

MINUTES

**Regular Meeting of Council
Wednesday, March 16th, 2011 @ 4:30 pm
Council Chambers**

Present:	C. Elliott Z. Tucker D. Blundon N. Lanning R. Anstey A. Scott S. Oram	Mayor Deputy Mayor Councillor Councillor Councillor Councillor Councillor
Advisory Resource:	J. Turner G. Brown J. Blackwood K. Waterman A. Crummey	Chief Administrative Officer Town Clerk/Director of Finance Director of Municipal Works & Services Director of Parks, Recreation & Tourism Development Officer
Regrets:	A. Lorette D. Chafe	Deputy Municipal Clerk Director of Economic Development

1. CALL TO ORDER

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

2. NEW COUNCILLOR

The Town Clerk advised that Shane Oram was the winner of the recent by-election and had been sworn in as a Councillor last week. Mayor Elliott welcomed Councillor Oram and wished him well.

3. VISITORS/PRESENTATIONS

Poppy Appreciation Award

Lewis Pearce presented a Certificate of Appreciation to the Town for the Poppy Campaign.

Multiculturalism Week Proclamation

The Mayor proclaimed March 21-27, 2011 to be Multiculturalism Week and encourages all residents of the community to recognize that diversity is strength and to support community celebrations aimed at fostering respect, equality and cross-cultural understanding.

Purple Day for Epilepsy

The Mayor proclaimed March 26th, 2011 as Purple Day for Epilepsy to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

4. MINUTES FOR APPROVAL**Motion #11-053****Minutes for Approval**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on February 23rd, 2011 be adopted as presented.

In Favour: 7 Opposing: 0

Decision

Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

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

The Tourism Committee meeting was held on March 7, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; N. Lanning, Councillor; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Winter Carnival 2011

The Town of Gander Winter Carnival took place on February 25th – 27th and all who attended had a great time sliding, skating, swimming and taking part in all of the activities. A special thank you is extended to all groups and organizations who hosted events during SnoBreak 2011 and Council looks forward to working with them again in 2012.

Street Naming Policy

The Committee would like to amend the current street naming policy which states that only aviators can be recommended for street naming in Gander. The Committee would like staff to draft an amendment to the policy to allow other aviation related occupations such as Aircraft Maintenance Engineer to be recommended to the street naming list.

Beyond the Overpass Press Release

Beyond the Overpass Theatre Company Inc. has created a new theatrical experience for Central Newfoundland by using a new soft seat venue at Hotel Gander. A variety of shows will be held in a newly renovated space at Hotel Gander and the season will run from late Spring to early Fall each year. This is a collaborative undertaking between Hotel Gander and Beyond the Overpass Theatre Company. The Committee would like to congratulate Beyond the Overpass Theatre Company and Hotel Gander on this initiative to bring more cultural entertainment to Gander and Area.

BrainTrust Canada

A letter from BrainTrust Canada regarding support for their initiative "A Run to Remember" was reviewed by the Committee. The Committee would like to support the event by recommending that the Mayor sign a proclamation for "A Run to Remember Day" and meet with Mr. David McGuire as he runs through our community.

Targa NL – Financial Study

An email from Targa Newfoundland regarding the Provincial Government's call for proposals for a financial study into the value of Targa was circulated. Staff will make every effort to assist the consultants when they visit Gander and the Committee looks forward to the results of this study.

Twinning with Morristown, NJ

The Committee reviewed a request for twinning with Morristown, NJ. A discussion regarding this subject took place in 2010 and, at that time, Council decided to not move forward. Since then, more information has been gathered and the Committee would like to recommend twinning with Morristown, NJ as it would be a very simple task of exchanging tourism information, Town flags and correspondence between the Mayors. If Council approves this project, the CAO will work with the Gander resident on this initiative.

