

MINUTES

Regular Meeting of Council
Tuesday, November 27, 2013 @ 4:30 pm
Council Chambers

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	S. McBreaity	Councillor
	W. Lorenzen	Councillor
	B. Dove	Councillor
	R. Anstey	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
	S. Fisher	HR Supervisor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

National Day of Remembrance and Action on Violence Against Women Proclamation

The Mayor proclaimed November 25 – December 10, 2013 as National Day of Remembrance and Action on Violence Against Women.

3. MINUTES FOR APPROVAL

Motion #13-282

Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the Minutes from the Regular Meeting of Council on November 5, 2013 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

SPECIAL MINUTES FOR APPROVAL**Motion #13-283****Minutes for Approval**

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that the Minutes from the Special Meeting of Council on November 12, 2013 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

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

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

The Public Safety Committee meeting was held on November 18, 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**Parking on Kingsford Smith**

The Committee received a letter from a resident regarding the parking on Kingsford Smith. They felt that the street was too narrow to allow parking on both sides of the street and thought this to be a safety matter. After checking with the Municipal Works & Services Department, it was determined that the street was too narrow to allow parking on both sides. In accordance with Town Policy, an emergency vehicle requires 6m of clear width with a vehicle parked on the road side and in the case of Kingsford Smith this was not so.

The Committee is recommending that no parking signs be placed on one side of Kingsford Smith in order to be compliant with the current Town of Gander Policy and forwards this to Municipal Works & Services for their consideration.

School Zone Speed Signs

The Committee received a letter from the Provincial Driver Examiners Office regarding the signs that are currently posted in the school zones. In particular when does the reduced 30km/h speed limit in school zones apply. The Driver Examiner explained that in accordance with the Highway Traffic Act, the school zone signs should have the times printed on the signs to indicate when the 30 km/h is into effect. In this case the signs should read "School Zone 30km/h" between 8am and 5pm. Since this type of sign is part of the Highway Traffic Act, the Committee recommends that the signs in our school zones be changed to reflect the current regulations and forwards this to the Municipal Works Department for their consideration.

Antique Fire Truck

The Fire Chief wanted to update Council on the restoration on the 1939 Antique Fire Truck. The body work and paint job on the truck is completed and he wanted to thank Professional Grading & Contracting for their work on the vehicle. In particular, the Fire Department would like to thank Ross Angel, Perry Squires and John Kelly who did the work on the vehicle. It was a long involved process and the Fire Department paid for the parts but was not charged any labour costs for the work done. Gander Fire Rescue would like to thank Shane Oram and his crew for a job well done. The Fire Department really appreciates their help in the restoration process.

Fire Department Benevolent Fund

The Fire Chief wanted to bring forward the following changes to the Fire Department Benevolent Fund, Policy #FD007.

In Section 3

In case of the death of a firefighter, whether accidental or otherwise, monies can be provided to cover funeral expenses not covered by the insurance company.

In Section 9

To assist in educational expenses by providing Scholarships for eligible children of firefighters to a maximum of \$500.00.

Motion #13-284

Fire Department Benevolent Fund

Moved by Councillor Lorenzen and seconded by Councillor Parrott that Policy # FD007 be changed as outlined above.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Police Department Annual Report

The Fire Chief presented the Police Departments Annual Report. As of the end of October 2013, the Municipal Police have issued 772 summary offence tickets. They have also responded to 716 traffic complaints, as well as 240 municipal by-law complaints. With regard to animal control, our Municipal Police have responded to 193 animal complaints and have picked up 60 animals over the course of 10 months. From January 01, to October 31, 2013 the Municipal Police have responded to a total of 2078 occurrences.

Fire Department Annual Report

The Fire Chief presented the Department's Annual Report which is from November 01, 2012 to October 31, 2013. The Department has responded to 164 emergency calls including 28 motor vehicle collisions. The Fire Inspector has completed 343 building inspections and the total number of man hours of training for the volunteer firefighters is 7,700 hours.

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

HUMAN RESOURCES

The HR Supervisor arrived at the Committee meeting.

