

MINUTES

Regular Meeting of Council
Wednesday, February 2nd, 2011 @ 4:30 pm
Council Chambers

Present:	Z. Tucker	Deputy Mayor
	D. Blundon	Councillor
	N. Lanning	Councillor
	R. Anstey	Councillor
	A. Scott	Councillor

Advisory		
Resource:	J. Turner	Chief Administrative Officer
	G. Brown	Town Clerk/Director of Finance
	J. Blackwood	Director of Municipal Works & Services
	K. Waterman	Director of Parks, Recreation & Tourism
	D. Chafe	Director of Economic Development

Regrets:	C. Elliott	Mayor
	A. Lorette	Deputy Municipal Clerk

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. MINUTES FOR APPROVAL

Motion #11-013

Minutes for Approval

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on January 13, 2011 be adopted as presented.

In Favour: 5 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Honourable mentions for the 2010 Light up for Christmas were omitted at the last meeting. They are as follows:

42 Solberg Crescent	94 Memorial Drive
100 Bennett Drive	13 Reichers Place
23 Bondar Street	75 Penwell Avenue

The best decorated street was Elizabeth Drive.

5. REPORTS – STANDING COMMITTEES:**A. Tourism Committee:**

The Tourism Committee meeting was held on January 24, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Sideway Motors – Fly Your Car in Gander

Wayne Lorenzen and Brad Melindy of Sideways Motorsports briefed the Committee on an event they are proposing to host during the 2011 Festival of Flight. The name of the event is "Fly Your Car in Gander" and it would be a Slalom X racing competition where competitors use cars to race the clock (solo) around a pre-determined race course. The organizers are working out the logistics of the event and would like to get approval from the Town to host such an event. This event could potentially bring people from across the province to participate in not just the Slalom event but also other Festival activities. They would also like the Town to assist with promotion of the event by advertising the event in the 2011 Festival of Flight Brochure and other Town advertising. The Committee thanked the organizers for their time and will offer any assistance it can to help support this exciting event.

The delegation left the Committee meeting at 11:35 a.m.

Rick Hansen 25th Anniversary Relay Update

The Town of Gander has been chosen by the Rick Hansen Foundation to be an "End of Day Celebration Community" during the 25th Anniversary Relay. The date for the event has been tentatively set for Sunday, August 28th and will take place at the Gander Community Centre. More information regarding this celebration will be announced as details are finalized.

Automotive Extravaganza Donation

The Committee reviewed an email from the organizers of Auto X requesting a financial donation to help offset the cost of the 2010 Auto X event. The Committee agreed that the event does fall under the hosting policy and will inform the organizers that they will receive a donation.

Destination Gander Variance Report

The Committee reviewed the attached variance report and the first quarter invoice from Destination Gander. The Committee agrees that the goods and services have been supplied in accordance to the contract and the Committee refers the invoice to the Finance Committee for their consideration and recommendation to Council.

Winter Carnival 2011

The Town of Gander will once again be hosting a Winter Carnival. SnoBreak 2011 will take place on February 25th – 27th, 2011 and the Town is asking groups and organizations who would like to be involved to please contact the Parks, Recreation and Tourism Office at 651-5927. A draft schedule of events will be located on the Town of Gander Website – www.gandercanada.com by February 4th, 2011.

Canadian Signature Flag

An email from Gary Strike was reviewed by the Committee regarding Gander's participation in the creation of a Canadian Signature Flag which will be presented to officials in New York City to mark the anniversary of September 11th. The Event Coordinator will contact Mr. Strike to gain more information regarding this request and present it to the Committee at the next meeting.

The CAO left the Committee meeting at 12:05 p.m.

Hospitality Newfoundland & Labrador Tourism Summit

A letter was received from Hospitality Newfoundland and Labrador inviting the Town to register for the upcoming HNL Convention being held in St. John's. The Committee felt that since the Executive Director of Destination Gander will be attending, it is not necessary for a representative from the Town to attend.