Motion #11-054**Twinning with Morristown, NJ**

Moved by Deputy Mayor Tucker and seconded by Councillor Anstey that the Town twin with Morristown, NJ.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Miss Teen Central Newfoundland – Funding Request

The Executive Director of the Miss Teen Central Pageant has written requesting financial support for their upcoming pageant taking place during the 2011 Festival of Flight. The Committee recommends that Event Coordinator forward the hosting policy application to the Pageant for their completion to see if this request fits the policy.

B. Economic & Social Development Committee:

The Economic & Social Development Committee was held on March 7, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: D. Blundon, Councilor; J. Turner, Town Manager; D. Chafe, Development Director (via Video); A. Crummey, Development Officer.

The following items were discussed:

Central Health

The Committee welcomed the representatives from Central Health to the meeting and the following items were discussed:

Completion of James Paton

The Provincial Government's 2002 funding commitment for renovations at James Paton Regional Health Centre is completed. Several sections of the hospital, such as inpatient areas on level three and clinic and outpatient areas on level one, are still not finished and Central Health has put forward these expenses to government for their next budget. When questioned if there was any expansion to the parking areas being considered, Ms. McGrath advised that this is and will continue to be an issue as there is no room for expansion.

Update on Board Amalgamation

The Committee questioned whether government was considering reviewing the amalgamation of the health boards to ensure they were working as planned. Ms. McGrath advised although Central Health has made that suggestion, to her knowledge, government has no plans to study this issue.

Long Term Care

The Provincial Government's Department of Health is close to releasing their newly revised strategy for long term care in the province.

Ms. McGrath does not anticipate the strategy to include any expansion plans for long term care facilities or increasing the number of long term care beds in the health centers. She speculates that the strategy will instead focus on alternative ways to provide long term care for the province's aging population, for example the dementia bungalows located at North Haven Manor in Lewisporte. These types of bungalows are normally funded by a public/private partnership.

Physician Recruitment & Retention

Gander remains an issue for the recruitment and retention of family physicians. Within the next 12 months there will be at least two more doctors retiring and one taking a maternity leave of absence. This loss will again put Gander at a disadvantage for family medical care. Ms. McGrath advised that although the number of physicians at both the Gander hospital and Grand Falls-Windsor hospital is comparable, Grand Falls-Windsor has almost twice as many family physicians working from private clinics than Gander. Council will continue to work with Central Health through the Physician Recruitment Committee to devise a solution to this problem.

Other Medical Staff Issues

Ms. McGrath reported that they have no major problems with the recruitment and retention of their nursing staff. However, staff in both diagnostic imaging and laboratory medicine are very difficult to obtain. This situation is likely to deteriorate as accreditation and licensing demands are becoming stricter and the programs only accept a small number of students each year.

Council advised that they would lobby the Provincial Government to open up more seats in the educational programs for diagnostic imaging and laboratory medicine.

The Committee thanked the Central Health representatives for attending the meeting and providing an update on issues in this region.

Press Release – GIAA Federal Funding

The Committee reviewed a press release from the Gander International Airport Authority inquiring as to the outcome of their request for funding for the resurfacing of its primary runway. The runway resurfacing project is a high priority for the Airport Authority as the future of Gander International Airport depends on it.

The Committee will have a letter written to our MHA, the Honourable Kevin O'Brien, urging him to work with both the Provincial and Federal Governments to ensure this funding becomes available.

Press Release – NLHC Renovations and Retrofits

The Governments of Canada and Newfoundland and Labrador are investing more than \$1 million in equally cost-shared renovation and retrofit funding for 183 Newfoundland and Labrador Housing social and community-based housing units in the Central region. The funding is being used for the replacement of exterior components such as roofing, siding, windows and doors, and interior components such as flooring, drywall, cupboards, counters and fixtures such as tubs, sinks and showers. Four units in Gander will receive upgrades under this funding.

CNA – Invitation to Consultation Luncheon

The Committee reviewed an invitation from the College of the North Atlantic to attend a special industry consultation luncheon session on Thursday, March 17th from 12:00 – 2:00 pm. The session is being hosted by the College's Office of Applied Research and will share ideas on applied research and innovation as key drivers of economic development and prosperity.

