

MINUTES

Regular Meeting of Council Wednesday, March 19, 2014 @ 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
	R. Anstey	Councillor
Advisory and Resource:	D. Chafe	CAO
	J. Blackwood	Director Municipal Works and Services
	G. Brown	Town Clerk
	S. Fisher	HR Supervisor
	P. Fudge	Fire Chief
	D. Deschamps	Director of Recreation & Community Services

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Volunteer Week Proclamation

The Mayor proclaimed April 6-12 as Volunteer Week in the Town of Gander.

Multiculturalism Week Proclamation

The Mayor proclaimed March 17-23 as Multiculturalism Week in the Town of Gander.

Purple Day for Epilepsy

The Mayor proclaimed March 26th as Purple Day for Epilepsy.

Resolution – Urban Municipalities Economic Development Accord

Whereas the Town of Gander believes collaboration between the urban centres of Newfoundland and Labrador will lead to more productive and successful economic development efforts; and,

Whereas the Town of Gander recognizes its regional leadership role and acknowledges the strength it brings to and draws from its surrounding region; and,

Whereas the Town of Gander believes building on the current MNL Urban Municipalities Caucus network is the best route to further collaboration on sharing best practices and research on economic development;

Be it therefore resolved that the Town of Gander wishes to benefit from these activities and authorizes participation in the Urban Accord for Economic Development; and,

Be it further resolved that the Town of Gander authorizes the Mayor or designate to sign the accord on behalf of Council, representing our commitment to the initiative.

3. MINUTES FOR APPROVAL

Motion #14-040

Minutes for Approval

Moved by Councillor Anstey and seconded by Councillor Parrott that the Minutes from the Regular Meeting of Council on February 26, 2014 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 March 10, 2014. The meeting was chaired by G. Parrott, Councillor. Other members present included: B. Dove, Councillor; P. Fudge, Fire Chief, O. Fudge, Municipal Enforcement Officer; L. Small, Administrative Assistant.

The following items were discussed:

PUBLIC SAFETY

Civic Address Numbering Regulations

The Committee is presenting the Civic Address Numbering Regulations for the second and final reading and inclusion into the Municipal Ticketing program.

Motion #14-041**Civic Address Numbering Regulations**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Civic Address Numbering Regulations be adopted and included in the Municipal Ticketing Program as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

“Move Over” Traffic Regulation

The Committee wishes to inform residents that effective March 10th, the new “Move Over” regulation comes into effect. This regulation is put in place to protect people working along the sides of the roads and highways, including emergency personnel. The fines for not following the new law are a minimum of \$300 and a 4 point loss on the driver’s license. Further information can be found at www.servicenl.gov.nl.ca/moveoverlaw/. In addition, brochures as attached are being mailed out with vehicle registration renewals and stickers.

No Parking on Elizabeth Drive

The Committee again discussed a parking issue on Elizabeth Drive from MacKay Street to the Intersection of Edinburgh Ave. People are parking on the sidewalks as the sidewalk edge is difficult to see due to the amount of snow we have received. There is not much to be done to alleviate this except snow blowing and that takes time. There will be new signage placed along the street this year.

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

HUMAN RESOURCES

The HR Supervisor and Town Clerk arrived at the Committee meeting.

Hiring Policy

The Hiring policy was presented for the second recording and no adjustments were required.

Motion #14-042**Hiring Policy**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Hiring Policy, P028, be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Vehicle Allowance

Currently, the Construction or Subdivision Inspectors receive a biweekly vehicle allowance of \$333.07 which is based on a set number of kilometers and gas price index (car rate over 1000km). As work requirements for these positions depend on the type of work being done by the contractors, the employee could incur more kilometers or instead be stationary at one site with an idling vehicle for extended periods. In addition, due to the contractors working schedule, they are often required to work six days a week. Management therefore recommends that these positions receive a daily per diem of \$35 per day. This cost is often 70% recoverable through the approved Provincial Government Capital Projects whereas a percentage of any new subdivision inspections would be included in the development fees.

