

MINUTES

Regular Meeting of Council Tuesday, November 5, 2013 @ 4:30 pm Council Chambers

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	S. McBreairty	Councillor
	W. Lorenzen	Councillor
	B. Dove	Councillor
Advisory and Resource:	D. Chafe	CAO
	G. Brown	Town Clerk
	D. Deschamps	Director of Recreation & Community Services
	J. Blackwood	Director of Municipal Works & Services
	A. Crummey	Director of Economic Development (A)
	S. Fisher	HR Supervisor
Regrets:	R. Anstey	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Provincial Student Leadership Conference

Students made a presentation on the Provincial Student Leadership Conference.

Restorative Justice Week 2013 Proclamation

The Mayor proclaimed November 17-24, 2013 as Restorative Justice Week in the Town of Gander.

3. MINUTES FOR APPROVAL

Motion #13-259

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the Minutes from the Regular Meeting of Council on October 16, 2013 be adopted as presented.

In Favour: 6 Opposing: 0

Decision

Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Public Safety:

The Public Safety report was presented by Councillor Lorenzen.

The Public Safety Committee meeting was held on October 28, 2013. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

Letters Regarding Traffic on Elizabeth Drive

The Committee received correspondence from two Elizabeth Drive residents who were concerned about the amount of traffic on the Elizabeth Drive section of road between MacKay Street and the Edinburgh intersection. They explained that since the devolvement of Roe Avenue there has been an increase in the traffic and speed on Elizabeth Drive making crossing the street difficult and at times hazardous for children going to and from the bus stop. They felt that the installation of crosswalks or speed bumps or possibly both would help to alleviate the situation. After much discussion it was determined to have the Municipal Police conduct more patrols in the area in an attempt to reduce the speeding in the area. Installing crosswalks are not an option as there is no sidewalk on the odd numbered side of the street.

Scented Products in Public Places

The Committee received a letter from a person who has allergies to scented products. She had visited one of the malls in the area and encountered a strong odor of scented products in the building. The person explained that having health issues with scented products is very common today and wondered why the Town of Gander did not have scented products banned in public places like they do in Halifax. After reviewing the correspondence the Committee felt that this was the responsibility of the individual business to determine if they would entertain the possibility of banning such products and not the Town of Gander.

A-Frame Building - Fire Department Training Ground

The Fire Chief brought up the issue of the building at the Fire Training Ground. The structure has been determined unsafe and in need of major repairs. A representative from the Town's Engineering Department and LSG Construction looked at the building and noted that the floor joists, beams, supports and floor sheathing need to be replaced. It was also noted that the interior of the building should be gutted and replaced because the roof was leaking and needs to be replaced. The estimated value of the building in its present state was \$0 and would cost approximately \$30,000 to replace. They felt that the building should be destroyed and replaced with a new one. At this time the Fire Chief is asking for permission to use the building for live fire training.

Motion #13-260

A-Frame Building – Fire Department Training Ground

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the building at the training ground be given to the Fire Department to conduct live fire training.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Parking on Bell Place

The Fire Chief notified the Committee that the parking on Bell Place creates problems in the event that fire trucks would have to use this street for access to the Community Center. Currently, there is no parking on one side of the street but the Fire Chief stated that allowing vehicles to park on one side of the street does not allow sufficient space for the passage of fire apparatus and he would like parking banned on both sides of the street. Currently in the Town of Gander Policy it states that a minimum of 6.0 meters clear width must be maintained for emergency vehicles. The Fire Chief stated that with parking permitted on one side of Bell Place it does not have the distances required in the Policy.

Snow Clearing Issues

With the upcoming snow clearing season coming upon us there were some issues brought forward with the intent to make this year safer for our snow clearing crews and the public in general. The Committee is proposing to increase the fines that are associated with snow clearing operations. Currently the fine for obstructing snow clearing is \$52.00 and the Committee would like to increase this to \$107.00. Also the parking after midnight (12am - 8am) fine is \$27.00 and the Committee would like to have this increased to \$52.00. The Committee feels that with the increase in fines that this will prove to be a stronger deterrent to those individuals that continue to park their vehicles in the street during the snow clearing season and in particular during snow storms. These parking violations make it very difficult and unsafe for our crews who are trying to clear the streets as well as the motoring public. These parking violations also affect the passage of emergency vehicles during the winter months.