The Committee has requested a staff member to attend the luncheon and report back to the Committee. A consultation questionnaire, that will help guide the discussion, will also be completed and returned to the College before the luncheon.

Greenland Trade Mission

The Committee discussed the Provincial Government's initiative to open up air links, trade routes and services between Newfoundland and Labrador and Greenland. Staff will investigate if there are any ways for the Town of Gander and the airport to take advantage of this new partnership.

Atlantic Mayors' Congress – Economic Roundtable

The Committee reviewed a request from Greater Halifax Partnership to have someone from the Town's Economic Development Committee join the Mayor in Halifax for a roundtable discussion on economic development in Atlantic Canada. The event takes place on Wednesday, April 6, 2011 and the Committee is recommending that the Development Director attend with the Mayor.

C. Public Safety and Human Resources Committee:

The Public Safety and Human Resources Committee was held on March 11, 2011. The meeting was chaired by R. Anstey, Councillor. Other members present included: A. Scott, Councillor; S. Oram, Councillor; A. Lorette, Deputy Municipal Clerk; D. Brett, Fire Chief; W. Shearing, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY**Curbside Tunnels/Snow Forts**

Following Council's public service announcement on snow tunnels and forts and their inherent dangers, correspondence from a resident was reviewed that suggested a revision to the Snow Plan. The suggestion was to have an employee walking in front of the heavy equipment when blowing back the streets. This way, it will be much easier to spot any hazards such as children playing in snow banks and snow tunnels.

The Committee discussed the suggestion and noted that this was something the Town practiced in the past. The Committee would like to review the Snow Clearing Plan and determine why this procedure was changed. In the meantime, residents are once again reminded that children should refrain at all times from playing at the street side and in snow tunnels.

Status of Emergency Lighting at Community Centre

The Fire Chief addressed to the Committee his concern that there still is no permanent solution in place at the Community Centre following the failure of the emergency lighting system during Hurricane Igor.

The Fire Chief also noted that emergency lighting such as the temporary lighting that is in place is designed for normal occupancy loads, and not heightened occupancy such as that during a special event. With the season quickly winding up, it is imperative that this issue be resolved.

The Committee directed Management to follow up on this concern as soon as possible. Recent correspondence between the Fire Chief and the Director of Municipal Works suggest that all of the materials are now available to fix the issue. The Committee requested that a follow up report be prepared and presented at the next Public Safety Committee Meeting specifically detailing the plan that has been put in place to correct the issue.

Policy on Clearing Fire Hydrants

The Committee discussed the process of clearing fire hydrants following a snow fall as it was noted by the Fire Chief that there are locations around Town where hydrants are not cleared for a number of days. Concern was also raised that some hydrants around Town have yet to be cleared, and the last snow fall was well outside the current guidelines.

The Committee would like to bring the current Snow Clearing Plan back to Committee for review before making a recommendation to the Municipal Works Committee on avenues to increase public safety in this area.

Mobile Speed Sign

The Deputy Municipal Clerk forwarded a request from the Occupational Health and Safety Committee that the new mobile speed sign be used periodically in employee work zones when completing street repair. The Committee and Municipal Enforcement agreed to this request, and at times, depending on the other concerns around Town, the mobile sign, in addition to other signage, will be placed preceding work zones as an avenue to remind residents to slow down if they are entering the work area.

W. Shearing and D. Brett left the meeting at 4:10pm.

HUMAN RESOURCES

Employee Assistance Program

The Deputy Municipal Clerk presented a detailed breakdown of the services provided by the Employee Assistance Program that was included in the most recent round of Contract Negotiations and Memorandums of Understanding. It was noted that the cost for this service is \$1.89 per employee per month. A similar program would normally cost around \$5.00 per person per month. The Committee asked that prior to budget considerations for 2012, the Deputy Municipal Clerk look at options for the Volunteer Firefighters.

The Committee forwards this item to the Finance Committee with the recommendation to move forward with its implementation.