Independent Living Resource Centre – Community Information Fair

The Independent Living Resource Centre will be hosting a Community Information Fair on inclusion at Gander Collegiate on Magee Road from 1:00pm – 8:00pm on Thursday, February 10, 2011. This is a free event that will showcase the many resources and services available to residents of the area.

Advertising Request – Gander Elks Lodge

A request for advertising from the Gander Elks Lodge for their National Convention was reviewed. The Town will be providing promotional materials to the conference organizers and will forward the advertising request to Destination Gander for their review.

B. Economic & Social Development Committee:

The Economic & Social Development Committee was held on January 24, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: D. Blundon, Councillor; J. Turner, Town Manager; D. Chafe, Development Director.

The following items were discussed:

GIAA Board Members

At its January 11th Privileged Meeting, Council discussed the appointment of two representatives to the Board of Directors of the Gander International Airport Authority. Council has opted to appoint two new people to be considered by the Board and is pleased to announce that Mr. Nick Connolly and Mr. Mel Thorne, have been offered the opportunity and have accepted.

Motion #11-014**GIAA Board Members**

Moved by Councillor Blundon and seconded by Councillor Scott that Mr. Nick Connolly and Mr. Mel Thorne be appointed as the Town's representatives on the Gander International Airport Authority's Board of Directors.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Council looks forward to working with our two new representatives and the entire Board of Directors of the Gander International Airport Authority.

Councillor Blundon thanked Sandra Kelly and Frank Tibbo for serving as the Town's representatives over the last six years.

Memorial University Presentation

At our previous meeting the Committee reviewed a letter from Dr. Greenwood, Director of the Leslie Harris Centre, at Memorial University of Newfoundland (MUN). He was requesting the opportunity to come to Gander and present on *The Harris Centre*, their work in general, and the findings from two of their major research projects.

Staff has learned that the presentation will require 45-60 minutes and will be identical to the presentation made to the Kittiwake Economic Development Corporation earlier this month. Deputy Mayor Tucker attended the KEDC session and feels he can convey the general message. The Committee no longer feels a need to meet with Dr. Greenwood at this time.

Statistics Canada

Statistics Canada will conduct a new National Household Survey in May of this year and has asked Council to encourage our residents to participate. Census information is a valuable planning tool for our community and helps us plan, fund and secure federal and provincial government support for the infrastructure and services we enjoy.

Council will be contacted by a representative of Statistic Canada to discuss how our community can work with the federal government to ensure full participation from our community.

ACOA Meeting

Representatives of the Atlantic Canada Opportunities agency recently met with Management to discuss ACOA Programs and the type of projects that they would be interested in supporting.

While ACOA remains committed to helping Communities such as Gander by continuing to support a wide range of projects and initiatives, the Agency prefers projects which will benefit the whole community and have a long-term positive economic impact. The Committee was provided with an example of the type of projects ACOA mentioned.

C. Public Safety and Human Resources Committee:

The Public Safety and Human Resources Committee was held on January 25, 2011. The meeting was chaired by R. Anstey, Councillor. Other members present included: A. Scott, Councillor; N. Lanning, Councillor; J. Turner, CAO; A. Lorette, Deputy Municipal Clerk; D. Brett, Fire Chief; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

Municipal Safety Council

Following the last Committee Meeting where an update on the Municipal Safety Council and their progress was requested, Councillor Anstey advised that the upcoming UMC meeting is scheduled for January 26, at which time he will inquire as to their progress.

Invoice for Approval - EC Boone

The Committee reviewed the invoice from EC Boone for the supply of the Fire department signs for the new Fire Hall. The Acting Director advised the Committee that all goods and services have been received and meet the Town's specifications.

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

Emergency Line

The CAO followed up with the Committee on concerns that were raised previously with the emergency line. The Information Systems Technician tested the system and it was determined that there is no technical problem with the system.

The Committee discussed the potential problem with resources during an emergency response and suggested that a table top exercise take place internally to determine when Town staff request additional support. The Committee was in agreement to wait for the report on the challenges associated with Hurricane Igor before moving forward. The issue will be reviewed once again when this information is available.

