & Reimbursement of Travel Expenses #A005 be changed as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Change to Purchasing Procedures Policy

The CAO is requesting that a change be made to the Purchasing Policy, specifically with regard to the spending authority limits for Senior Management and Supervisory staff. The current level for Senior Management is \$1,000 and it is being recommended to increase it to \$3,000. With regards to Supervisory staff, the current limit is \$500 and it is being recommended to change this to \$1,000. These limits have not been changed since the Policy was initially put in place in 2001.

Motion #13-244**Change to Purchasing Procedures Policy**

Moved by Councilor Lorenzen and seconded by Councillor McBairty that changes to the Purchasing Policy F010 be approved as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Eastport Peninsula Agricultural Exhibition

The Eastport Peninsula Agricultural Exhibition is requesting a donation from the Town towards their event to be held October 10-14, 2013. Council's policy with regard to donations is that they only be made for community projects within the Town of Gander and as such a donation is not being recommended in this instance.

Briggs Aero Ltd.

A letter has been received from Briggs Aero Ltd. with regard to their fire alarm monitoring fee. They have agreed to pay the fee but are asking that the interest be written off because they had asked for some clarification of the contract which was not received.

Motion #13-245**Briggs Aero Ltd.**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the interest on the Briggs Aero Alarm System invoices be written off.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Central Office Equipment

A letter was received from Central Office Equipment. Part of the letter asked that Council implement a buy local/support local business program. The Town's current policy is that if there are three suppliers in Town that will provide the goods and services, then the Town will only request bids from the local companies. If we cannot find three local suppliers then the Town will go outside of Town to get additional quotes.

The Committee agreed with the implementation of the policy as it is currently stated and is not recommending a change in this regard.

United Way

A letter was reviewed from the United Way regarding a grant of \$5,950 to the Town of Gander. The funds are actually for operations of the Open Door CYN and are to be funneled through the Town to this organization to administer their program. The Committee would like to thank the United Way for its generous donation to this program.

10B Memorial Drive Request

The Owner of 10B Memorial Drive has to do a street cut to do some work on their property. Under the Town's current policy anyone doing a street cut is required to put down a \$5,000 deposit for a period of one year. If there are problems with the street cut then the deposit funds will be used to fix the street cut.

In this case, the resident is asking the Town to waive the deposit because this section of Memorial Drive is due to be torn up and repaved next year. The Committee felt that this was a reasonable request.

Motion #13-246

10B Memorial Drive Request

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the street cut deposit for 10B Memorial Drive be waived.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Molson Coors Sponsorship Agreement

The Committee reviewed the Molson Coors Sponsorship Agreement as forwarded by the Tourism and Festival of Flight Committee. It agrees that the Town should accept the offer being made by Molson Coors.

Motion #13-247

Molson Coors Sponsorship Agreement

Moved by Councillor Lorenzen and seconded by Councillor McBreaity that the Town of Gander accept the Molson Sponsorship Agreement dated September 30, 2013.

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 #13-248

Property Tax Reduction

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The CAO joined the Committee meeting.

Fire Department Reallocation of Funds

The Fire Department is requesting a reallocation of funds of \$2,500 from their Honorarium Account to the Training Budget to ensure all their training can be done this year.

The Finance Committee felt that as long as the Department had adequate funds in its global budget it did not need to get permission from the Committee for reallocation within the Department budget and has no issue with the reallocation.

2014 Budget Schedule

The Committee reviewed the 2014 proposed Budget Schedule. The intent is to bring the Budget down at the Regular Council meeting of December 18th.

Tender for Construction of Two Trade Show Kiosks

The Finance Committee reviewed the tender for Construction of Two Trade Show Kiosks for which six bids were received. The Director advised that the tender meets the Town's Capital Expenditures Policy and is recommending approval.

Motion #13-249**Tender for Construction of Two Trade Show Kiosks**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Tender for Construction of Two Trade Show Kiosks be awarded to Finishing Touches at a price of \$12,430 HST Inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The Town is responsible for 1/3 of the project cost with the balance coming from the Federal and Provincial Government's.