Seasonal Employee Training

Following a request from a seasonal employee for the Town to cover the cost of registration for an upcoming conference, Management requested the Committee review the current policy on Employee Education and Training Courses. It was the decision of the Committee that the Town was not in a position to fund conferences for seasonal staff at this time as there remained a number of other training priorities that would take precedence. The Committee discussed the value in professional development, but at this time, is not recommending a change to the policy.

Canadian Blood Services – Partnership for Life

In 2010, the Town participated in the Canadian Blood Services Partnership for Life. Town employees were permitted to participate in blood drives when they were here in Gander and the Town committed to contributing a minimum of 20 units of blood for the year. The Committee felt that participating in this cause not only supports our employee's volunteer initiatives but also the Community as every unit of blood donated could save the life of one of our residents. The Committee has agreed for employees to participate in this initiative once again for 2011.

Hiring Update

The Deputy Municipal Clerk provided the Committee with a hiring update. Currently two positions are advertised, one for Seasonal Engineering Clerk and the other for the upcoming permanent full time position of Purchasing Agent. It was noted that the new Maintenance Planner position is in the process of being reviewed and the Deputy Municipal Clerk will be forwarding a draft job description for the Committees review in the near future.

It is also anticipated that the vacant seasonal Municipal Enforcement Officer position will be advertised in the coming weeks. If anyone has any questions regarding upcoming positions with the Town of Gander, please contact Ashley Lorette, Deputy Municipal Clerk and Human Resources Supervisor.

D. Parks & Recreation Committee:

The Parks and Recreation Committee was held on March 9, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: D. Blundon, Councillor; S. Oram, Councillor; K. Waterman, Director of Parks, Recreation & Tourism.

The following items were discussed:

Off-Leash Dog Park Update

The Director reviewed a letter from the Paws Up for Dogs Committee. Even though they appreciate the assistance and support from Council for developing the Memorandum of Understanding (MOU), they felt it needs some revisions. They have reservations as to entering an agreement with respect to the following items in the MOU:

- a) The insurance policy arrangements. They feel that the facility at Raynham Ballfield should be covered under the Town's policy as any other municipal recreation infrastructure with full annual liability coverage.
- b) They feel the Town's operational commitment to the facility should be strengthened and would like three clauses added regarding repairing gaps in the fencing and emptying garbage bins.

Overall, they are asking Council to revisit these matters and recognize the dog park as any other municipal recreation area which facilitates many benefits and services to Gander residents.

The Committee felt that there was a fair amount of merit in the feedback from the Paws up for Dogs Committee and that Council should be supporting this volunteer group and assisting them to bring this facility to fruition. The Committee, after a lengthy debate and revisiting some of the emails received on the matter, would like to make the following motion:

Motion #11-055**Off-Leash Dog Park Update**

Moved by Councillor Lanning and seconded by Deputy Mayor Tucker that the draft MOU with the Gander Paws Up Dog Committee be modified and approved as follows:

1. Council provide insurance for the facility
2. Council carry out the necessary repairs to the facility fencing
3. Council empty the refuse units

The CAO said this item should go to Finance. His main concern is the liability for insurance. Councillor Scott said this is a different discussion than held last time.

The Deputy Mayor feels we have liability regardless, whether as a ball field or a dog park.

In Favour: 7 Opposing: 0

Decision: Motion carried.

School Hosting Guidelines

The Committee revisited the Tournament Hosting Policy and decided that the donations to the school tournament will follow the existing policy for the time being but that it be reviewed and a recommendation, if required, be ready by the fall. The guidelines for the schools should be assessed as per the donations for hosting events and other benefits such as the reciprocal arrangements for ice rentals.

Seniors of Distinction Awards

The Provincial Government is requesting nominations for the 2011 Seniors of Distinction Awards. The program recognizes and celebrates the contributions, achievements and the diversity of seniors throughout Newfoundland and Labrador. Five awards are presented annually. Information is available on the government website and the deadline for nominations is April 8, 2011.

Funding Requests

The following requests were approved under the Grants, Subsidies and In-kind Services Policy.