Motion #14-043**Vehicle Allowance**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the revised Vehicle Allowance Policy P036 be accepted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Network Administrator

The job title of our current Network Administrator does not reflect the roles and responsibilities of his job and Management is recommending that the job title and pay scale be changed. The Committee has reviewed the revised job requirements and agrees with Management's recommendation.

Motion #17-044**Network Administrator**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the position name be changed to Manager, Information Systems and that it be grouped in Pay Group 9 effective when the new staff person in IT is hired.

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 March 10, 2014. 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: W. Penney, G. Blandford

The following items were discussed:

Delegation

Representatives of the delegation and Committee discussed various suggestions that were submitted to recognize the contribution that the late Kevin Waterman made to recreation throughout his life and career.

The Civic Enhancement Committee would like to establish a small memorial garden at the green space located on the west end of Memorial Drive. A bench, some shrubs, trees and plaque would to be placed in the area.

The Committee agrees with this suggestion and would like to co-sponsor this initiative by providing a donation of \$2,000 to help purchase the items needed.

Motion #14-045**Small Memorial Garden – Kevin Waterman**

Moved by Councillor McBreairty and seconded by Councillor Anstey that \$2,000.00 be provided to the Civic Enhancement Committee towards establishing a memorial area for Kevin Waterman at the green space located at the west end of Memorial Drive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

There were a number of other suggestions discussed as well including Mr. Waterman being nominated as an inductee into the Sports Hall of Fame/Archives. The last time an induction took place was in 2011. The Committee asked that the Director review the policy and see if it is feasible to start this program again.

The delegates left the Committee meeting at 4:00 pm.

Age Friendly Program

The Committee would like to see Gander recognized as an Age Friendly Community and is suggesting that this item be raised and discussed during the Town of Gander's upcoming strategic planning exercise. The Director was asked research other communities who have implemented this program and report back to the next meeting.

Community Centre Expansion Study Update

The Director spoke to a representative from ACOA regarding the expansion study of the Community Centre that the Town will be exploring in the near future. ACOA can provide grants up to 45% towards the cost of such studies. The Director will be submitting a grant application over the coming weeks.

Nutrition Month

The month of March is nutrition month and the Committee discussed having an event to help promote healthy eating. The Recreation Programmer will be asked to look into hosting an event.

Cobb's Pond Rotary Park – Special Occasion Permit

The Committee discussed the hosting of events, such as weddings at the newly redeveloped Cobb's Pond Rotary Park. Even though there are potential revenue opportunities in hosting events, there were a number of concerns such as where events such as weddings would be set up and will it destroy the grass if tents were erected, should alcohol be permitted for events, would parking be an issue and how much clean up would be involved after an event.

The Director was asked to talk to the Rotary Club on their thoughts, check into liquor regulations and also talk to other municipalities who have rentals at their community parks.

Joseph R. Smallwood Arts & Culture Centre MOU

The Memorandum of Understanding between the Town and the Arts & Culture Centre was reviewed. This MOU covers the electronic signage, snow clearing and maintenance between the Arts & Culture Centre and the Community Centre. The agreement will be signed by both parties over the next few weeks.

Town of Lewisporte Emergency Plan

The Town of Lewisporte are putting together their Emergency Plan and have asked that in the event of a disaster and the need to evacuate, they would like to use the Gander Community Centre to house their residents. The Committee is in agreement with this request and will forward the information needed to the Town of Lewisporte.

Stewardship Association of Municipalities (SAM) Meeting

SAM will be hosting their annual general meeting in Hawke's Bay from May 2 – 3, 2014. Councillor McBreairty will be attending and providing a report on Gander's stewardship areas.

Gander Multiplex Report

The Department will be setting up a meeting with the Gander Multiplex Committee to discuss the final report that was received regarding the study.

C. Economic & Social Development Committee:

The Economic Development Committee report was presented by Councillor Anstey.

The Economic Development Committee meeting was held on March 11, 2014. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor S. McBreairty, Councillor; D. Chafe, CAO; R. Locke, Development Manager.