Approval of Job Descriptions

The HR Supervisor presented changes to the Fire Chief job description to reflect the responsibility of the MEO. The Committee concurred with the changes.

Municipal Enforcement Officer Honorarium

Currently to be eligible for the MEO Honorarium, the MEO must respond to 60% of all calls compared to that of a Fire Fighter which is 40%. In addition, the MEO Honorarium is \$2700 versus \$2,940 for Fire Fighters. The HR Supervisor is recommending that both groups be treated equally thereby reduce the percentage to 40% and increase the honorarium by \$240 to \$2,940. It was the consensus of the HR Committee to make the changes as recommended.

Motion #13-285

Municipal Enforcement Officer Honorarium

Moved by Councillor Lorenzen and seconded by Councillor Parrott that Policy # PS006 be modified as outlined above.

In Favour: 7 Opposing: 0

Decision: Motion carried.

B. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on November 18, 2013. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; D. Deschamps, Director of Recreation and Community Services; B. Freeborn, Administrative Assistant.

Delegation: L. Rayner, J. Power, R. Carroll, J. Kelloway, L. Wicks, G. Yetman, K. Blundell – Gander Airials Gymnastics Club

The following items were discussed:

Delegation – Gander Airials Gymnastics Club

A group of representatives from Airials Gymnastics Club attended the meeting to discuss the possibility of a new location for their Club. As Council is aware, their current facility is not adequate to run a competitive gymnastics club so they have decided to setup a Building Subcommittee to look into other options.

If the multiplex project is not feasible, they would like the Town to look at the option of adding on to the Gander Community Centre or the Arts & Culture Centre. The Director noted that he has spoken with the Arts & Culture Centre and is waiting to hear if they would be in agreement to possibly expand to the front of their current building.

If it is possible to build a piece on to the Arts & Culture Centre or Gander Community Centre, the Club is prepared to pay the same rent that they are paying at their current location.

The Committee explained the budget process is underway and with no official quote or plan on how much this type of building would cost, it is not feasible for this budget process. However, if the Provincial Government does agree to an addition onto the Arts & Culture Centre, the Committee will recommend that some funding be put into the 2014 budget so that a quote can be received on how much it would cost for such a project. If this funding gets approved, then a plan can be put in place over the next year.

The Club would also like to apply for a couple of provincial government grants to upgrade their current location and buy new equipment. They asked if the town would provide a letter of support. The Director asked for a representative to drop by his office to discuss this in more detail.

The delegation left the Committee meeting at 4:30 pm.

Art Procurement

Currently the Art Procurement Policy falls under Recreation & Community Services but the Department feels this project would be better suited under the Development Department since the work is currently being done by one of their employees. The Committee was in agreement with this and forwards this recommendation to the Development Committee. Since the Development Department would like to make some other changes to the current policy, the responsibility section will be updated at that time as well.

Thomas Howe Forest Foundation re Town Representative

Currently the Chair of the Tourism & Special Events Committee attends the Thomas Howe Forest Foundation's annual meetings. The Committee was asked if it would be more feasible if the Chair of Parks & Recreation attended these meeting. The Committee asked that the organization be called to find out if they need a Council member to attend or if a resource person would be sufficient and they could bring back any recommendations/information to the Committee.

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>
Ambassador Program			
Gander Academy Elementary Choir-	Canada Day Celebrations Ottawa	80	\$500

Summer Ice Time

The Town has submitted a bid to Hockey Newfoundland & Labrador to host their High Performance Program for the next four years. The Department received notification that they were successful for 2014 but there hasn't been a decision on the other years yet.

Since this hockey camp is now confirmed for 2014, the Committee discussed renting the last week of August. Last year Council decided to ask for expressions of interest for a summer ice rental for this week. A local citizen was successful and ran a hockey school. The Committee feels that an expression of interest should be done again for the week of August 22 – 29, 2014.