Tender for Supply of VHF Mobile Radios

The Finance Committee reviewed the tender for the Supply of VHF Mobile Radios for which two bids were received. The Director advised that the tender meets the Town's Capital Expenditures Policy and is recommending approval.

Motion #13-250**Tender for Supply of VHF Mobile Radios**

Moved by Councillor Lorenzen and seconded by Councillor McBreaity that the Tender for the Supply of VHF Mobile Radios be awarded to Hi-Tech Communications at a price of \$52,991.35 HST Inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The Town is funding 30% of this project and the Provincial Government is funding the remaining 70%.

Tender for Supply of Full Size Crew Cab 4x4 Pick Up Truck

The Finance Committee reviewed the tender for the Supply of a Full Size Crew Cab 4x4 Pick Up Truck for which four bids were received. The Director advised that the tender meets the Town's Capital Expenditures Policy and is recommending approval.

Motion #13-251**Tender for Supply of Full Size Crew Cab 4x4 Pick Up Truck**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Tender for the Supply of a Full Size Crew Cab 4x4 Pick Up Truck be awarded to Hickman Chrysler Dodge Jeep, St. John's at a price of \$33,428.79 HST Inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender for Brush Cutting

The Finance Committee reviewed the tender for Brush Cutting for which four bids were received. The Director advised that the tender is for three separate areas of Town and is over budget. There is \$20,000 budgeted for the brush clearing and only Section A can be carried out under this budget.

Motion #13-252**Tender for Brush Cutting**

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the Tender for Brush Cutting for Section A be awarded to W. Reid at a price of \$18,200 HST Inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Economic Development Department Restructuring

The Committee reviewed the recommendations from the Development Committee regarding restructuring. From the Finance perspective the salary scale for the Manager of Economic Development has to be set.

Motion #13-253**Economic Development Department Restructuring**

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the Manager of Economic Development position be placed at Salary Classification #9 in the Town's pay scales.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Magee Road/TCH Trailway Paving

The Committee reviewed the recommendation from Municipal Works that savings from the Trailway Paving Budget be used to pave a portion of the Trail at the Magee Road/TCH Intersection. The savings are approximately \$6700. The Director of Finance is recommending that work not be done this year. It was proposed in the 2013 Budget Process and was rejected along with numerous other projects. He suggested if Council was going to reconsider it they should do so as part of the 2014 Budget. The Finance Committee concurred that it is not prepared to recommend that the funds be spent this year.

G. Other Committee:

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

The Waste Water Steering Committee was held on September 20, 2013. The meeting was chaired by A. Scott, Councillor. Other members present included: F. Huxter, Municipal Affairs; W. Manual, BAE New Plan; P. Dawe, Dept. of Environment and Conservation (via Telephone); D. Chafe, CAO; J. Blackwood, Director of Municipal Works & Services; D. Blundon, Councillor; G. Parrott, Councillor; R. Anstey, Councillor; A. Esquivel, BAE New Plan; E. McArthur, BAE New Plan (via Telephone); D. Kieley, MHA's Executive Assistant; Hon. K. O'Brien, MHA; T. Barron, Supervisor of Water & Sewer.

The following items were discussed:

Engineer/Client Agreement

The Committee discussed that the funds originally budgeted for the upgrading of Magee Sewage Treatment Plant (STP) had been exhausted.

WHEREAS the funds originally allocated under the Wastewater Plan for the upgrading of the Magee Sewage Treatment Plant (STP) have been exhausted.

AND WHEREAS the Committee recommends and Council Agrees,

Motion #13-254

Engineer/Client Agreement

Moved by Councillor Parrott and seconded by Councillor Anstey that a new Engineer/Client Agreement be signed with Bae Newplan Limited for the provision of engineering consulting services for Wastewater Treatment and Distribution network evaluation within the Town of Gander.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Waste Water Treatment Study- Final Report

Mr. Wayne Manual indicated that there were still a couple of items remaining prior to the release of the final report and that it would be forthcoming at the next Committee meeting.