Snowmobile Usage

The Committee reviewed a letter from a resident on Raynham Ave. addressing his concern with snowmobile use on private property. The resident's concern was that snowmobilers were using his property without permission which could inadvertently cause property damage.

The Committee discussed the issue at length and would like to bring back the Regulation to discuss it further at the next meeting. In the interim, the Committee would like to remind residents and parents that youth under the age of 16, under the *Highway Traffic Act*, are prohibited from travelling on all roads and any person not licensed and registered on a motorized vehicle could face a fine of up to \$2300.

The Committee noted their concern with the safety of our residents and encourages everyone to follow the Snowmobile and ATV Regulations at all times. Seasonal recreational devices can be very dangerous and proper and cautious use of this equipment is necessary to keep our community safe.

D. Brett and O. Fudge left the Committee meeting at 4:45pm.

HUMAN RESOURCES

Organizational Chart

The Committee reviewed a copy of the most up to date organizational chart. It was noted that some of the changes to the structure of the organization are transitional and an in-depth discussion on the changes and impact to the organization and community should take place.

Clothing Allowance Policy

Following the most recent changes to the Supervisory MOU, a change is required as well to the Clothing Allowance Policy. The change makes the policy consistent with the recent MOU changes and stipulates the allowance for clothing with the addition of protective equipment.

THEREFORE, BE IT RESOLVED THAT, the amendments to the Clothing Allowance Policy P023 be approved as attached.

Motion #11-015

Clothing Allowance Policy

Moved by Councillor Anstey and seconded by Councillor Scott that the amendments to the Clothing Allowance Policy P023 be approved as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Performance Appraisal Policy

Following the implementation of the amendments to the Performance Appraisal Policy in the spring, a few small changes have been suggested to the wording in the evaluation definitions.

THEREFORE, BE IT RESOLVED THAT, the amendments to the Performance Appraisal Policy P005 be approved as attached.

This item was deferred until the next meeting.

OH&S Position

The Committee discussed the vacancy of the Occupational Health and Safety position within the organization, and noted that an interim replacement has been established. This replacement is an effort to keep current OHS initiatives in progress while a review of the position is completed. A review of the position is to take place to determine which approach will be most beneficial to the organization moving forward.

Municipal By-Election

Following the recent Resignation of Councillor Foley at the last Regular Meeting of Council the By-Election was discussed. According to **Section 6** of the **Municipal Elections Act** when a vacancy occurs, an election must be called within 3 months of the date of resignation.

Motion #11-016

By Election Date

Moved by Councillor Anstey and seconded by Councillor Scott that the By Election Date be set for March 8, 2011.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Motion #11-017**Nomination Dates**

Moved by Councillor Anstey and seconded by Councillor Scott that the Nomination Dates be set for February 14 and 15, 2011, from 9:00 a.m. to 4:00 p.m.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Motion #11-018**Advanced Polling Date**

Moved by Councillor Anstey and seconded by Councillor Scott that the Advanced Polling Date be set for February 26, 2011.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Candidate Information Session

The Town Clerk advised that there would be an information session held in the Council Chambers on February 9th at 7:00pm to provide information to anyone who had an interest in serving on Council.

D. Parks & Recreation Committee:

The Parks and Recreation Committee was held on January 26, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: D. Blundon, Councillor; R. Anstey, Councillor; J. Turner, Town Manager; K. Waterman, Director of Parks, Recreation & Tourism.

The following items were discussed:

Update on Development of a Dog Park

The Director briefed the Committee on Information received from three municipalities regarding the development and operation of a community dog park. A meeting has been setup to discuss this issue with the interested community group. The meeting is set for Monday, January 31st at the Director's office. The Committee Chairperson will also be attending the meeting.

Gander & Area Chamber of Commerce re T'Railway Closure

Correspondence was received from the Gander & Area Chamber of Commerce regarding the closure of the Provincial T'Railway due to safety issues which resulted from the Igor storm. The local Chamber is very concerned over the closure of the T'railway and the overall economic effect it will have on various commercial operations. Also, the plans for the annual Snowfari scheduled for February will have to be curtailed if the route is not open to snowmobilers. The Chamber is asking that the Town support their effort to get repairs made as soon as possible to the smaller portion of the T'Railway that is unusable between Glenwood and Gander. The Director also had a recent conversation held with Mr. Morrison of the Newfoundland T'Railway regarding the status of the pending repairs.