Motion #13-261

Snow Clearing Issues - Fee Increases

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the fine for obstructing snow clearing be increased from \$52.00 to \$107.00 and the fine for parking after midnight be increase from \$27.00 to \$52.00.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Variance Report

The Committee reviewed the current report and noted several variances but had no major concerns. The Committee forwards this to the Finance Committee for their consideration.

Human Resources Committee:

The Human Resources Committee report was presented by Councillor Lorenzen.

The Human Resources Committee meeting was held on October 29, 2013. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; S. Fisher, HR Supervisor; D. Chafe, CAO.

The following item was discussed:

HUMAN RESOURCES**Hay Group**

The HR Supervisor gave a brief overview of the process of implementing the Hay Group pay scales and job descriptions. However the issue is whether or not it would be Council's intention to proceed with such a review at this time given that establishing the Town's Strategic is Council's current priority. Once established, an organization review and potentially a job/payscale review may be revisited.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on October 28, 2013. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; B. Dove, Councillor; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

The following items were discussed:

Delegation – Gander Community Tennis Association

Jeff Edison, a representative from the Gander Community Tennis Association attended the meeting to give Council an update on their club's progress. The tennis courts have been a joint project between the Town of Gander and their Association with the town providing approximately one third of the construction and maintenance costs while the club provided the remaining through membership, grants and providing their own labour for maintenance.

In order to allow for proper planning and prioritization of maintenance and improvements, the Association is asking that they be considered for an annual grant of \$5,000.00 to help with these costs.

The Committee thanked Mr. Edison for attending the meeting and noted that the Town is very pleased with the work that the Gander Community Tennis Association has put into this facility. The request for funding will be reviewed during the 2014 budget process.

Thomas Howe Forest Foundation re Grant

A letter from the Thomas Howe Forest Foundation was received asking that the Town consider providing an operational grant to their club in 2014 as in past years. The Committee asked that a letter be written to the foundation stating that their request will be reviewed during the 2014 budget process.

Cobb's Pond Rotary Park Redevelopment Committee Meeting

The Committee met with the Cobb's Pond Rotary Park Redevelopment Committee to discuss the status of the first phase. A delegation from the Gander Snowmobile attended the first part of the meeting to discuss the Town's decision to not allow motorized vehicles such as snowmobiles and ATV's in the newly renovated park area. The Committee explained that there would be a new access trail cut which would allow the motorized vehicles to access the pond without having to go through the park.

The Redevelopment Committee is now in the process of discussing the grand re-opening of Cobb's Pond Rotary Park and the second phase of the project. A copy of the minutes from this meeting is attached.

Skateboard Park Meeting

The Director is currently reviewing the skateboard park and the possibility of adding additional equipment in the future. A meeting was held with the users of the park as well as a representative from a skateboard company to discuss what options the users would like and what would be feasible for the long term plan of the park.

Variance Report

The Committee reviewed the third quarter variance report. The Department is within budget and refers to the Finance Committee for their consideration.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor McBreairty.

The Economic Development Committee meeting was held on October 28, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBreairty, Councillor; A. Crummey, Development Director; D. Quinton, Development Officer.

The following items were discussed:

FCM Update

The Committee reviewed a letter sent to Prime Minister Stephen Harper by the Federation of Canadian Municipalities, regarding affordable housing, public safety and infrastructure. It was noted that the recent Speech from the Throne did not address any of these issues significantly or with relevance to the Town of Gander.

Letter from Central Health

Upon review of the letter sent to the Town of Gander from Central Health, outlining and explaining the recent operational review/benchmarking exercise; it was decided that it would be prudent (as offered) for Council to meet with the Chief Executive Officer of Central Health, both for informational purposes and to maintain our relationship with Central Health. Staff will contact the CEO's office and arrange a convenient time for Council to meet with her.

CBDC – Expression of Interest

The Committee reviewed an invitation from the local CBDC regarding potential board vacancies. The Department was directed to seek clarification into the exact nature of the board positions in question, specifically in regard to time commitment, timing of regular meetings, responsibilities, etc.

Building Statistics

Building statistics were reviewed for the period from January 1, 2013 to September 30, 2013. The report identified a reduction in the overall number of construction permits but an increase in the overall value of construction from nearly 19 million in 2012 to over 24.6 million for the same period in 2013. The Committee feels that slightly lower residential numbers may be attributable to some individuals waiting to build in the new East Gate subdivision.