RFP Submission Evaluation- Short Term Plan for Magee STP

Mr. Manual indicated that his firm had gone through an extensive evaluation process, adhering strictly to the requirements as set out in the RFP documents. It was noted that all submittals were significantly over budget and following the last meeting, the direction given to the consultant was to investigate the potential as an alternative to move forward on moving directly into phase one of the long term solution.

The question was raised as to where the necessary funding would come from to cover the additional project in Phase one of the long term solution, at which point Minister O'Brien joined the meeting. Minister O'Brien indicated that he was in the process of meeting with federal ministers to discuss the new Building Canada Fund and hoping to get clarification on when that funding might be available and what the criteria would be for qualification. He is suggesting that the Town position itself to have a project shelf ready to avail of this as well as Municipal Funding through the Provincial Government as soon as possible.

The recommendation from the Committee was to park the existing RFP and to write the Province seeking approval to cancel and secondly to write the Minister of Municipal Affairs requesting to reallocate the 1.6 million dollar budget for the short term solution and to engage Engineering Services for the design of phase one of the long term facility .

Flood Review

The Committee reviewed the recent Municipal Flooding. The Director gave an overview of the areas of town affected, a quick review of the event itself, data on the rainfall intensity, how the infrastructure held up, and the infrastructure evaluation process carried out by town staff.

A recommendation was made that a Waste Water Technical Committee be established to prepare technical information and recommendations for the Steering Committee's consideration and recommendation to Council. This new committee should consist of representation from the consultant, Bae Newplan Ltd, a Town Councillor and Town staff.

Motion #13-255**Flood review – New Waste Water Technical Committee**

Moved by Councillor Parrott and seconded by Councillor Lorenzen that a new Waste Water Technical Committee be formed which should consist of Wayne Manual, James Blackwood, Tony Barron, Gary Regular, and Councillor Lorenzen.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Minister O'Brien and his assistant left the Committee meeting at 10:01 am, as well as Councillor Blundon.

Following that, there was some general discussion and the CAO, Mr. Chafe, gave the Committee an update on the Emergency Relief Funding and a possible template the Province had provided which could be modified to meet the Town of Gander's needs in surveying individuals sustaining damage.

It was recommended that the Municipal Works Director discuss with the Finance Director alternative areas of funding for the long term projects such as the Green Municipal Fund from the FCM as well as Provincial and Federal funding that could potentially be availed of.

If Council agrees to move forward on the long term solution, the letter as previously discussed, would be written by the CAO, to the Minister requesting the allocation of the 1.6 million dollars to move forward on the long term waste water treatment engineering as well as the flooding resolution issues.

Motion #13-256**Flood Review – Long Term Solution**

Moved by Councillor Parrott and seconded by Councillor McBreaity that a letter as previously discussed, would be written by the CAO, to the Minister requesting the reallocation of the 1.6 million dollars to move forward on the long term waste water treatment engineering as well as the flooding resolution issues.

In Favour: 5 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

Municipal Assessment Agency – Call for Nominations

The Town Clerk advised Council that the Municipal Assessment Agency are accepting Nominations for the Central and/or Urban Region Director position on the Board. Documentation and information on the process is available at the Town Clerk's office.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

23 Earhart Street – Donation Request

A request was received that the Town donate materials to connect the residence at 23 Earhart Street to the Town's water/sewer system. 23 Earhart is a home that was in the process of being renovated and the family that owns the property had family members involved a tragic motor vehicle accident. The community has come together and volunteers have been completing the renovations to the home.

Motion #13-257

23 Earhart Street – Donation Request

Moved by Councillor Lorenzen and seconded by Councillor Anstey that the Town donate materials to connect the residence at 23 Earhart Street to the Town's water/sewer system at an approximate cost of \$200.

In Favour: 5 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT

Motion #13-258

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:10pm.

C. Abbott, Deputy Mayor

G. Brown, Town Clerk