The following items were discussed:

Home Base Business (HBB) By-Law Review

The Committee was updated on the Department's progress of contacting other municipalities regarding their HBB regulations. Recommendations will be presented at a future committee meeting.

Retail Opportunities Public Engaging

The Committee was advised that staff have been researching ways to engage residents within Gander's service area to identify retail opportunities they feel would be best suited in Gander.

Staff was asked to review past public engagement efforts to see if there is any correlation between the information gathered and the types of establishments subsequently located here.

Affordable Housing Meeting Update

The Committee reviewed the Minutes from the Affordable Housing meeting held on February 26th, 2014 at the Town Hall.

The Committee feels that affordable housing should remain a priority for the Town of Gander and is proposing that establishment of an Affordable Housing Steering Committee.

Motion #14-046

Affordable Housing Meeting Update

Moved by Councillor Anstey and seconded by Councillor Lorenzen that an Affordable Housing Steering Committee be formed to proceed with this initiative including the commission of an Affordable Housing Study.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application-33 Bennett Drive

The Committee reviewed an application from 33 Bennett Drive.

WHEREAS an application has been received from Saint- DJ/KJ to operate a mobile DJ/Karaoke host service.

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of February 26, 2014 and it meets all of the Town of Gander's Development Regulations

Motion #14-047

HBB Application – 33 Bennett Drive

Moved by Councillor Anstey and seconded by Councillor Dove that Saint-DJ/KJ be permitted to operate a mobile HBB DJ/Karaoke host services from 33 Bennett Drive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application-136 Byrd Ave

The Committee reviewed an application from 136 Byrd Avenue.

WHEREAS an application has been received from JAT Bread Distributors Ltd to operate a mobile Bread Distributor service.

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of March 6th, 2014 and it meets all of the Town of Gander's Development Regulations

Motion #14-048

HBB Application – 136 Byrd Avenue

Moved by Councillor Anstey and seconded by Councillor Dove that JAT Bread Distributors Ltd. be permitted to operate a mobile Bread Distributor service from 136 Byrd Avenue with the condition that commercial vehicles are not permitted to park at the premises

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application-40 Fitzmaurice Road

The Committee reviewed an application from 40 Fitzmaurice Road.

WHEREAS an application has been received from Cleaning Duel to operate a mobile commercial cleaning service.

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of March 10th, 2014 and it meets all of the Town of Gander's Development Regulations

Motion #14-049**HBB Application – 40 Fitzmaurice Road**

Moved by Councillor Anstey and seconded by Councillor Parrott that Cleaning Duel be permitted to operate a mobile commercial cleaning service from 40 Fitzmaurice Road.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Urban Municipalities Economic Development Accord

This item was deferred until the March 12th, 2014 meeting.

Habitat for Humanity NL

The Committee reviewed a letter from Habitat for Humanity requesting a land donation for the purpose of providing affordable home ownership options for families looking to purchase their first home.

The Committee recognizes the need for affordable housing but at this time there is no Town owned land available for residential development. If suitable land becomes available, Habitat for Humanity will be notified.

Health & Community Services News Release

The Committee reviewed a press release issued through the provincial Department of Health and Community Services announcing a \$240,000 investment in James Paton Memorial Regional Health Centre. This investment will add four new dialysis stations allowing for an additional 24 dialysis patients to receive service in the Gander region.

The Committee would like to acknowledge and thank the provincial government for their continuing commitment to expanding the services at the James Paton Memorial Health Centre.

Reallocation of Economic Development Budget Funds

Due to departmental changes in staff and priorities, staff is requesting to reallocate funds in the development budget. They are requesting to reallocate funds from the Business Travel and Outdoor Market to Professional Services which will allow the Department to carry out new initiatives such as Affordable Housing Study and continued investment recruitment.

The Committee agreed with the request and forwards this item to the Finance Committee for their review and recommendation to Council.