Variance Report

The Committee reviewed the Departmental Variance Report to September 30, 2013, noting an anticipated savings of \$41,543 to year's end. The primary explanation for the sizable variance is due to reduced wages caused by staffing changes within the Department. The remaining variances result from smaller savings over multiple areas.

Association of New Canadians-Report

The Committee indicated support to move forward with development of a strategy to support and encourage attraction and retention of new Canadians to the Town of Gander. The Department was tasked with primary research and planning as well as a budget request for 2014 as required in support of this effort.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on October 29, 2013. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; W. Lorenzen, Councillor; D. Deschamps, Director of Recreation & Community Services; D. Chafe, CAO; K. Sceviour, Special Event Coordinator.

The following items were discussed:

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

Gander Snowmobile Club re Sno-Drag Proposal

The Committee met with Sideways Motorsports to discuss their proposal to host a snowmobile drag race on Cobb's Pond in 2014. The group, who will be partnering with the Gander Snowmobile Club, ran a similar event in Lewisporte last year and approximately 35 competitors took part. A discussion regarding safety precautions, concerns about the possibility of damage to the new park and labour requirements took place. The group agreed that it will erect snow fencing to protect the new construction in the park, inform all participants about the Playground-Recreation Area Bylaw which states that no motorized vehicles are permitted in the park and have plenty of volunteers to help control access to the event site.

The Committee agreed that this event has excellent potential.

Motion #13-262**Gander Snowmobile Club re Sno-Drag Proposal**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that Sideways Motorsports be allowed to use Cobb's Pond as the site of the Sno-Drag event on February 22, 2014.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Lorenzen returned to the Council meeting.

Invoices

The Committee reviewed the invoices and the Event Coordinator 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.

Variance Report

The Committee reviewed the variance report and the Department is over budget for the Festival of Flight. This was due to higher expenses and lower revenues than expected at the Kitchen Party. This is forwarded to the Finance Committee for their review.

Adventure Central Membership

The membership application was received from Adventure Central. The Committee agreed to renew our annual membership and forward the \$150.00 plus tax to continue this worthwhile marketing of Central Newfoundland.

The Committee asked the Event Coordinator to investigate the possibility of a member of Council sitting on the board of this organization.

Upcoming Events

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

Nov 5:	Bonfire Night
Nov 7 – 10:	Music NL Conference and Awards Gala
Nov 9 - 10:	Opening Home Games for Flyers vs. Blades
Nov 16 & 17:	Gander Flyers vs Grand Falls-Winsor Cataracts
Nov 23:	Gander Flyers vs Western Royals
Nov 30 & Dec 1:	Gander Flyers vs. Cee Bees

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 30, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; B. Dove, Councillor; C. Elliott, Mayor; D. Chafe, CAO; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Business Arising

The paving of the Town Hall parking lot was discussed and Committee agreed that it was getting too late in the season to begin this work and the Director should contact the contractor to have this project postponed or cancelled.

Invoices

The Committee reviewed 3 (three) 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 two of the invoices be paid and forwards them to the Finance Committee for its consideration.

Invoice number 2, which is the release of holdback, has a statutory requirement for the 30 day period to have expired prior to the release of the funds. This item will be processed again at the next Committee meeting.

FCM Update

The Committee reviewed correspondence from the Federation of Canadian Municipalities indicating that the Government of Canada recently announced an infrastructure investment that would draw on the Building Canada Fund.

It also confirms that all new federal infrastructure investments, including this one, will be subject to the rules of the new Building Canada's Fund, which has yet to be established; this will be in place by March 31, 2014 and the Government will consult with the FCM on the design of the new Building Canada Program.

The Municipal Works Committee, through the Waste Water Steering Committee are working to have the design completed for the Town's new Waste Water Treatment Facility and associated infrastructure. The intent is to have our project shovel ready prior to the release of this new funding so that the Town will be in a good position to avail of the funding for this project.

Variance Report

The Committee had a general over view of the most recent variance report which indicated that to the end of September, the Municipal Works Department was \$ 62,628.00 under budget. The Committee had a general discussion on the major variances and is pleased with the budgetary standing at this time and forwards this item to the Finance Committee for its review and consideration.

Bell Mobility Tower-Discretionary Use

An application was received from Bell Mobility to erect a 40 meter telecommunications tower on the land at 117 Magee Road.