The Gander Lakers Swim Club for \$500. They will be hosting 2 – 3 meets this year with up to approximately 300 participants plus family members at each meet.

The Gander Golf Club for \$500. The Club will be hosting a Ladies' Invitational from July 1 – 3 and a Men's Invitational from July 15 – 17 and each tournament will see up 200 participants.

Gander Collegiate Boys Basketball Team for \$300. There will be three basketball tournaments this year with approximately 200 players.

Runway Running Club for \$200. The annual Gander race has been added to the Timex Road Race Series and winners will now advance to the National Competition. The registration for this race has increased over the years and now hosts over 100 athletes.

RCMP Constable's Amey & Hoey Memorial Hockey Tournament for \$200. This annual event started in 1967 and has been held in Gander for the last 11 years and will continue to do so in the years to come. The event has over 120 players and is held the third weekend in February each year.

Pamela Budden for \$125 under the Ambassador donation. Pamela was selected to the Newfoundland Special Olympics Team as a sit skier in the Para Nordic Section of the Canada Winter Games which were held in Nova Scotia in February.

The Gander March Hare (Eric's Time) for \$250. This is the 10th Anniversary of the March Hare and there will be approximately 200 participants between the main event and the schools.

Councillor Lanning left the Regular Meeting of Council due to conflict of interest.

The Central Peewee AAA Icepak Team won the Bell Aliant Peewee AAA Cup in February and has now qualified to represent Newfoundland and Labrador at the Atlantics in Halifax from March 24 – 27, 2011 and will receive \$500.

Councillor Lanning returned to the Regular Meeting of Council.

Tidy Towns 2011 Registration

The Committee reviewed the merits of registering for the 2011 Provincial Tidy Towns Program and felt that our community does carry out an extensive annual civic enhancement program. The program encourages joint partnership between our local volunteers and municipal resources. The registration fee is \$450.00 and judging is slated for mid to late July.

Motion #11-056

Tidy Towns 2011 Registration

Moved by Councillor Lanning and seconded by Councillor Blundon that the Town register as a participant in Tidy Towns 2011.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Civic Enhancement Update

The Chairperson gave a verbal update on a recent meeting held with the Town's Civic Enhancement Committee. The meeting was very productive and an extensive number of topics were discussed such as the upcoming spring planting program, priority projects and the memorial bench/tree program. One of the more pending issues was the amount of damage done at local parking lots. A review of the damage will be discussed at the Council meeting slated for early May.

The Directors of both the Parks & Recreation and Municipal Works Departments will sit on the Committee with the volunteer civic enhancement members which will allow for a better level of communication with the Town. A number of items that were discussed will be reviewed and reported on at the next meeting.

Land Purchase - 26 Forester

The Committee reviewed a request from the Municipal Works Department regarding the purchase of land adjacent to 26 Forester. The Department has no concerns with the sale of this property.

Volunteer Week 2011

The 2011 National Volunteer Week is scheduled for April 10th – 16th. The Town will be celebrating the contribution of local volunteers by signing a proclamation and announcing our Spirit Award recipients at the Council Meeting on April 6th. Local not-for-profit groups are asked to submit their volunteer nominations to the Town by emailing a brief resume to recreation@gandercanada.com or dropping it off at the Gander Community Centre.

E. Municipal Works & Services Committee:

The Municipal Works & Services Committee was held on March 10, 2011. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Invoices

The Committee reviewed one invoice for approval from Redwood Construction Limited. The Director advised that all goods and services were received as per the invoice submitted and the Committee recommends forwarding them to the Finance Committee for their recommendation.

Drinking Water Report

The Committee reviewed the 2010 Summer Drinking Water Quality Report for the Town of Gander. The first index that was looked at was the (Trihalomethane's) THM's and they were within the acceptable limit of 100 micrograms per liter. The recommended maximum acceptable limit is 100 micrograms per liter based on a running annual average of quarterly samples collected at the point with the highest potential THM levels. The running annual average for our community was 76.3 micrograms per liter.

