

MINUTES

Regular Meeting of Council Wednesday, April 27, 2011 @ 4:30 pm Council Chambers

Present:	C. Elliott	Mayor
	Z. Tucker	Deputy Mayor
	R. Anstey	Councillor
	D. Blundon	Councillor
	S. Oram	Councillor
	A. Scott	Councillor

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

Regrets:	N. Lanning	Councillor
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1. CALL TO ORDER

The Meeting was called to order at 4:35pm.

2. VISITORS/PRESENTATIONS

2011 Census Proclamation

The Mayor declared the week of May 9 to 13 as Census Week in Gander and called upon all residents to complete and return their census questionnaires online at www.census2011.gc.ca or by mail by Tuesday, May 10, 2011.

3. MINUTES FOR APPROVAL

Motion #11-080

Minutes for Approval

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that the Minutes from the Regular Meeting of Council on April 6, 2011 be adopted as presented.

In Favour: 6 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:

A. Tourism Committee:

The Tourism Committee meeting was held on April 19, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; K. Sceviour, Special Events Coordinator.

The following items were discussed:

537 Royal Canadian Air Cadets

A representative from the 537 Royal Canadian Air Cadets briefed the Committee on the upcoming 60th Anniversary Celebrations for the Squadron. The 537 Squadron is only 1 of 7 Squadrons in Canada to reach the 60th Anniversary milestone. Over 400 invitations to the weekend of celebrations have been sent out to former and current cadets and over 290 have replied with positive responses. Due to limited funds, the 537 Squadron are requesting a financial donation of \$1200.00 to help offset the cost of hosting a breakfast for the attendees.

The Committee agreed that this was a major milestone for the Squadron and the Town of Gander and that a number of people from the community have benefited from the organization throughout their 60 year history. The Committee felt that as this was an unbudgeted item that the funds would need to be reallocated within the Tourism budget. There is a projected savings in the advertising budget that can be reallocated to fund this request.

The Committee is requesting that the \$1200.00 be reallocated from the Tourism advertising budget and forwards the request to the Finance Committee for their consideration.

Festival of Flight

2007-2010 Festival Financial Statements

The Event Coordinator reviewed the 2007-2010 Festival of Flight financial statements with the Committee and a discussion regarding the overall cost of the Festival ensued. The Event Coordinator was asked to recommend ways to cut the costs of the Festival and after some discussion the following ideas were put forth for discussion.

- **Cancel the Beer Tent at Gander Day**

In the past 3 years the Beer Tent has cost the Town funds to operate. In 2010, the Town received 30% of the proceeds from the beer tent equaling \$427.00 and spent approximately \$800.00 to rent a tent to cover the bar area as requested by the organizers. This is a loss of over \$375.00 and does not include the staff costs associated with constructing the beer tent to the NL Liquor Board requirements.

Councillor Blundon asked if potential vendors have been contacted for 2011. The discussion continued and Deputy Mayor Tucker stated he is not in favour of eliminating this event and feels this is a small cost. Councillor Oram had questions on the finances and the Town Clerk responded.

- **Purchase Festival Buttons from different source**

In 2008 and 2009, the Town purchased the Festival of Flight buttons from the special needs class at Gander Collegiate. Due to complications in 2010, the buttons could not be made by Gander Collegiate and were outsourced to Special Gifts, a local business. The button quote was approximately \$2138.00 cheaper than in past years.

Festival of Flight Public Meeting

The Town of Gander will be hosting a Pre-planning Session for the 25th Anniversary of the Festival of Flight at the Town Hall on Wednesday, May 4, at 7 p.m. The general public is invited to bring along ideas and suggestions for events they would like to see at the 2011 Festival. If you plan on attending, please contact the Parks, Recreation and Tourism Department at 651-5927 to RSVP.

This is the 25th year for the Festival and there is a Committee struck for the planning and preparation. These members will be contacted and involved in the public meeting process.

Flight Event – Canadian Aerobatic Team Quote

The Event Coordinator has been working to incorporate more flight in the Festival. A quote from the Canadian Harvard Aerobatic Team was received and reviewed by the Committee. Unfortunately, the quote is outside the budgeted amount for the flight activity. The Event Coordinator will contact the group to thank them for their time and inform them their quote was not successful.

Rick Hansen 25th Anniversary Man in Motion World Tour Update

The Rick Hansen 25th Anniversary Tour will be coming to Newfoundland in August 2011. Anyone interested in becoming a medal-bearer for the Rick Hansen Relay should check out the website www.rickhansenrelay.com to apply.