WHEREAS It is known that the existing property is situated in an Open Space Recreation zone and antennae are permitted as a discretionary use under the Town of Gander's Development Regulations and

WHEREAS No objections were received at the Engineering Department and the Committee is recommending that permission be granted for this use.

Motion #13-263

Bell Mobility Tower – Discretionary Use

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that Bell Mobility be granted permission to erect a 40 meter telecommunications tower on the land at 117 Magee Road.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Commonwealth War Graves

The Committee had a general discussion on the Towns involvement with the upkeep of the Commonwealth War Graves. A memo from the Supervisor of Municipal Works indicated that to date in 2013, the Town of Gander has carried out brush cutting along the road into the cemetery, erected a new stop sign and post at the TCH intersection, and assessed the road for grading which was not deemed necessary at that time.

Gilmore Place Paving Extension

The Committee reviewed correspondence from a local developer who has recently entered into a development agreement with the town of Gander for a development on Gilmore Place. They are requesting from Council an exemption from the requirement to have curb and asphalt completed prior to the issuing of permits for construction in their development.

The developer feels that the time of year would make it difficult for them to have this piece of work carried out and felt that if the streets were paved in late November or early December, it could also posed a maintenance issue in the future for the Town of Gander. They are requesting an exemption from Council's development regulations to that effect.

After careful review and discussion, the Committee is not recommending an exemption as requested. The owners will be written advising them of Council's decision.

Christian Coptic Church Application

The Committee reviewed an application received from the Virgin Mary & Saint Verena to construct a building at 110 Baird Place for the purpose of operating a church.

WHEREAS the proposed site is located in a Commercial General Zone and place of worship is permitted as discretionary use in the Town of Gander Development Regulations.

AND WHEREAS no objections have been received at the Engineering Department.

Motion #13-264

Christian Coptic Church Application

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that permission be granted for the applicant, Virgin Mary & Saint Verena to erect a building for use as a place of worship at 110 Baird Place.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Mayor Elliott left the Committee meeting.

Second Driveway-24 Hobbs Street

The Committee reviewed correspondence from the owner of 24 Hobbs Street indicating that they had approached the Engineering Department requesting a second driveway, however, the existing regulations would not permit the request with their current layout.

After careful consideration, the Engineering Department proposed changes to the Building Permit Process Guide as highlighted below and presents them to Council for the first reading.

Anyone who has issues or concerns with the proposed changes is encouraged to contact the Engineering Department prior to the next Municipal Works Committee scheduled for November 20th, 2013.

Driveways ;

- 3) On a lot where neither of the adjacent lots have a driveway adjacent to the lot in question, a second driveway may be constructed. A minimum of 4.5 meters of land between the second driveway and the property line must be maintained. (See Drawing #2A, example C)
- 4) ~~On wide lots where the sideyards on each side of the house is greater than 3 meters,~~ A second driveway may be constructed, provided there is a minimum of 4.5 meters of land between the second driveway and the property line. (See Drawing # 1A, example C)

Tenders- Used Vehicles

The Committee reviewed the results of the tenders for seven (7) used vehicles.

The Committee carefully reviewed all the tender submissions and is recommending disposal to the highest bidder for each vehicle with the exception of one which was the 2002 Ford F150; parts only, with a bid price of \$ 126.56. The Committee is recommending that this vehicle not be disposed of but be transferred to the Fire Department for training purposes.

These tenders are now forwarded to the Finance Committee for its review and consideration.

Water Reservoir- Garbage

Councillor Parrott noted that there is a small amount of debris left near the water reservoir following the recent painting project. The Director advised that the contractor was back on the site today painting decals on the tanks and he would advise them that the area should be left as they found it; without any debris etc. on site.

Blair Place-Flooding

Councillor Lorenzen asked for clarification as to the scope of work to be carried out behind Blair Place with the open ditching and catch basin installation. The Director conveyed that Town staff were presently engaged in the reinstatement of the ditch and the installation of a catch basin behind those properties to help alleviate overland storm water flows.

Chlorine Booster Station- Discretionary Use

The Town Council of the Town of Gander is considering constructing a Chlorine Booster Station at 119 Magee Road and

WHEREAS the proposed site is located in an Open Space Recreation Zone and Utilities are permitted as a Discretionary Use in the Town of Gander Development Regulations.