Business Start-Up Process

The Committee discussed how the business start-up process can be more streamlined to make it easier for the potential business owner. They feel it is important that all business start-up requests be directed through the Development Department to ensure that clients become aware of all requirements within the Town of Gander's policies and procedures.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on March 11, 2014. 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:

Volunteer Week

Volunteer Week 2014 will take place from April 6 to 12 with the theme "For the Health of It!" as volunteers make our communities healthier and volunteers are healthier because of their work. The Town of Gander will once again work with the Community Sector Council to host a volunteer reception at the Hotel Gander on Sunday, April 13 beginning at 7:00pm. Please contact the Community Sector Council office at 651-1140 to register.

Wings for an Angel Butterfly Release

The Committee reviewed a request from the Dream Fund to host the event "Wings for an Angel" at Cobb's Pond Rotary Park on July 19, 2014. This is a fundraising event for the organization that makes the dreams of critically ill children in Newfoundland and Labrador come true and would include a butterfly release.

The Committee agreed that permission to use Cobb's Pond Rotary Park on July 19th should be granted to the Dream Fund and we wish them every success.

E. Municipal Works & Services Committee:

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

The Municipal Works & Services Committee was held on March 12 2014. The meeting was chaired by G. Parrott, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; J. Blackwood, Director of Municipal Works & Services; D. Chafe, CAO.

The following items were discussed:

Review of Previous

There was nothing arising out of the previous minutes. The Committee moved unto new business.

Design Standards and Specifications – Asphalt

The Committee reviewed a letter from H. Wareham and Sons with regards to their concerns about the existing design standards, specific to asphalt plant capacity and also reviewed a proposed response, prepared by the Municipal Works Department, to H. Wareham and Son's. The Committee was in agreement with the response as presented and recommends it be forwarded to H. Wareham and Sons Ltd.

Application –Discretionary Use

The Committee reviewed an application to construct and operate a Service Station, Convenience Store and Car Wash at 530 Cooper Boulevard. It was noted that this area is zoned **Commercial Shopping Centre**. **Service Station** and **Convenience Store** are permitted as Discretionary Uses in this zone under the Town of Gander Development Regulations.

The application was advertised and no objections were received by the deadline provided. The Committee has no concerns with the application as presented and is recommending approval.

Motion #14-050

Application – Discretionary Use

Moved by Councillor Parrott and seconded by Councillor Anstey that permission be granted to Wilson Fuel Company Ltd. to construct and operate a Service Station, Convenience Store and Car Wash at 530 Cooper Boulevard.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Brock Crescent Upgrade Request

The Committee reviewed a letter from a resident of 9 Brock Crescent indicating they would like to see their road be brought up to a standard whereby, curb and sidewalks was installed. They were encouraged to see that Council had recently done work in that area, filling in the open ditches and would have hoped, at that time, or the very near future, that Council would extend the scope of work for the requested infrastructure. The Director advised that this street, along with the all others within the Town of Gander, are assessed on an annual basis and currently this one does not fall in the 5 year plan for capital works upgrades. However, he did suggest at such time as the road was recommended for upgrades, that sidewalks and curb would be recommended for installation. Unfortunately Council has a limited budget and each year during the budget process they evaluate the needs of the entire organization and distribute the funds accordingly. The resident will be written and informed of Council's thoughts on this matter.

Traffic Flow – 1A Elizabeth Drive

The Committee reviewed a letter from the property owner of 1A Elizabeth Drive, indicating they have recently been informed of a traffic study that has been carried out through a recent Council meeting. They subsequently came into the Town Hall to meet with the Planning and Control technician to discuss the proposed changes, adjacent to their property and the potential impact that it may have on their business.

The Committee, after reviewing the letter, indicated that the infrastructure changes recommended for that section of town would not be carried out in this construction season because they had not been budgeted. The Committee will forward the property owner's concerns to the consultants in charge of the traffic study to see if any of their recommendations could be incorporated into their proposed changes prior to that work taking place. The property owner will be written and notified of this course of action.