Targa Newfoundland – Community Centre Building Rental

An email from Targa Newfoundland regarding the rental cost of the Gander Community Centre was reviewed by the Committee. The Committee felt that the current rental rate charged Targa for their rental of the facility in September for the car show was appropriate and would not be changed. This item is forwarded to the Finance Committee for their consideration.

Naming of the Streets and Buildings Policy

The Committee discussed the Street Naming Policy and the following proposed amendment will be placed in the Beacon to solicit comments from the general public.

The guidelines for names would include pilots from the local airline carrier, Eastern Provincial Airways, to honour their role in the development and recognition of Gander within the aviation industry.

If no comments are received, the amendment will be forwarded to Council for a second reading.

Councillor Scott noted that he had proposed a suggestion in a previous meeting and would like that suggestion considered.

Advertising/Funding Requests

The Committee reviewed the following requests:

Miss Teen Central Newfoundland – The Miss Teen Central Pageant Committee requested a \$450.00 donation to help offset the cost of hosting their pageant in Gander and to assist the winner of the competition with expenses to enter the Miss Teen Newfoundland and Labrador Pageant. The request was not approved because it does not fit the current donation policy.

Newfoundland and Labrador Association of Fire Services - The NL Association of Fire Services requested funding to help offset the costs of hosting for their upcoming convention in Gander. There was a split vote on this request; therefore, the Committee does not have a recommendation for Council.

Motion #11-081

NL Association of Fire Services Donation

Moved by Councillor Anstey and seconded by Councillor Scott that a \$500 donation be given to the NL Association of Fire Services to help offset the costs of hosting their upcoming convention in Gander.

In Favour: 5 Opposing: 1

Councillor Oram noted his opposition as he feels Council is giving away taxpayers money.

Deputy Mayor Tucker stated that conventions are a big part of our economy and the Town has funds budgeted to promote this. Overall, this is good for the community as a whole.

Decision: Motion carried.

Targa Newfoundland Advertisement – Wanda Cuff Young Inc. requested an advertisement from the Town of Gander for Targa's 10th Anniversary Booklet. This request was not approved as it is not budgeted in the Tourism advertising plan.

Transcontinental Provincial Vacation Guide – A request for advertising for the Provincial Vacation Guide was reviewed. There was a split vote on this request; therefore, the Committee does not have a recommendation for Council.

Since the Committee meeting, there was an understanding from Finance that if Destination Gander was not paying for this then the Town would. The Finance Committee gave direction and the deadline has passed. This is a Festival ad and has been placed.

Municipal Awareness Day

Municipalities Newfoundland and Labrador has proclaimed May 18th, 2011 as Municipal Awareness Day. The Committee agreed that the Town should participate and the Event Coordinator will contact the Deputy Municipal Clerk to see if there are any plans already in the works.

Festival of Flight – Photo Contest

The Committee reviewed an email from the Gander Photography Group suggesting that the Festival of Flight could include an aviation theme photo contest. The Photography Group could assist the town with judging the submitted photos and the guidelines or rules for the contest. The Committee thought this suggestion was a great idea and the Event Coordinator will contact the Photography Group to discuss this.

B. Economic & Social Development Committee:

The Economic & Social Development Committee was held on April 19, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: N. Lanning, Councillor; J. Turner, CAO; A. Crummey, Development Officer.

The following items were discussed:

Unified Family Court

With reference to Council's query as to the Federal Government's intentions for a Unified Family Court judge in Central Newfoundland, the Committee reviewed correspondence from approximately two years ago. At that time, the Minister of Justice advised our MP, Mr. Scott Simms, that the federal government was not currently contemplating an expansion of the existing Unified Family Court in Newfoundland and Labrador.

The Committee has instructed staff to write the Minister of Justice following the May 2nd federal election to inquire once again about a Unified Family Court for this region of the province. The letter will be copied to both our MP and our MHA.

Letter to MHA re Physician Shortage

The Committee reviewed a letter to our MHA, Minister Kevin O'Brien, from two concerned citizens regarding the number of general practitioners in the Town of Gander and the difficulty family's face in obtaining a doctor. Council remains concerned with the lack of family doctors in our community and a letter will be written to Minister O'Brien urging him to respond to these citizens and address their concerns.

Boeing B787 Dreamliner

The Town of Gander and Gander International Airport were very pleased to play host to one of the most advanced aircraft in the world during the weekend of April 1-3.