The next indicator reviewed was the Haloacetic Acids (HAA's) which are compounds formed when source water containing natural organic matter such as decaying leaves and vegetation is treated with chlorine. The running average for HAA's concentration for the Town of Gander water was 93.4 micrograms per liter which slightly exceeds the recommended guideline of 80 micrograms per liter. This information has been forwarded to our supervisor of the Water and Sewer Department and any necessary adjustments will be made to bring that down to the recommended level.

This report will be available on the Town of Gander Website or for further information residents can go to the Provincial Website for the Department of Environment, Water Quality Portal. Quarterly samples are collected and the levels of these indicators are posted on that website.

Changes to Building Permit Package

There were two proposed changes to the *Building Permit Process Guide for New Residential and Commercial Buildings, Major Renovations and Extensions, Revised January 14, 2010*. The Committee recommends that the wording put forth by the Municipal Works Department to amend the Building Permit Process Guide be forwarded to Council for the first reading as follows:

- Safe access to construction sites must be provided to the Town of Gander Inspectors at all times. Planks over un-backfilled foundations, makeshift ladders to basements etc. will not be considered safe access. If necessary, Town of Gander Occupational Health and Safety officials may be called upon to determine safety requirements.

- If pre-engineered floor or roof systems are incorporated into the design of the building, stamped engineered drawings must be submitted for review and approval a minimum of two days prior to any inspection request. Framing/ Structural inspections will not be conducted until these plans are received and approved.

Tenders

The Committee reviewed the results of the tender for the supply and installation of two traffic light controllers. Three tenders were received and the Director advised that the lowest of the tenders that met specifications was submitted by **Lighting and Traffic Services**.

The Committee recommends that the tender for the supply of two traffic light controllers be awarded to **Lighting and Traffic Services** and refers the tender to the Finance Committee for its consideration.

Councillor Blundon questioned how long it will take to get work done. Mr. Blackwood stated the expected delivery was 6-8 weeks.

The Committee reviewed the results of the tender for The Use of the Town Landfill for Scrap Metal. Two tenders were received and the Director advised that the highest of the tenders that met specifications was submitted by **Central Metals Limited**.

In this instance the highest bidder is being recommended as the Town will be paid \$ 1280.00 per tractor trailer load of scrap metal collected at our landfill by Central Metals Limited.

The Committee recommends that the tender for the Use of the Town Landfill for Scrap Metal be awarded to Central Metals Limited and refers the tender to the Finance Committee for its consideration.

Alleyway Traffic, Town Owned Parking Lots

The Committee discussed the Town Owned alleyways behind businesses in the Town of Gander. One in particular, adjacent to Laurell Road, is being used as a thoroughfare for traffic and businesses are complaining that it is getting excessive use and they were being billed for snow clearing and maintenance of that property. They felt that it should not be a roadway.

The Committee discussed some mid-block dividers to prevent it being used as a thoroughfare and the possibility of closing off one end by the installation of curb and sidewalk to make it more of a parking lot than a roadway.

The Director advised that he would provide a drawing and a cost estimate for the scope of work involved in installing curb and sidewalk to the next Municipal Works and Services Committee meeting.

The Deputy Mayor questioned if the Town could also look at a divider in the middle. The Committee discussed it and felt that would create snowclearing issues.

Airport Boulevard Construction

The Committee discussed the Airport Boulevard construction proposed for summer 2011. The continuation of the Airport Boulevard upgrading and this year's limits will take us from the Airport Boulevard and Elizabeth Drive intersection up to and in front of Rogers Cable Building including road reconstruction, asphalt capping, new sidewalk and storm sewer. The Committee discussed the sanitary sewer in that area and whether the life expectancy of the sanitary would last through the expected life of the new infrastructure being put in place. The Director advised that he would investigate this and report back at the next meeting.

Deputy Mayor Tucker left the Council Meeting due to conflict of interest.

The Committee also considered the change and limits in construction on Memorial East reconstruction. It was originally planned from the intersection of Cooper Boulevard and Memorial Drive East through to the limits of the Town Boundary on the old Navy Site.