Motion #11-019**Gander & Area Chamber of Commerce re T'Railway Closure**

Moved by Councillor Lanning and seconded by Councillor Anstey that a letter be written to the Provincial Government asking that the T'Railway in the Gander area be repaired immediately in order to facilitate the tourism industry in Central Newfoundland.

Councillor Blundon stated that he talked to Minister O'Brien and he was assured that there were no tickets on the issue, just warnings. The Minister is also dealing with the issue of paying for trail passes.

Deputy Mayor Tucker advised that Minister Wiseman was on the radio saying that the repairs will be done by mid-February.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Minor Project Capital Grant Program

An information package was received from the Dept. of Tourism, Culture & Recreation regarding a new funding program for communities to improve their recreational infrastructure or active living program. The program is a joint initiative between the province and the federal government to provide funding for minor capital projects. The Information is on file at the Director's office. The Committee suggested that other community sport and recreation groups be contacted on the new program.

Funding Requests

The following requests for funding were approved under the Grants, Subsidies & In-kind Services Program.

The Newfoundland & Labrador Volleyball Association were approved for \$500 towards hosting the Senior Men's & Ladies' championships in Gander from March 11 – 12, 2011. There will be over 1800 participants, including players, coaches and officials.

The Teacher's Curling Funspiel was approved for \$250 towards their annual event being held from January 28 – 30, 2011.

The Gander Curling Club was approved for \$500 towards a number of spiels they will be hosting in 2011. There will be over 700 curlers attending the spiels plus coaches.

Cy Hoskins Memorial Tournament

A request was received from the organizer of the Cy Hoskins Tournament asking if the Town would like to recognize the tournament at the event this year as it marks the 25th Anniversary. The Committee discussed the request and the significance of the annual tournament and suggested that the organizers be contacted for ideas to celebrate this milestone. The Director will follow up with the Committee's request.

St. Paul's Intermediate School re Healthy School Grounds Project

The Principal of St. Paul's Intermediate School wrote giving an update on their Healthy School Grounds Project. This fall, the project received assistance from the Canadian Engineering Forces to carry out the preliminary site preparations. The school would like to receive support from the Town to utilize some heavy equipment when available as well as surplus fill removed from new sub-division sites. The Committee suggested that the request be forwarded to the Municipal Works Department for their review and consideration.

Community Centre Advertising Program

The Director gave an overview of the proposed changes to the Community Centre's advertising program. The Committee discussed the various pros and cons of the changes and suggested that the Director meet with the two principal user groups (minor hockey & figure skating) to discuss the matter. The Director will follow up with the Committee on the progress at the next meeting.

School Hosting Guidelines/Review

A request for a hosting grant for an upcoming school sports tournament was received from one of the local schools. The Committee asked the Director to look at a possible change to the Town's Hosting Policy regarding requests from school teams. The Director briefed the Committee on the policy's rationale and suggested changes.

The Committee asked for more information on the number of annual requests and what school teams were making submissions to the program. The Committee would like to establish separate guidelines for school hosting sports which would include a maximum per school per year. The school would also be involved in administering the funds to the various events. A further review of the item will be scheduled for the next Committee meeting.

Parks & Recreation Committee:

The Parks and Recreation Committee was held on January 31, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: D. Blundon, Councillor; R. Anstey, Councillor; K. Waterman, Director of Parks, Recreation & Tourism.

Guests: Reg Wright, Steve Rowe, Harry Doucette and Dane Gill – Dog Park Committee

The following items were discussed:

Delegation – Dog Park Committee

The Chairperson thanked the Dog Park Committee for preparing a very comprehensive report on developing an off leash dog park. Information was gathered from several dog parks including St. John's, Mount Pearl and Clarenville. Mr. Wright spoke on behalf of the group highlighting some of the key points presented in the report.