The 39 Boeing and FAA guests met with Mayor Elliott and received a welcome gift from the Town of Gander. Gander International Airport has a reputation as a testing site and proving ground for many aircraft, including the Concorde and other Boeing jets.

Building Statistics

The Committee reviewed the building statistics for the first quarter of 2011 and was very pleased with the substantial increase in new residential units over 2010. There were 15 permits issued for new residential units from January 1st to March 31st, 2011 with an estimated value of \$2,647,140. During the same period in 2010, 5 permits were issued with an estimated value of \$1,008,105.

The total number of building permits issued in the first quarter for 2011 is 50, with an estimated value of \$3,424,545. For the same period in 2010, there were 36 permits issued with an estimated value of \$1,887,416.

Street Paving in New Subdivisions

The Committee briefly discussed the Town's current *Development Agreement* for new subdivisions and how it pertains to the paving of new streets. There has been recent concern from new homeowners regarding this and the Committee is requesting that the Municipal Works Department examine our current policy on paving and curbing when they conduct their upcoming review of the Subdivision Development Agreement.

It was noted that a discussion on when the street signs go up also occurred.

Increased Revenues for Gander International Airport

The Committee reviewed a news article which states the Gander International Airport Authority has posted its best operating results since it took over operations of the airport in 2001. The Committee is extremely pleased with the growth in passenger traffic and the airport's success in attracting new routes.

A letter will be written on behalf of Council congratulating the Airport Authority on this significant achievement.

C. Public Safety and Human Resources Committee:

The Public Safety and Human Resources Committee was held on April 18, 2011. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; J. Turner, CAO; G. Brown, Director of Finance; A. Lorette, Deputy Municipal Clerk; D. Brett, Fire Chief; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

OHS Inspection Report

The Committee was advised that an anonymous complaint was received regarding the renovations that were taking place in the engineering department and that the provincial OHS inspector responded with a spot inspection. The Town Clerk accompanied the inspector and the Town is very pleased to report that the inspector found no deficiencies with the working conditions and commented on how pleased he was with the OHS documentation available.

WHSCC

The Workplace Health, Safety and Compensation Commission quarterly report was reviewed by the Committee. It was noted that the Town's claims costs are greater during this quarter than this same period in the previous year. It was noted that this can be mostly attributed to one particular claim.

Hazmat Training

The Fire Chief was pleased to announce that training for Town fire fighters on the use of the Hazmat equipment has begun. Following 9/11, the province invested in Hazmat equipment across the province with Gander being one of the locations for the equipment. Until now, the Town has not been able to make use of the Hazmat trailer pending provincial training. Following the completion of the training sessions, the Hazmat trailer should be operational by mid May. The training is being offered to nine fire fighters at present, both volunteer and paid.

Gander Academy- Traffic Safety

The Committee discussed the ongoing concerns with traffic congestion and the public safety hazard this creates at Gander Academy. It was noted that the Town had written the School Board in the past regarding potential solutions to these concerns, but the School Board has yet to schedule a meeting with the Town to discuss.

Municipal Enforcement Officer Fudge noted the School Board may be in the process of moving forward with a solution. The Town will contact the School Board to get an update on their progress.

Ticketing Rates

Municipal Enforcement noted that Council previously passed changes to the rates for parking tickets, but that the Provincial Court has not been notified of these changes and therefore have not implemented the increases. Administration will write the Justice Department notifying them of the change so the rates are charged.

Funding for Fire Truck

The Committee discussed the recently announced ladder truck funding from the Provincial Government. The Committee is very pleased to see this worthwhile investment in our Community. A memo from the CAO was reviewed indicating that Fire and Emergency Services will be issuing the Tender for the acquisition of this vehicle and that the Province will be creating the specification.

The Fire Chief noted that he was in possession of the intended specifications and was in the process of making his notes and recommendations on any necessary changes.

Taxi Inspections

It was noted that Taxi Rate schedules are not available in all vehicle windows as per the Regulation. Municipal Enforcement noted this may be an issue of sticker availability. Additional decals will be ordered and all Taxi's will be notified of their continued requirement to post rates visibly in each vehicle.

Municipal Awareness Day

In preparation for the upcoming Municipal Awareness Day, scheduled for May 18, 2011, the Committee discussed this year's plans to engage the community. It was noted that last years event was a huge success with the school aged children and the Town would like to again offer this fun filled day. Preparations will begin for this year's event to take place once again at the Gander Community Centre parking lot. All residents are welcome as the Town showcases some of the many services the Town provides to the residents.