AND WHEREAS no objections have been received at the Engineering Department

Motion #13-265

Chlorine Booster Station – Discretionary Use

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that the permission be granted for the construction a Chlorine Booster Station at 119 Magee Road.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gander Curling Club -Request for Building Maintenance

The Committee reviewed correspondence from the president of the Gander Curling Club indicating that there were issues with frost heaving in and around the property and it was suspected that there are drainage issues. They are requesting some assistance in the form of equipment, manpower, and materials that could be supplied by the Town of Gander to help alleviate this situation.

The Director gave an estimation of resources required to complete the necessary work as requested and the Committee is recommending that the Town provide materials and equipment however; the manpower would be the responsibility of the Curling Club as this could not interfere with the regular work schedule of town employees.

This item is now forwarded to the Finance Committee for its consideration.

F. Finance & Administration Committee:

The Finance and Administration Committee report was presented by Deputy Mayor Abbott.

The Finance & Administration Committee was held on October 31, 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; D. Chafe, CAO.

The following items were discussed:

Invoices for Approval**CAPITAL****AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE OCTOBER 30, 2013**

1. H. Wareham & Sons Ltd
01-000-0080-1827, Hamilton Street Sidewalk Replacement \$232,146.17
Contract \$290,008 Spent to date zero
2. LSG Construction Ltd.
01-000-0080-1837, Cobb's Pond Rotary Park, Claim #8 \$162,100.64
Contract \$2,508,932 Spent to date \$2,166,891

OPERATING

3. HR Systems Strategies Inc.
00-120-5500-8100, Human Resource Software \$19,063.10
Budget \$16,350 Spent zero

AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE OCTOBER 29, 2013

4. Fireworks FX Inc
00-710-1000-6940, Custom Fireworks display, Festival of Flight \$16,000.00
Budget \$16,000 Spent to date zero
5. Destination Gander
00-700-1000-7360, 2013 1st Quarter Contribution \$15,000.00
Budget \$60,000 Spent to date zero
6. Destination Gander
00-700-1000-7360, 2013 2nd Quarter Contribution \$15,000.00
Budget \$60,000 Spent to date zero
7. Destination Gander
00-700-1000-7360, 2013 3rd Quarter Contribution \$15,000.00
Budget \$60,000 Spent to date zero

Total capital invoices for approval	\$394,246.81
Total operating invoices for approval	\$80,063.10
Grand total of invoices for approval	<u>\$474,309.91</u>

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

Motion #13-266**Invoices for Approval**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the invoices be paid as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The bills for Destination Gander will be paid upon signing of the MOU between the two organizations.

2014 Assessment Service Fee

The Committee reviewed a letter from the Municipal Assessment Agency indicating that fees for 2014 will be \$28 per parcel of land. This is no increase from 2013. Our 2014 bill from the Assessment Agency will be \$139,972.

Canadian Federation of Independent Business

The Committee reviewed a letter from the Canadian Federation of Independent Business. The letter was in response to our response to their earlier letter regarding concerns with Waste Management and Taxation Rates. We had asked for some clarification as to what their concerns were. They indicated the major concerns were the level of property taxes within the Town as well as red tape business owners experience in navigating the system. They are suggesting we make efforts to improve customer service and reduce red tape.

The Committee felt we should discuss the issues brought up with the local Chamber of Commerce.

Tender for Sale of Used 1999 Chevrolet Crew Cab 4x4

The Finance Committee reviewed the tender for the Sale of a Used 1999 Chevrolet Crew Cab 4x4 for which two bids were received.

Motion #13-267**Tender for Sale of Used 1999 Chevrolet Crew Cab 4x4**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Tender for the Sale of a Used 1999 Chevrolet Crew Cab 4x4 be awarded to Timberland Carpentry at a price of \$1,533.41 HST Inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender for Sale of Used 2003 Chevrolet Crew Cab

The Finance Committee reviewed the tender for the Sale of a Used 2003 Chevrolet Crew Cab for which two bids were received.

Motion #13-268**Tender for Sale of Used 2003 Chevrolet Crew Cab**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreaity that the Tender for the Sale of a Used 2003 Chevrolet Crew Cab be awarded to B&H Trading at a price of \$571.78 HST Inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender for Sale of Used 2005 Jeep Liberty

The Finance Committee reviewed the tender for the Sale of a Used 2005 Jeep Liberty for which three bids were received.