The Parks & Recreation Committee queried the representatives on matters such as a suitable location and design of an off leash dog park, infrastructure requirements such as fencing and gates, resources to operate the facility, sponsorships, volunteer commitments, signage, possible disease issues and so on.

The Chairperson also asked if there was another suitable location for the dog park if the Raynham Ballfield is not available. Councillor Anstey noted that the pitch was originally located in this area to address the growing population in the area and the need for more softball facilities. Currently the pitch is not being used by any organized recreation group and to prepare it for any tournament would require a major injection of funds.

The overall discussion points brought forward were that:

- a) It would take a very minimal amount of funds to make that facility suitable as a dog park; and,
- b) Local citizens and potential new residents would get the benefits of having such a facility in the community.

Issues regarding corporate sponsorship signage would have to be checked into. The level of services required from the Town such as grass maintenance and parking signage as well as support from the local SPCA would have to be reviewed.

Overall, the Parks & Recreation Committee felt there is merit to having an off leash dog park. One of the options to be considered is if Council wishes to support the initiative of leasing the facility to the Dog Park Committee or some other body to operate it. The issue will be discussed at the next Committee meeting and any resident with comments and concerns on this issue are encouraged to contact the Parks, Recreation and Tourism Department prior to their next Committee Meeting of Feb 16th.

E. Municipal Works & Services Committee:

The Municipal Works & Services Committee was held on January 27, 2011. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Delegation – VON Broadening Horizons Recycling Program

The Committee met with Mr. Cory Abbott, Mr. Jim Moss, Mr. Jeff Keefe and Mr. Keith Loveys of VON Broadening Horizons Recycling. Mr. Abbott gave a presentation on behalf of VON Broadening Horizons which included the programs history and success to date in the Town of Gander as well as statistical information on the diversion of waste created through their program. The delegation questioned how the VON program will fit into the Town's plans in transitioning from waste disposal at the existing landfill to the regional site at Norris Arm. A general discussion followed and it was decided that this warranted further discussion as the Town was progressively moving towards its plan for transition and wherever possible VON Broadening Horizons would be incorporated into that new structure.

The delegation left the Committee meeting at 4:27 pm.

Business Arising- Second Reading and Approvals**1. Garbage and Refuse Regulations**

The Committee recommends that the wording put forth by the Municipal Works Department to amend the Garbage and Refuse Regulations be forwarded to Council for the second and final reading as follows:

"Garbage containers shall be placed for collection at:

- the curb line*
- inside the sidewalk edge or*
- in areas where no curb or sidewalk exist, place at the street asphalt edge."*

Motion #11-020**Garbage and Refuse Regulations**

Moved by Councillor Scott and seconded by Councillor Anstey that the Garbage and Refuse Regulations be amended, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2. Swimming Pool Regulations

The Committee recommends that the wording put forth by the Municipal Works Department to amend the Swimming Pool regulations be forwarded to Council for the second and final reading as follows:

"Swimming Pools shall be protected by a barrier or fence having a minimum height of 1.5 meters and located a minimum of 1.5 meters from the water surface, and have a gate, equipped with self-closing, self-latching devices placed at the top and on the inside of the gate."

Motion #11-021**Swimming Pool Regulations**

Moved by Councillor Scott and seconded by Councillor Anstey that the Swimming Pool Regulations be amended, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

3. Sign Regulations

The Committee recommends that the wording put forth by the Municipal Works Department to amend the Sign regulations be forwarded to Council for the second and final reading as follows:

"Advertisements incorporated into the architectural design of any building in the zone shall not exceed 25% of the building face."

Motion #11-022

Sign Regulations

Moved by Councillor Scott and seconded by Councillor Anstey that the Sign Regulations be amended, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Town Vehicle Use Policy

The Committee reviewed the Town Vehicle Use Policy and recommends that on page 2, the last item be changed to the following and forwarded to Council for the first reading as follows:

"Under no circumstances is an employee to use a Town Vehicle to transport alcohol, personal belongings, or passengers that are not engaged in Town business. This does not preclude the transportation of employees where it benefits the Town's operations."