Due to a recent discussion with DND and their proposed changes for their property, some of that road would now be redundant.

The Committee discussed changing the limits of that construction or in fact cancelling or postponing that work for the 2011 construction season if it can be determined that the funds may be better spent in another, more heavily used, section of town.

The Director advised that they would discuss that within the department and determine if the funding can be transferred to another portion of the project and if in fact there would be time to complete engineering and be ready for the 2011 construction season.

Deputy Mayor Tucker returned to the Council Meeting.

All Saints Cemetery Committee, Meeting Report

A letter was received from the CAO, to Mayor and Council discussing a meeting with the Cemetery Committee in which the Director, Supervisor of Technical Services, and the CAO met with the Cemetery Committee in January 2011.

The Cemetery Committee had concerns that the number of residents paying for their churches is on the decline and they did not have the resources for maintenance. They were of the opinion that Council should assume maintenance of the cemetery and they also requested that Council plow the road to the old cemetery as residents are unable to visit their loved ones during the winter months. They do not have the resources for that either. They had also requested engineering services be provided in-kind for the construction work proposed for the upgrading and expansion of the All Saints Cemetery for the 2011 construction season.

The Committee considered these requests and concluded that the Town could not entertain assuming maintenance of the cemetery grounds or plowing the old cemetery road during the winter months but would provide the engineering in-kind services for construction design, work planning, and cost estimates for the proposed expansion and upgrade of the cemetery for 2011.

New Fire Hall, Change Orders to Date

The Committee had a general review of the change orders to date for the new fire hall. The proposed change orders were \$ 91,090.51 and approved to date was a total of \$ 31,736.93. The construction completion and hand over to the Town of Gander is on schedule and to date is still under budget by \$ 16,885.00.

F. Finance & Administration Committee:

The Finance & Administration Committee was held on March 15, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: A. Scott, Councillor; S. Oram; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Billing Date for Municipal Taxes

The Committee reviewed a memo from the Director of Finance regarding the billing dates for municipal taxes. Council's current practice which was changed last year was to bill from the vapour barrier date. It is creating significant problems for sales of property in that for new construction; the assessments are not completed when the majority of the sales are ready to go through. As a result lawyers can not get a clean standing of taxes for the sale. The Committee felt that taxes should be billed on occupancy. For homes not occupied for two construction seasons Council would bill taxes from the end of the second year. A formal policy will be brought forward at the next meeting.

Councillor Blundon left the Council Meeting due to conflict of interest.

Snow Clearing Town Owned Parking Lots

The Committee reviewed the status of the snow clearing of Town Owned Parking Lots. The Committee felt that it has made its point with regard to delinquent tax payers and it is serious about the issue. At this point, it is ready to recommend that Council once again direct the contractor to plow all the lots and fully expects the court case to be settled prior to the next snow clearing season.

Motion #11-057**Snow Clearing Town Owned Parking Lots**

Moved by Deputy Mayor Tucker and seconded by Councillor Anstey that the Town recommends clearing all of the Town Owned Parking Lots.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Blundon returned to the Council Meeting.

Invoices for ApprovalCAPITALAS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE MARCH 10, 2011

- | | |
|---|------------|
| 1. Redwood Construction | 209,445.53 |
| 01-000-0080-1812, Claim #10, New Fire Station | |
| Contract 4,609,856 Spent to Date 3,748,792 | |

OPERATING

- | | |
|---------------------------------------|-----------|
| 2. Von, Broadening Horizons | 12,878.90 |
| 00-430-1000-7140, Claim to 12/31/2010 | |
| Budget 40,000 Spent to date 26,170 | |

Total capital invoice for approval	\$209,445.53
Total operating invoice for approval	<u>\$12,878.90</u>
Grand total of invoices for approval	<u>\$222,324.43</u>

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

Motion #11-058**Invoices for Approval**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the invoices be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Gas Tax Program

The Committee reviewed a letter from the Provincial Government regarding Gas Tax. It indicates the Town should be receiving payment of \$420,278.73 in the near future.