Motion #13-269**Tender for Sale of Used 2005 Jeep Liberty**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the Tender for the Sale of a Used 2005 Jeep Liberty be awarded to B&H Trading at a price of \$2,396.73 HST Inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender for Sale of Used 2006 Ford Ranger

The Finance Committee reviewed the tender for the Sale of a Used 2006 Ford Ranger for which two bids were received.

Motion #13-270**Tender for Sale of Used 2006 Ford Ranger**

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the Tender for the Sale of a Used 2006 Ford Ranger be awarded to B&H Trading at a price of \$684.78 HST Inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender for Sale of Used 2002 Ford F150 – Parts Only

The Finance Committee reviewed the tender for the Sale of Used 2002 Ford F150 – Parts Only for which one bid was received. Given the tender price it is not recommended that the vehicle be sold. It will instead be used by the Fire Department for training purposes.

Tender for Sale of Used 1999 International Garbage Truck

The Finance Committee reviewed the tender for the Sale of a Used 1999 International Garbage Truck for which two bids were received.

Motion #13-271**Tender for Sale of Used 1999 International Garbage Truck**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Tender for the Sale of a Used 1999 International Garbage Truck be awarded to B&H Trading at a price of \$2,219.32 HST Inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender for Sale of Used 2004 Labrie Garbage Truck

The Finance Committee reviewed the tender for the Sale of a Used 2004 Labrie Garbage Truck for which three bids were received.

Motion #13-272**Tender for Sale of Used 2004 Labrie Garbage Truck**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the Tender for the Sale of a Used 2004 Labrie Garbage Truck be awarded to B&H Trading at a price of \$2,897.32 HST Inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Curling Club Request

The Curling Club is doing some work around their building and have asked for assistance from the Town, specifically they were looking for the use of one of the Town's pieces of heavy equipment, as well as approximately \$1,000 in materials to complete the work.

Motion #13-273**Curling Club Request**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Town provide the Curling Club with \$1,000 in materials, as well as use of a piece of heavy equipment as per its Equipment Loan Policy.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Third Quarter Financial Report

The Committee reviewed the third quarter financial report. At the end of September we are projecting a deficit of \$71,753. This does not include our land sale proceeds for this year of approximately \$200,000. Normally the Town uses its land sales revenue to reduce its borrowing requirement for capital items. It will use whatever land sale revenues are required to balance the budget this year with the balance used to reduce our borrowing requirement.

Major revenue variances include the following:

1. Taxation revenues are \$94,742 over budget due to continued growth.
2. Elimination of the Municipal Operating Grant by the Province reduced our revenues by \$360,900.

On the expenditures side;

1. An Organizational Review costing \$60,000 had been budgeted but will not be completed in 2013.
2. Job vacancies and delays in filling positions resulted in \$109,000 in savings.
3. The Town borrowed to finance its 2012 capital spending. The loan was not as much as initially anticipated and the interest rate was lower than projected *savings will result in* \$86,300 in savings.

The Committee also reviewed the capital budget to the end of September. It is projected that the capital budget will be \$71,381 under budget.

Signing Officers

The Town has to appoint new Signing Officers as a result of the recent election.

Motion #13-274

Signing Officers

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that Mayor Elliott, Deputy Mayor Abbott and Councillor Parrott be appointed as Signing Officers for the Town of Gander. Derm Chafe – CAO, Garry Brown – Town Clerk and Kelly Hiscock – Supervisor of Accounting will also be Signing Officers.

In Favour: 6 Opposing: 0

Decision: Motion carried.

All three of the elected officials will be out of town the latter part of this week and an alternate Signing Officer is required.

Motion #13-275

Signing Officers – November 6-8, 2013

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the Town appoint Councillor Anstey as a signing officer for the period of November 6 – 8, 2013.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Taxation

Deputy Mayor Abbott indicated he would like to see a review of the Town's Taxation System and the Director of Finance suggested that this could be dealt with as part of the Strategic Plan process which is anticipated to start early in the new year.

G. Other Committee:

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

The Waste Water Steering Committee was held on November 1st, 2013. The meeting was chaired by J. Blackwood, Director of Municipal Works & Services. Other members present included: F. Huxter, Municipal Affairs; W. Manual, BAE New Plan; P. Dawe, Dept. of Environment and Conservation (via Telephone); E. McArthur, BAE New Plan (via Telephone); T. Barron, Foreperson of Water & Sewer; L. Small, Administrative Assistant.