HUMAN RESOURCES**Employee Education and Training Courses**

The Committee noted that following the last round of changes to the non union memorandum of understanding, a provision was added to bank travel time on weekends and holidays. This is inconsistent with the written policy and therefore must be amended.

Motion #11-082**Employee Education and Training Courses**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that Section two, other guidelines number three in the Employee Education and Training Courses, Policy number P007 be amended to read:

"Bonus time will not be granted for travel time unless otherwise indicated in an applicable employee MOU."

Councillor Scott stated he is voting against the motion as he feels there should be consistency and this treats employees differently. Councillor Blundon stated will also be voting against the motion.

Deputy Mayor Tucker noted that if this was our position then we should open up union negotiations as this addresses different benefits negotiated between different groups. Each part of the organization has the opportunity to identify what benefits they would like to see afforded to them.

There was a lengthy discussion on the issue and the item was called to question.

In Favour: 4 Opposing: 2

Decision: Motion carried.

Telephone Answering

The Committee discussed the suggested changes to the Town telephone answering service. It was noted that at times it can be frustrating for residents to proceed through the lengthy answering service before being directed electronically to their needs. The Committee was in agreement to change the current answering system to include an option to leave a message initially or be forwarded to the departmental listings.

Vehicle Allowance Policy

The Committee reviewed the Vehicle Allowance Policy to determine if current organizational needs have changed from the intent of the policy. The item is referred back to management for a recommendation and will be reviewed again at the next Committee Meeting.

Vehicle Selection

Following a recent Occupational Health and Safety Committee meeting, it was recommended that the current practice of purchasing trucks be amended. At present, a vehicle is used initially for light use, and then when a replacement vehicle is available, the older vehicle is moved into a heavier environment. This tends to increase the life of the vehicle, but the employees note this is not always the best scenario for working projects.

The Committee noted that although this seemed practical, it did not comply with the current policy. The Committee directed administration to adhere to the current policy in future vehicle purchases.

Facebook

The Committee discussed the content being posted to the Town Facebook site and questioned whether a response oriented page was the intent of the site. The Committee has referred this item to Management for a discussion to be forwarded to Economic Development for any necessary changes.

D. Parks & Recreation Committee:

The Parks and Recreation Committee was held on April 18, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; A. Scott, Councillor; C. Elliott, Mayor; J. Turner, CAO; K. Waterman, Director of Parks, Recreation & Tourism.

The following items were discussed:

Delegation – Gander & Area Snowmobile Association

Representatives from the Gander & Area Snowmobile Association attended the meeting and provided the Committee with background information on their club's operations with respect to their relationship with the Newfoundland & Labrador Snowmobile Federation (NLSF). This relationship has deteriorated over the past years due to concerns with the trail fee system, maintenance issues and an inconsistent allocation of funds by NLSF to the central region.

Overall, the resources and economic value of the sport has been in question over the past years. He noted that snowmobilers across the province are disappointed with the lack of support for central trails and would like to see if a meeting can be organized by central communities and interested groups to discuss this critical issue. As well, they would like to have the support of municipal councils to be a part of the review process.

The Chairperson thanked the delegation for their presentation and asked that they keep the Committee updated on their progress.

The Committee would like to see an improvement in the grooming of the trails and will be writing the NLSF to invite them to meet with the local snowmobile association from this area to determine how improvements can be made.

Deputy Mayor Tucker stated that this was a very informative meeting but it is imperative to our local economy that these two groups get together. The Town has done their part and made improvements in our local trail around Town. The community interests such as the Gander and Area Snowmobile Association need to get together with the Newfoundland and Labrador Snowmobile Federation.

Civic Enhancement Committee Update

The Director gave an update on a recent meeting with the Civic Enhancement Committee. The Committee was asked to discuss the following:

- a. approval of the tree tender for 2011
- b. specifications for planting trees, resources and timing

- c. possibility of reallocating extra funds required for tree planting from the civic special project funding
- d. organizing a special Community Clean-up Campaign by the Committee.

The next full Committee meeting will be scheduled for mid-May.

Councillor Oram noted his concern with the tree tender. He stated that the Town is planting them in areas where they don't belong and wasting \$15,000 a year and Council should look at our tree plan.

Councillor Blundon noted that it would be a great overstatement to say that all the trees the Town is planting are going to waste.

Council noted that some maintenance will always be required especially until the trees are able to mature. It was noted that people criticize the downtown core for looking too industrial and planting trees was one of the options to create an environment that is inviting.