Cobb's Pond Rotary Park Update

The Director updated the Committee on the status of the park. The contractor wrapped some shrubs and low bushes for the season and this will be the Departments responsibility next year. The new trail for the skidoos to access the pond has been cut and the new signage ordered. As well, the contractors will be on site until mid-January to finish the two new buildings.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on November 18, 2013. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; S. McBrearty, Councillor; D. Quinton, Development Officer; D. Chafe, CAO.

The following items were discussed:

Board Position – CBDC

The Committee was briefed on vacant board positions with CBDC and discussed the opportunity for a member of Council to serve on the Corporation's Board of Directors. With time constraints and Council obligations, the Committee felt it would be prudent to decline the opportunity at this time. This said, the Committee believes that meeting with the CBDC would be beneficial for informational purposes. Staff has been asked to arrange a meeting.

GIAA – Tight Lines Report Phase II

The Committee reviewed correspondence from Gander International Airport Authority indicating that they are no longer interested in participating in Phase II of the Tight Lines Study. The Airport Authority will be focusing on providing support directly to local aerospace companies.

Tight Lines Consulting was contracted to examine the current and future infrastructure needs for growing the local aerospace industry and the feasibility of a constructing a new Aeroplex. In the absence of the Airport Authority's support, the Committee is recommending that planning activities associated with this study be placed on hold and reviewed should a new opportunity arise.

Outdoor Market Update

The Committee was provided an update on the Christmas Outdoor Market. To date, nearly all kiosks have been reserved and plans are in place for event set up, marketing, entertainment, and staffing. The Market will run in a similar fashion to last year event, which included, caroling, prize baskets, hot chocolate and a great variety of products to browse or purchase. In addition, this year there will be fire pits placed throughout for warmth which will make it a great spot to visit while awaiting the passing of the Christmas Parade through Town Square at 6:00pm on Saturday December 7. All are encouraged to come out and take part in this exciting and unique event.

Newsletter

The Committee reviewed the November 2013 edition of the *Propagander* newsletter. This edition deals primarily with snow clearing and related topics and will be ready for distribution by early December, 2013.

Other

The Committee discussed various issues that they feel need to be addressed to increase the Town's capacity to support continued economic growth and diversification. Topics included accommodations and recreation/entertainment within the Town, as well as esthetic enhancement of Town Square.

The Committee also indicated an interest in meeting with the Minister of Advanced Education and Skills, the Hon. Kevin O'Brian, to discuss opportunities related to education and training in the Town, as well as other general topics.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on November 19, 2013. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Adventure Central

The Committee discussed the upcoming AGM for Adventure Central and agreed they would like to invite the Executive Director to a Committee Meeting in January to discuss their role in marketing Central Newfoundland.

Thomas Howe Forest Foundation – Town Representative

The Thomas Howe Forest Foundation called requesting a representative from the Town sit on their board. Currently, the chair of Tourism is slated to sit on the board; however, it was felt that the Chair for Recreation would be a better fit. After some discussion, the Committee agreed that Council should take an in depth look at what boards the Town currently participates on during a strategic planning session and then a recommendation would be made.

Christmas Market

The Event Coordinator briefed the Committee on preparations for the 2nd Annual Open Air Christmas Market. Taking place at the Town Square on Saturday, December 7th and Sunday, December 8th, this event will host crafters from across the province who will be selling various items such as jewelry, homemade jams and jellies, Christmas decorations and much more. There will also be musical performances by a variety of entertainers including the Salvation Army Band to put you in the Christmas spirit.

The Committee questioned what will happen to the Christmas tree in the Town Square once the Market is over. Normally, the tree would be removed due to concerns about vandalism; however, the Committee has requested that we keep the tree up for the Christmas season. This is forwarded to Privileged for their discussion.

Upcoming Events

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

Nov 30 & Dec 1:	Gander Flyers vs. Cee Bees
Dec 5:	Town of Gander Tree Lighting
Dec 6 – 9:	Comfort Inn Female Hockey Tournament
Dec 7:	Santa Claus Parade
Dec 7 – 8:	Open Air Christmas Market
Dec 13:	Gander Flyers vs. Cataracts

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 November 20, 2013. The meeting was chaired by G. Parrott, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; D. Chafe, CAO; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Business Arising - Second Driveway Regulation Change

The Committee reviewed the second driveway regulation change for residential lots which was being presented for the second reading.