Street Excavation Fee Calculation

The Committee reviewed the Street Excavation Fee Calculation Policy and the Department of Municipal Works and Services determined that our fee schedule is outdated and not current with local contractors. The revised numbers, rates and fees were reviewed. The Committee recommends that the 2011 Street Excavation Fee Calculation be accepted and forwards it to the Finance Committee for its consideration.

Multi Material Stewardship Board (MMSB)

The Committee reviewed correspondence from the Multi Material Stewardship Board (MMSB) requesting the Town's participation again this year in the Household Hazardous Waste Program. Funds were budgeted in 2011 to allow for this and they will be advised in writing of our decision to continue with the program this spring.

St. Paul's Intermediate School

The Committee reviewed correspondence received from St. Paul's on behalf of *St. Paul's Parents for Healthy School Grounds*. They are seeking support from the Town of Gander with their endeavor to develop healthy School grounds for St. Paul's. They are beginning Phase II which will result in a field that they have cleared to be leveled, sodded, seeded and a drainage ditch moved to the exterior of the field. They are requesting that any extra fill that that town has be used on this project and also would like access to heavy equipment when available.

The Committee will contact St. Paul's and advise we are willing to continue supporting this project however granular fill is not available or something we would have ready access to. The use of heavy equipment, in conjunction with the Airfield Engineers who are also partnering in this endeavor, would be a good use of resources as we already have an MOU in place with them for the use of our equipment.

Gilmore Place- Bulb Re-alignment

The Committee reviewed a request from McCurdy Enterprises for the re-alignment of the bulb on Gilmore Place as indicated in drawing No. 11-1005, attached. The Committee did not see any negative impact to the Town as a result of this change and is recommending approval of this request as presented.

WHEREAS a request has been received from McCurdy Enterprises Ltd. for a street realignment of Gilmore Place as per drawing #11-1005

AND WHEREAS there will be no negative impact to the Town of Gander as a result of this realignment

BE IT RESOLVED THAT permission be granted to McCurdy Enterprises for the realignment of the bulb on Gilmore Place.

Motion #11-023**Gilmore Place – Bulb Re-alignment**

Moved by Councillor Scott and seconded by Councillor Anstey that permission be granted to McCurdy Enterprises for the realignment of the bulb on Gilmore Place.

In Favour: 5 Opposing: 0

Decision: Motion carried.

11 Memorial Drive - Subdivision of Land

The Deputy Mayor left the Council meeting due to a conflict of interest and Councillor Anstey assumed the Chair.

The Committee reviewed an application from the owner of 11 Memorial Drive seeking to subdivide the property as per the attached drawing. The Committee is willing to approve the application conditional on the removal of the existing house and foundation and the subsequent survey being forwarded to the Department of Municipal Works and Services for review.

WHEREAS the Town of Gander has received request from the owner of 11 Memorial Drive for the subdivision of that lot and

WHEREAS the Request put forth by the owner of 11 Memorial Drive has met all the requirement of the Town's planning and zoning regulations and this application can be approved by Council conditional to the removal of the existing house and foundation and the subsequent survey being forwarded to the Department of Municipal Works and Services for review

BE IT RESOLVED that the owner of 11 Memorial Drive be granted permission to subdivide the property.

Motion #11-024**11 Memorial Drive – Subdivision of Land**

Moved by Councillor Scott and seconded by Councillor Lanning that the owner of 11 Memorial Drive be granted permission to subdivide the property.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Deputy Mayor Tucker returned to the meeting and assumed the Chair.

91 Elizabeth Drive - Request to Occupy an Apartment

The Committee reviewed a request from the owner of 91 Elizabeth Drive requesting permission to utilize the second floor of the property as an apartment. Apartment over a business is a *Discretionary Use* in a *Commercial Downtown Zone* under the Town of Gander's Development Regulations. The Committee is willing to grant permission for this application pending advertisement and that no objections are received by the deadline date of 12:00 noon on February 10th.