Septic Tank Services

The Committee reviewed a letter that was sent out to residents within the Town of Gander who availed of the Town of Gander's septic disposal services. This letter was sent out on November 7, 2013 and there appeared to be some misinterpretation or confusion from some residents as to the intent of the letter. The letter stated that the Town of Gander's septic disposal site was scheduled to close in the near future and disposal after such time would realize a higher cost for the Town of Gander. For this reason Council was encouraging all those residents with septic tanks to have them pumped out within this construction season. The Committee is recommending that the department draft a new letter clarifying the Town's position so there will be no ambiguity with residents who avail of this service.

Plan Amendment – Waste Transfer Station

As requested by Council, the proposed Development Regulations Amendment # 13, 2014 is now ready for adoption and approval.

This amendment proposes to add “**Waste Transfer Station**” to the Discretionary Use Class of the “**Industrial General**” zone. A definition of **Waste Transfer Station** has been developed and will be added to Schedule A – Definitions, of the Town of Gander Development Regulations.

An Open House/Public Consultation was held on February 25, 2014 at the Town Hall. There were three attendees, exclusive of staff and Council, and no concerns related to the proposed amendment were raised during the Public Consultation.

Motion #14-051

Plan Amendment #13 – Waste Transfer Station

Moved by Councillor Parrott and seconded by Councillor Anstey that the proposed Development Regulations Amendment # 13, 2014 be adopted under Section 16(i) of the Rural and Urban Planning Act.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #14-052

Plan Amendment #13 – Waste Transfer Station

Moved by Councillor Parrott and seconded by Councillor McBairty that Development Regulations Amendment # 13, 2014 be approved under Section 23 of the Urban and Rural Planning Act 2000.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Snow Plan

The Committee reviewed the Town of Gander’s snow plan, revised January 2014. Some concerns had been raised about the way cul-de-sacs were cleared and if there were alternate procedures that could be used to make it easier for the residents on those streets. After a lengthy discussion, the Committee decided that the snow plan, as it exists, was adequate and they will encourage the department to work with people in those areas to address concerns that they might have but didn’t feel a change in the snow plan was warranted at this time.

WW1 War Memorial

The Committee reviewed a letter with regards to a WW1 War Memorial request. The letter indicated that we were approaching the 100 year anniversary of the start of the WW1 and they felt it would be a nice gesture in the remembrance of the men and women who fought in this war if the Town of Gander planted in their public gardens 100 red poppies to mark the occasion. They indicated that poppy tradition was started by the author of "In Flanders Fields", Mr. John McCree, who was a Canadian, and that this act would also be a great tribute to him. They indicated that other municipalities were embarking on such an endeavor including the City of St. John's. The Committee is recommending this be forwarded to the Civic Enhancement Committee for their review and consideration.

Tenders

Parking Lot Upgrade for the Town Hall

The Committee reviewed the results of the tender for the **Parking Lot Upgrade for the Town Hall**. Four tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by B&M Paving 1983 Ltd.

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

Magee Road Upgrading, Town of Gander, NL

The Committee reviewed the results of the tender for the **Magee Road Upgrading**. Three tenders were received and the Director advises that the lowest of the tenders that met specifications was submitted by B&M Paving 1983 Ltd.

The Committee recommends that the tender be awarded to **B&M Paving 1983 Ltd.** and refers the Tender to the Finance Committee for its consideration

Policies – Grading Plan

The Committee reviewed the policy as attached and the recommended proposed changes for its first reading. It encourages all those impacted by the policy to review it and to submit their comments or concerns to the department by March 28th so that it again be discussed at the following Committee meeting for final adoption. The Committee requested that a typical fee structure for a residential construction permit, including all deposits and associated fees, be brought forward at the next meeting for discussion with the grading policy.

Access to Cobb's Pond

There was a discussion about someone having access to Cobb's Pond Park with a piece of heavy equipment. The Director advised the Committee that he would investigate and forward it to the Parks and Recreation Committee for their review.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on March 13, 2014. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; G. Brown, Director of Finance.

The following items were discussed:

The Delegation from the Pentecostal Church joined the meeting.