After a lengthy discussion, the Committee agreed that these proposed changes could create potential problems for snow clearing, may have the potential to encourage more secondary driveways within the Town of Gander and the existing regulation has not created too much problem to this point in time. Therefore, the Committee is not approving this regulation change which was as follows:

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)

Invoices

The Committee reviewed 7 (seven) invoices and the Director advised the Committee that all goods and services have been received and meet the Town's specifications.

The Committee recommends the invoices be paid and forwards them to the Finance Committee for its consideration.

Newfoundland Power Energy Saver Program

The Committee reviewed a circular from NL Power regarding the Take Charge Energy Savers Business Efficiency Program. According to the information provided, the municipality could be eligible for cash rebates for the insulation and upgrading of items within the municipality including insulation, programmable thermostats, Occupancy Sensors etc. The Director advised that there is currently an energy evaluation with Honeywell being carried out throughout the Municipality and its infrastructure and this information will be forwarded to Honeywell asking to have it incorporated into their program.

The Town Clerk left the Council meeting at 4:55pm.

23 Raynham Avenue, Request for Green space

The Committee reviewed correspondence from the owners of 23 Raynham Avenue indicating that they had concerns regarding the re-designation of the land directly adjacent to their property from Open Space Recreation to Public Institution. They are requesting that a reasonable separation on their west side boundary be maintained between them and any institutional development; more specifically trees and greenery be left intact and that the area be incorporated into the town's master plan for future development in this specific area.

After viewing the Town's GIS and Google Earth Mapping, the Director indicated that there was Town owned property directly adjacent to this location and 23 Raynham and the NL Power easement which was acting as a buffer. The Committee is recommending that the property owner contact the School Board requesting the same of them so that they may also consider a vegetation buffer between their development and 23 Raynham.

Central NL Waste Management Budget

The Committee reviewed the 2014 Central Regional Service Board operating and capital budget and after a brief discussion the Committee forwards this to the Finance Committee for its review and consideration.

Paving Extension Requests

The Committee reviewed a request from B & M Paving (1983) Ltd for an extension for the Town Hall Parking Lot Upgrading contract. The Committee is recommending that B & M Paving (1983) Ltd be written stating that the work has not been started and they are in default of their contract agreement.

Motion #13-286**B&M Paving (1983) – MA7769 Cancellation**

Moved by Councillor Parrott and seconded by Councillor Anstey that the contract with B&M Paving (1983) Ltd. for tender #MA7769 be cancelled.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Another request was received from B & M Paving (1983) Limited for an extension for Rowsell Boulevard Resurfacing 2013. The Committee considered this and the Director advised that a fair portion of the work has been completed with the work remaining for next construction season being the top course asphalt. The Committee is recommending that permission be granted for an extension of this contract.

Motion #13-287**B&M Paving (1983) – MA7848 - Extension**

Moved by Councillor Parrott and seconded by Councillor Anstey that the completion date of the contract with B&M Paving(1983) Ltd. for tender # MA7848 be extended to June 30, 2014.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Town Clerk returned to the Council meeting.

The Committee reviewed correspondence from the owner of Professional Grading and Contracting with regards to pothole patching and a contract extension for the Memorial Drive project. They also reviewed correspondence from the Town's lawyers pertaining to the contract and Council's obligations within that contract.

Motion #13-288**Professional Grading and Contracting Ltd. – MA7895 Cancellation**

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the contract with Professional Grading and Contracting Ltd. for tender # MA7895 be cancelled.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Home Based Business (HBB) Application

The Committee reviewed an application from 1 Nungesser Avenue.

WHEREAS an application has been received from Brian's Tutoring Service to operate a HBB providing tutoring services for grade 4-12 students

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of November 21st, 2013 and it meets all of the Town of Gander's Development Regulations

Motion #13-289

Home Based Business (HBB) – Brian's Tutoring Service

Moved by Councillor Parrott and seconded by Councillor Dove that Brian's Tutoring Service be permitted to operate a HBB providing tutoring services from 1 Nungesser Avenue.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender-Depot Fencing

The Committee reviewed the results of the tenders for the supply, refurbishing, and installation of fencing at the Municipal Works Depot.