The following items were discussed:

During the review of the previous minutes, the question arose whether the Engineer Client Agreement should be one document or two separate agreements; the first covering the Sewer Treatment Plant and associated infrastructure and the second covering Hydraulic modeling and analysis of the existing infrastructure. The Committee agreed that there should be two separate clearly defined PCA's for the work. Mr. Manual will draft two agreements for the Town's review.

The minutes were approved as presented.

Business Arising - Reallocation of Funds

The recommendation from the Committee at the last meeting was to park the existing RFP and to write the Province seeking approval to cancel it 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.

WHEREAS the Committee and consultant are in agreement to park the existing RFP and request approval from the Provincial Government to cancel it;

AND WHEREAS they also agree to write the Minister of Municipal Affairs requesting allocation of funds from the short term Solution to the long term facility,

Motion #13-276**Reallocation of Funds**

Moved by Councillor Lorenzen and seconded by Councillor McBreaity that the Town of Gander proceed with the request for cancellation of the existing RFP and request the 1.6 million dollar budget be reallocated from the short term project to phase one of the long term Waste Water facility budget.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Project Update

Mr. Manual gave a general review of the project status.

- The Final Study should be ready for release to the Town by Tuesday of next week.
- The Prime Consultant Agreements will be reviewed for approval.
- Field work is progressing on schedule
- Geotechnical work is ongoing

Ms. Dawe advised that Environmental Assessment Registration Documents will have to be filed for the entire project. Following that, a crown land application will need to be filed as well.

Mr. Blackwood left the Committee meeting at 10:30 am.

Discussion continued on the land as the boundary parameters are not clear and a survey will be required.

New Federal Waste Water Regulations

Ms. McArthur inquired about permits to construct and whether the Town has submitted 2012 information for sampling. Mr. Barron explained that we are high risk anyway and flow testing was already done. ID Reports and the justification data for the new Federal Waste Water Regulations will need to be submitted prior to this coming into effect as the Federal Government is pretty strict about these things and we don't want to miss anything being submitted and risk a setback.

It was the general consensus that the Federal Government were hard to reach with regards to garnering information on the new regulations so Ms. Dawe will provide the information she has from her files.

Mr. Barron will follow up on the testing data on the effluent.

Municipalities NL and Labrador will be presenting on the topic of the new regulations at their upcoming conference in St. John's at which there will be Council representation from the Town of Gander.

Mr. Blackwood returned to the Committee meeting at 10:50 am.

SURVEY- A quick review of discussions took place to update Mr. Blackwood during which time it was agreed that Ms. McArthur will forward a new drawing to the Town to help with the land boundary issues and getting a new legal survey.

Lift Station-The Committee also discussed the pro's and con's of the above-ground vs. below-ground lift station type. The initial capital cost is greater, however, Mr. Huxter explained, that more often than not he is seeing the above ground model being the preference for cities and towns.

They are easier to access, no problems with odour, in large enough towns the maintenance can be done by town personnel, and they can be dressed up to blend in with the surrounding area. It could also possibly be linked to the Town's Work Tech program for maintenance checks. Mr. Barron will discuss this with the Water Sewer personnel and garner input as well.

The Town of Gander will need to make the decision on which type it will require as soon as possible.

Mr. Huxter explained that the estimated preliminary budget for Phase 1 is \$13 million which includes the Waste Water Treatment Facility and connecting infrastructure.

Mr. Blackwood inquired about the establishment of easements for force mains and Mr. Manual assured him that they can incorporate that in the pre-design stage.

Disaster Financial Assistance Forms

The Committee was shown a revised Disaster Financial Assistance Form the Town of Gander was using for individuals affected by the recent flooding which will be submitted to the Provincial Government. The Town's CAO is currently working on this. It was noted that the guidelines for this type of funding are pretty stringent and not comparable to insurance coverage.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Subdivision of 10 Rutan Street

The Town has received a request to subdivide the building lot at 10 Rutan Street.

Motion #13-277

Subdivision of 10 Rutan Street

Moved by Councillor Parrott and seconded by Councillor Dove that the lot at 10 Rutan Street be subdivided as per Drawing #13-640.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Other – Atlantic Mayor's Convention

The Mayor advised that Gander will be hosting the Atlantic Mayor's Convention in October 2014.

9. ADJOURNMENT

Motion #13-278

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

| The meeting adjourned at 6:10pm.

C. Elliott, Mayor

G. Brown, Town Clerk