Memo re Federal Gas Tax Funding

The Committee reviewed a memo from Robert Bishop, Director of Finance with the City of St. John's regarding the Federal Gas Tax Funding. In the past, under the Gas Tax Agreement, the Province had the authority to charge an administrative fee to come out of the Gas Tax Funds. It has not done so up until this year when it is started to take the administration fee out of the Gas Tax Program. The Urban Municipalities Group will be contacting Government asking them to reconsider the implementation of the administrative fee which will cost the Town of Gander \$22,425.

Municipal Assessment Agency

The Committee reviewed a letter from the Municipal Assessment Agency. They are looking for Council's support in approaching government for funding to implement a new software upgrade.

Motion #11-059**Municipal Assessment Agency**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the Town write the Provincial Government supporting the Assessment Agencies request for funding for software upgrade.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender for Alarm Monitoring Equipment

The Committee reviewed the tender results for Alarm Monitoring Equipment. One bid was received on the tender. This equipment is used to monitor alarm systems in various buildings throughout Town both Town owned and private and is wired directly into our Fire Hall:

Motion #11-060**Tender for Alarm Monitoring Equipment**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the Tender for Alarm Monitoring Equipment be awarded to Audio Systems Ltd. at a price of \$22,402.84 taxes inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender for Scrap Metal at Landfill

The Committee reviewed the tender results for the collection of scrap metal at the landfill. Two bids were received on the tender.

Motion #11-061**Tender for Scrap Metal at Landfill**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the tender for collection of scrap metal at the landfill be awarded to Central Metals Ltd. at a price of \$1,280 per tractor load.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender for Supply and Installation of Two Traffic Light Controllers

The Committee reviewed the tender results for the Supply and Installation of two Traffic Light Controllers and three bids were received.

Motion #11-062**Tender for Supply and Installation of Two Traffic Light Controllers**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that Lighting and Traffic Systems be awarded the tender for Traffic Light Controllers at a cost of \$32,836.67 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Memorandum of Understanding re 91 Construction Engineering Flight

The Town of Gander and the Department of National Defense have a Memorandum of Understanding with regard to the operation of 91 Construction Engineering Flight and the MOU has expired.

Motion #11-063**Memorandum of Understanding re 91 Construction Engineering Flight**

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the Mayor and Town Clerk be authorized to sign the MOU with the Department of National Defense for operation of the 91 Construction Engineering Flight, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Blundon suggested that we bring in the representatives from 91 CEF to sign the agreement at the next Public Council meeting.

Appeal Hearing Date for GIAA Tax Case

The Committee was advised that the Appeal Hearing Date for the Town's appeal of the decision on the valuation of the Airport is now scheduled for May 12, 2011. It had initially been scheduled for March 10, 2011.

Employee Assistance Program

During our negotiations, the Town agreed to implement an Employee Assistance Program for the staff. It has now received the price for providing the program which is \$20 per employee per year. In 2011, this will work out to approximately \$1,700 for the Town of Gander.

Motion #11-064**Employee Assistance Program**

Moved by Deputy Mayor Tucker and seconded by Councillor Anstey that the Town enter into an Employee Assistance Program with SHEPELL.FGI at an estimated cost of \$1,700 for 2011.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. **Other:**
None.

7. **ADMINISTRATION**
None.

8. **CORRESPONDENCE**
None.

9. **NEW BUSINESS**
Deputy Mayor Tucker noted the Women's Multicultural Food Festival will be held this Saturday at 10am at the Pentecostal Church.

10. ADJOURNMENT**Motion #11-065****Adjournment**

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

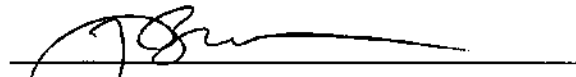
In Favour: 7 Opposing: 0

Decision: Motion carried.

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



Claude Elliott, Mayor



Garry Brown, Town Clerk