One tender was received and the Director advised that it was significantly over budget therefore the Committee is recommending not awarding the tender and that it be re-budgeted and re-tendered early in the next construction season.

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

School Zone Speed Signs

The Committee reviewed an item referred from the Public Safety Committee to Municipal Works pertaining to the school zone signs. Public Safety is recommending that the signs in the school zone be changed to reflect the current regulations. The Committee is in agreement and is asking the Municipal Works Department to modify these signs as requested.

Parking on Kingsford Smith Place

The Committee discussed parking on Kingsford Smith Place which was also referred from the Public Safety Committee. The street is too narrow to allow parking on both sides and in the existing policy an emergency vehicle requires 6 meters of clear width with a vehicle parked on the roadside.

Kingsford Smith Place does not have this required width therefore the Committee is recommending that the Municipal Works Department erect no parking signs on one side of Kingsford Smith Place.

In addition to this, the Municipal Works Department had a survey completed recently on all streets throughout town to see which ones were not in compliance with town policy and will forward this report to Public Safety for their review and consideration.

Clean Up Week Summary

The Committee did a review of the Clean up Week summary for 2013 which included 3 events. The total cost for the Municipal Works Department was \$ 158,981.00 for this year. The Committee then had a general discussion on the 2014 season and what should be included. The Committee is recommending that the RFP that was brought forward early in the year for a transfer station to be located within the Town of Gander be brought forward during the 2014 budget process for consideration by Council and that monies be allocated to bring this project to fruition if Council should so decide.

Other

The Committee had asked the Director to review the snow clearing practices for cul-de-sacs off crescents, specifically Griffin off Lee. The Director advised that during the next Committee meeting he will bring forward the snow plan for the Committee's review. It was also pointed out that a section of pavement in this area needs to be considered in the 2014 patching program.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on November 21, 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 ApprovalCAPITALAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE NOVEMBER 21, 2013

- | | |
|---|------------|
| 1. Mount Pearl Painting Ltd. | 51,968.70 |
| 01-000-0080-1973, Claim #3 Reservoir Painting | |
| Contract 551,880 Spent to date 447,022 | |
| 2. LSG Construction Ltd. | 28,313.28 |
| 01-000-0080-1862, Claim #4 FTC Smokehouse | |
| Contract \$224,640 Spent to date 174,913 | |
| 3. R&D Construction Ltd. | 110,920.12 |
| 01-000-0080-1837, Claim #2, Cobb's Pond Bldg. | |
| Contract 806,652 Spent to date 190,706 | |
| 4. LSG Construction Ltd. | 232,746.46 |
| 01-000-0080-1837, release of holdback Cobb's Pond | |
| Contract 2,579,799 Spent to date 2,321,819 | |

OPERATING

- | | |
|---|-----------|
| 5. WorkTech Inc. | 17,952.88 |
| 00-000-0070-1415, Maintenance plan renewal 2014 | |
| Budget nil Spent to date zero | |

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

- | | |
|---|-------------|
| 6. Destination Gander | |
| 00-700-1000-7360, 2013 1 st Quarter Contribution | \$15,000.00 |
| Budget \$60,000 Spent to date zero | |
| 7. Destination Gander | |
| 00-700-1000-7360, 2013 2 nd Quarter Contribution | \$15,000.00 |
| Budget \$60,000 Spent to date zero | |
| 8. Destination Gander | |
| 00-700-1000-7360, 2013 3 rd Quarter Contribution | \$15,000.00 |
| Budget \$60,000 Spent to date zero | |