WHEREAS the Town of Gander has received a request from the owner of 91 Elizabeth Drive for the use of an apartment over a business and associated single parking space and

WHEREAS the Request put forth by the owner of 91 Elizabeth Drive is a discretionary use in a Commercial Downtown Zone

BE IT RESOLVED that the owner of 91 Elizabeth Drive be granted permission to utilize the top floor as an apartment over a business pending advertising and no objections from that advertising by the deadline date of February 10, 2011.

Motion #11-025

91 Elizabeth Drive – Request to Occupy an Apartment

Moved by Councillor Scott and seconded by Councillor Anstey that the owner of 91 Elizabeth Drive be granted permission to utilize the top floor as an apartment over a business pending advertising and no objections from that advertising by the deadline date of February 10, 2011.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Waste Management Transition

The Committee discussed waste management in the Town of Gander and the transition from the existing landfill on Gander Bay Road to Waste Disposal at the new regional site in Norris Arm. Some discussion took place regarding how the Town should prepare itself, what infrastructure needs to be put in place, what programs and notifications need to go out to the public so that it's a smooth transition. The Committee discussed the resources necessary and it was decided that one of the foremen at the Municipal Works Depot would be assigned to begin preparations for this transition, under the direction of the Director of Municipal Works

The Director of Finance prepared a report on the money allocated to complete this work. Approximately \$ 7,500 in funding is required to carry out this project. This item is referred to the Finance Committee for its consideration.

Tender – Light Vehicles

The Committee reviewed the tender results for the supply of three light vehicles. Six bids were received; the lowest did not meet the Town's specifications. The lowest bid meeting the specifications was Terra Nova Motors Limited with a tender price of \$ 69,522.12. This item is now forwarded to the Finance Committee for its consideration.

F. Finance & Administration Committee:

The Finance & Administration Committee was held on January 31, 2011. The meeting was chaired by A. Scott, Councillor. Other members present included: N. Lanning, Councillor; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval**CAPITAL****AS RECOMMENDED BY THE PUBLIC SAFETY COMMITTEE JANUARY 25, 2011**

- | | |
|---|-----------|
| 1. EC Boone | 12,548.65 |
| 01-000-0080-1812 Aluminum Crests & Hardware | |
| Budget 5,000,000.00 Spent to Date 3,230,901.69 | |

OPERATING**AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE JANUARY 24, 2011**

- | | |
|--|-----------|
| 2. Destination Gander | 20,000.00 |
| 00-700-1000-7360, Town's contribution 1 st installment 2011 | |
| Budget 80,000 Spent to Date zero | |

Total Capital invoices for approval	\$12,548.65
Total Operating invoice for approval	<u>\$20,000.00</u>
Grand total of invoices for approval	<u>\$32,548.65</u>

The Director of Finance advised that the invoices were within Budget and meets the Policies of the Town of Gander.

Motion #11-026**Invoices for Approval**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Golden Legion Manor

The Committee reviewed a letter from the Golden Legion Manor requesting a tax reduction on the extension they recently built on their property on Memorial Drive. Council's current policy is to provide tax exemptions for non-profit organizations and the Manor is asking for the same percentage reduction as they are getting on their other buildings.

Motion #11-027**Golden Legion Manor**

Moved by Councillor Scott and seconded by Councillor Anstey that Council provide an 18% tax reduction on the extension of Golden Legion Manor in 2011. This would equate to \$1,228.66.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender for Sale of Used Vehicles

The Committee reviewed the tender results for the sale of 3 used vehicles.

The first was a 2001 GMC 4 X 4 Pickup for which three bids were received.

Motion #11-028**2001 GMC 4 x 4 Pickup**

Moved by Councillor Scott and seconded by Councillor Lanning that the 2001 GMC 4 X 4 Pickup be sold to PJE Holdings Inc at a price of \$1,650.00 plus HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The second vehicle was a 2001 GMC 2 X 4 Pickup for which three bids were received.