Delegation from the Pentecostal Church included: R. Benson, G. Moller, W. Strong, B. Parsons

Pentecostal Church

The Chair welcomed the delegation to the meeting. He indicated they had asked to discuss Council's recent decision on building permits for the new Church. Pastor Benson indicated that he would like Council to reconsider the original decision. He feels that given the nature of the service provided by the Church, as well as the fiscal pressures put on them through the provision of many social programs that Council should not charge them for the building permit. He indicated that the new facility will be of use to the community as a whole and not just the congregation and will be a major benefit to the residents of Gander.

Deputy Mayor Abbott advised that Council has to balance the wishes of the Pentecostal Church with the best interest of the community as a whole and they would also have to look at any precedents they would be setting if they decide to waive the building permit fee in this case.

Mr. Moller stated that when they started site work, they had to do some major improvements to the sewer servicing, costing about \$15,000 and was wondering if the Town would be prepared to either pay for or cost-share this item. It was suggested to them to make a formal request in writing indicating what they had done and what they are asking Council to do.

The Delegation left the Committee meeting.

The CAO arrived at the Committee meeting.

Invoice for Approval

Operating

1. Workplace Health & Safety Compensation Commission NL \$71,073.83
00-100-1000-5210---00-830-1000-5210m, 2014 Assessment fee less Prime refund
Budget 122,300 Spent to date zero

Total operating invoice for approval \$71,073.83

Motion #14-053

Invoice for Approval

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

Incoming Correspondence Policy

There had recently been some changes to the duties of the administrative assistants and one of the changes was who handles the incoming correspondence. The Incoming Correspondence Policy has to be modified to reflect this change.

Motion #14-054

Incoming Correspondence Policy

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the Incoming Correspondence Policy #A013 be amended as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Personal Use of Town Owned Mobile Phone Policy

The Town currently has cell phones issued to several staff and from time to time there are personal calls made with these phones which the individuals are then required to repay the cost to Council.

Generally, these charges are very minimal and the cost of processing the payment far outweighs the payment itself. It is being proposed to adopt a Policy stipulating that if there are charges less than \$5 there will be no repayment; if over \$5 then the employee will be responsible to reimburse Council.

Motion #14-055**Personal Use of Town Owned Mobile Phone Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty adoption of the Personal Use of Town Owned Mobile Phones Policy, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

ReNew Physiotherapy Ltd. Business Tax Request

The Committee reviewed correspondence from ReNew Physiotherapy Ltd. regarding the mill rate for their business taxes. They are currently classified as a professional business and the mill rate for this business is 25.5 vs 9.3 mill rate for general business. When the professional business category was set up it was set at a higher mill rate because there are large amounts of revenue could be derived from small spaces.

Renew Physiotherapy is arguing that because of the nature of their business they should not be classified in the professional category. After reviewing the letter, the Committee agreed with the owner of ReNew Physiotherapy's logic.

Motion #14-056**ReNew Physiotherapy Ltd. Business Tax Request**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Town create a physiotherapy class of businesses and that they be taxed in Group 3, effective the 2014 year.

In Favour: 7 Opposing: 0

Decision: Motion carried.

NL Employers' Council

The Committee reviewed a letter from NL Employer's Council regarding their proposed increase in membership fees over the next two years. The fee will go from \$525 to \$1100 for the Town of Gander.

Tract Consulting

The Committee reviewed correspondence from Tract Consulting requesting additional contract administration and resident servicing fees for the Cobb's Pond Park project. The additional fees are being requested as the Park was not complete until much later than initially anticipated for a variety of reasons. The Committee reviewed the additional changes and felt they were legitimate.

Motion #14-057

Tract Consulting

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott the Town of Gander pay Tract Consulting an additional \$37,961.60 plus HST for contract administration resident services at Cobb's Pond Park.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Provincial Government Capital Works Funding

The Committee reviewed a Press Release from the Provincial Government indicating there will be a three year Capital Works Program of \$200 Million commencing in Budget Year 2014. Details on how much will be given to each community are expected to follow shortly and Council is anxious to get the information so they can commence projects planned for this year.