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE NOVEMBER 21, 2013

9. Central Newfoundland Waste Management 00-430-1000-7008, Curbside Collection fees – October Budget 273,800 Spent to date 217,873	22,800.00
10. Central Newfoundland Waste Management 00-430-1000-7007, Tipping fees for October Budget 367,500 Spent to date 276,387	14,049.77
11. Central Newfoundland Waste Management 00-430-1000-7007, Tipping fees for October Budget 367,500 Spent to date 276,387	14,732.88
Total capital invoices for approval	\$423,948.66
Total operating invoices for approval	<u>\$114,535.53</u>
Grand total of invoices for approval	<u>\$538,484.19</u>

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

Motion #13-290**Invoices for Approval**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

At the last meeting, Finance recommended that the Destination Gander MOU be signed before payment. As the year is pretty much over and there had been no MOU in the past the Committee is recommending that this year's bills be paid without an MOU being signed. Going forward however, if Council agrees to continue funding Destination Gander an MOU will have to be put in place.

Amateur Radio Club

The Town is in the process of replacing its radios and the Amateur Radio Club of Newfoundland is requesting that we donate some of the old units to them. Under the Municipalities Act, the Town can only donate items that are of a value of less than \$500 and must go to tender for items of a value greater than \$500. In this case the radios are 20 years old and they have a minimal value.

Motion #13-291

Amateur Radio Club

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the Town donate surplus radio equipment to the Amateur Radio Club of Newfoundland.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Public Works Government Services Canada

The Committee reviewed a letter from Public Works Government Services Canada regarding their 2014 Payment in Lieu of Taxes. The letter indicates that they will be reviewing the valuation of several of the properties at the Base before finalizing the payment for 2014.

Service Road on Magee

Bell Mobility will shortly be in the process of erecting a new Cell Tower on Magee Road and the Town has plans to construct its Chlorine Booster Station immediately adjacent to it. Bell Mobility is requesting that the Town cost share its service road to these two sites. They are suggesting that the Town pay 30% with the Bell Mobility paying the balance and submitted an estimate of the total cost of the road which is \$55,000 taxes included.

The Committee felt that this was more than fair and is recommending acceptance of the cost sharing agreement.

Motion #13-292

Service Road on Magee

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott the Town pay 30% of the cost of the new service road to the Cell Tower and Chlorine Booster Station with Bell Mobility paying 70%.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender for Network Server

The Finance Committee reviewed the Tender for the Supply of One New Network Server for which three bids were received, one being declared non-compliant.

Motion #13-293

Tender for Network Server

Moved Deputy Mayor Abbott and seconded by Councillor McBreairty that the Tender for Supply of One New Network Server be awarded to Dell at a price of \$13,056.02 HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Audit of Financial Statements

Kim Humphries of Walters Hoffe joined the meeting to present the Town's 2012 Financial Statements.

There was a delay in finalizing the statements this year because the Town had to get an actuarial evaluation of its sick leave and termination benefits prior to the Financial Statements being prepared. This is a new requirement for our financial statements.

Ms. Humphries reviewed the statements with the Committee. She indicated that in 2012 the Town had a surplus of \$467,138 and its accumulated surplus is now \$38,094,706. This is in line with the unaudited statements presented to Council in February of this year. The only change made was to accrued sick leave and termination benefits as a result of the new reporting requirements.

Motion #13-294

Audit of Financial Statements

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott adoption of the 2012 Financial Statements as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS**Tender – Town Owned Parking Lots**

The Town has called tenders for snow clearing, as well as salting and sanding of town owned parking lots. Bids were received from 3 companies to provide the service.

Motion #13-295**Tender – Town Owned Parking Lots – Blocks 1, 4, 5 and 6 – ANW Construction Ltd.**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the tender for snow clearing, salting and sanding of Blocks 1, 4, 5, and 6 be awarded to ANW Construction Ltd. accepting the fixed price bid.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #13-296**Tender – Town Owned Parking Lots – Block 2 – Professional Grading & Contracting Ltd.**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the tender for snow clearing, salting and sanding of Block 2 be awarded to Professional Grading & Contracting Ltd. accepting the fixed price bid.

In Favour: 7 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT

Motion #13-297

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

| The meeting adjourned at 5:20pm.

C. Elliott, Mayor

G. Brown, Town Clerk