Motion #11-029**2001 GMC 2 x 4 Pickup**

Moved by Councillor Scott and seconded by Councillor Blundon that the 2001 GMC 2 X 4 Pickup be sold to PJE Holdings Inc at a price of \$500.00 plus HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The third vehicle for sale was a 2002 Chevy S-10 Pickup for which two bids were received.

Motion #11-030

2002 Chevy S-10 Pickup

Moved by Councillor Scott and seconded by Councillor Lanning that the 2002 Chevy S-10 Pickup be sold to PJE Holdings Inc at price of \$500.00 plus HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Tender for Supply of Three Pickup Trucks

The Committee reviewed the tender results for the purchase of three Pickup Trucks. Six bids were received on this item however the lowest bidder did not meet specifications as they could not meet the delivery date.

Motion #11-031

Tender for Supply of Three Pickup Trucks

Moved by Councillor Scott and seconded by Councillor Lanning that Council purchase three Pickup Trucks from Terra Nova Motors at a price of \$69,522.12 HST inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Request for Proposal for Audit Services

Council requested proposals for the provision of audit services and one bid was received.

Motion #11-032

Request for Proposal for Audit Services

Moved by Councillor Scott and seconded by Councillor Blundon that the contract for Audit Services be awarded to Walters Hoffe at a price of \$11,865.00 taxes inclusive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Waste Management Study

The Committee reviewed the Municipal Works and Services Committee's request for funding to carry out a study of waste management options and propose suggestions given the upcoming transfer to Central Waste Management of our garbage disposal services. The estimated cost to do the study in-house is approximately \$7,500.

Motion #11-033

Waste Management Study

Moved by Councillor Scott and seconded by Councillor Anstey that the Department of Municipal Works and Services be permitted to spend up to \$7,500 on a waste management study.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2011 Capital Borrowing

Council has budgeted to spend \$2.8 million dollars in 2011 on its capital projects. In order to ensure adequate cash flow when these projects start Council will require approval to borrow the funds on a short term basis from our bank.

Motion #11-034

2011 Capital Borrowing

Moved by Councillor Scott and seconded by Councillor Blundon that the Department of Municipal Affairs be written asking for approval for Council to borrow up to \$2.8 million dollars for funding of the 2011 Capital purchases on a short term basis.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Update on Fire Hall Funding Status

The Committee was given an update on the current financial status of the Fire Hall project. They were advised that the project is within its budget of \$5,264,000 and is actually approximately currently \$25,000 under budget as it stands now.

Councillor Blundon left the meeting due to conflict of interest.

Snow Clearing – Town Owned Parking Lots

The Committee discussed the snow clearing services for the town owned parking lots. There are several businesses that are refusing to pay for the snow clearing services as they feel that this service should be covered under their municipal taxes. The Committee feels that if these businesses do not wish to pay for the service than the Town should stop providing it. Staff are investigating the options available to the Town with a goal of ceasing snow clearing of town owned parking lots in front of businesses that refuse to pay for the service.

Councillor Blundon returned to the meeting.

G. Other:
None.

6. ADMINISTRATION
None.

7. CORRESPONDENCE**Thank You Letter to Mayor and Community**

The Town Clerk read an email from Marjorie (Strickland) Boutilier extending her thanks to Mayor Elliott and to the citizens of Gander for their most generous and thoughtful hospitality.

101st Airborne Division

A letter from Major General John F. Campbell of the US Army Commanding was received thanking Mayor Elliott and the Town of Gander for honoring their Soldiers who perished in the Arrow Air Disaster.

8. NEW BUSINESS
None.

9. ADJOURNMENT

Motion #11-035

Adjournment

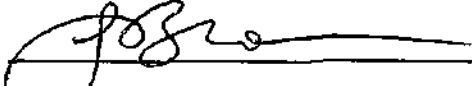
There being no further business, it was moved by Councillor Scott and seconded by Councillor Blundon that the meeting be adjourned.

In Favour: 5 Opposing: 0

Decision: Motion carried.

There being no further business, the meeting adjourned at 6:00pm.



Zane Tucker, Deputy Mayor

Garry Brown, Town Clerk