Infrastructure Canada Fund

The Committee reviewed a Press Release from the Federal Government as well as Municipalities NL regarding the Building Canada Fund. MNL is indicating they hope there will be some improvement to the funds which will make it more of a benefit to the residents of Newfoundland and Labrador.

Sole Source Notification

The Town is awarding a contract without going to tender with regard to the pre treatment chemicals for the effluent going to the Magee Road Sewage Treatment Plant. In 2013, the Town went to tender for the installation of equipment, as well as the chemicals to carry out this work and one bid was received. We now have to purchase chemicals for 2014 to inject into the system. Last year there was only one bidder and if anyone else is now in the market they would have to supply the equipment as well as the chemicals. Management felt it did not make sense to go to tender and is sole sourcing the provision of the chemicals. The Provincial Government will be advised of this as required under the Public Tender Act.

Tender – Parking Lot Upgrade, Town Hall

The Finance Committee reviewed the Tender for Town Hall Parking Lot Upgrading for which four bids were received.

Motion #14-058**Tender – Parking Lot Upgrade, Town Hall**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Tender for Town Hall Parking Lot Upgrading be awarded to B&M Paving (1983) Ltd. at a price of \$103,026.06 HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This project is being funded under the Multi Year Capital Works program with the Town paying 30% and the Province 70 %. This bid is \$34,768 under budget.

Tender – Magee Road Upgrading

The Finance Committee reviewed the Tender for Magee Road Upgrading for which three bids were received.

Motion #14-059**Tender – Magee Road Upgrading**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Tender for Magee Road Upgrading be awarded to B&M Paving (1983) Ltd. at a price of \$473,176.20 HST Inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

This project is being funded under the Multi Year Capital Works program with the Town paying 30% and the Province 70%. This bid is \$48,875 under budget.

6. ADMINISTRATION

None.

7. CORRESPONDENCE

None.

8. NEW BUSINESS

Crosswalk Guard Salary

The Town has received a letter from our Crosswalk Guard requesting that the position be paid a minimum of four hours per day. The rationale for the request is that the hours of work essentially tie up the whole day and the position is only paid for 2.5 hours/day. Given our difficulty in staffing these two positions it is felt that the request should be met.

Motion #14-060

Crosswalk Guard Salary

Moved by Councillor Anstey and seconded by Councillor Lorenzen that the Crosswalk Guard position be paid for four hours per day.

In Favour: 6 Opposing: 1 – Mayor Elliott

Decision: Motion carried.

Remediation Order – 23 & 25 McCurdy Drive

A Municipal Enforcement Officer has carried out an inspection of 23 & 25 McCurdy Drive and feels that a Remediation Order needs to be issued directing the property owner to place all unsightly material and vehicles on the back of the lot and erect a fence.

Motion #14-061

Remediation Order – 23 & 25 McCurdy Drive

Moved by Councillor Parrott and seconded by Councillor Dove that Bernard Quinlan be issued a Remediation Order for the property at 23 & 25 McCurdy Drive directing him to move all unsightly material and vehicles to the back of his property and erect a fence.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Potholes

Council wanted to remind the citizens of Gander that it is the time of year that numerous potholes appear and asked motorists to use caution when traveling throughout the Town.

Crown Attorney

The Mayor stated that Mark Linehan, an active member of the community and the local Crown Prosecutor has been appointed as a Judge.

Motion #14-062**Crown Attorney**

Moved by Mayor Elliott and seconded by Councillor Parrott to write a letter to Mark Linehan congratulating him on his appointment to the Judiciary.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Park

Councillor McBairty reminded the public to pick up after their pets.

Homelessness Committee

Deputy Mayor Abbott stated that Councillor Anstey will be representing the Town on the Homelessness Committee.

9. ADJOURNMENT**Motion #14-063****Adjournment**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:25pm.

C. Elliott, Mayor

G. Brown, Town Clerk