Councillor Oram asked if we can get trees that are indigenous to Newfoundland and can the Town assure that the trees that are selected are suited for the environment they are placed. Councillor Oram was responded that we do take a considerable amount of time to ensure the trees are suitable and in selecting a vendor must comply with the Public Tender Act.

Councillor Anstey thinks it is a great project. It was noted that in the long term this is a lot more beneficial for Gander even though there might be some minor loss due to damages in the interim. A lengthy discussion on the issue ensued.

Community Recreation Development Grant Application

The Community Recreation Development Grant application was received. This annual grant is designed to assist communities in providing accessible, inclusive, active living and leisure programs and services while promoting the benefits of a healthy and active lifestyle. The Town of Gander is not eligible but it was noted that the local sport and recreation groups, where possible, should take advantage of these programs with the concurrence of the municipality.

Jack Lee NFLD Blizzard Hockey Program - Contract

The Director was asked specifics on the request from Mr. Lee to extend his summer hockey training and skills camp for another five (5) years. The Director suggested that the contract be reviewed further and brought forward at the next Committee meeting. It was noted that Mr. Lee's contract is still in effect for this August.

There was a lengthy discussion on contractual issues.

Funding Requests

The following requests were reviewed under the Grants, Subsidies & In-kind Services Program:

Ms. Emily Bland re Miss Teen Canada-World 2011 Pageant asked for funding to help with expenses for the pageant. The request was not approved because it does not fit the current donation policy.

The Royal Canadian Mounted Police were approved for \$150 towards hosting the annual RCMP Vic Lundrigan Softball Tournament in Gander from June 10 – 11, 2011. There will be approximately 60 participants over the two day tournament.

Splash Pad Operations Planning

The Committee was updated by the Director on the planning for the splash pad operations. A number of points were discussed regarding staffing, maintenance and daily monitoring. The Director expressed his concerns with the decision in the budget that would see the splash pad operated without staff to supervise the facility. He had concerns that there are several regulations put in place, to allow the users to enjoy the facility in a safe manner. The Director will assess last year's Coordinators report but the Committee recommended that the facility be operated without attendants. This particular change from last year will be monitored on a daily basis to make sure safety and maintenance needs are not compromised.

The CAO stated that this is a facility with rules and without staff who is going to enforce regulations and for the children of Gander to enjoy.

The Director of Parks, Recreation and Tourism noted his firm opposition to opening the splash pad without a staff resource due to the potential for damage and liability.

Motion #11-083

Splash Pad Operations Planning

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon to open the splash pad during the summer months from 10am – 7pm seven days a week.

In Favour: 6 Opposing: 0

Decision: Motion carried.

TD Green Streets Program

The Department received notification from Toronto Dominion Green Streets that the Town's application for funding was not approved for the 2011 program. The Town will reapply next fall for the 2012 program.

Gander Minor Hockey Association

The Minor Hockey Association wrote addressing the early closure of the Community Centre and the loss of ice time for their upcoming Provincial Pee Wee Tournament.

They are estimating a potential loss of revenue and increase in expenses to move the tournament to another arena in Glovertown and are requesting a donation from the Town because of this situation. The Committee was sympathetic but felt that the turn of events were unforeseen and the Committee could not recommend a donation to the group.

Catering Contract

Councillor Scott noted that the Catering Contract was not in the minutes and the Director of Parks, Recreation and Tourism stated that it is currently out for Tender.

E. Municipal Works & Services Committee:

The Municipal Works & Services Committee was held on April 20, 2011. The meeting was chaired by R. Anstey, Councillor. Other members present included: D. Blundon, Councillor; N. Lanning, Councillor; J. Turner, CAO; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Grading Policy

The Committee had a lengthy discussion on the proposed changes to the grading policy. At this time, the Town is not willing to entertain an increase to the grading deposit held for buildings that were constructed during the winter months and are unable to meet the required grading due to adverse weather conditions or snow on the property. The direction will remain status quo with regards to the grading policy.

There was one change, which was discussed at a previous committee meeting. This was Part II of the grading policy which stated, "If an adjacent lot is undeveloped, the grades must meet the Lot Grading Plan within 150 mm." This statement will be replaced with the following:

"If an adjacent lot is undeveloped, the grades must be within +/- 100 millimeters of the design elevation as indicated on the lot grading plan with calculations based on 100 millimeters of topsoil and 50 millimeters of asphalt driveway".

WHEREAS the original proposed grading policy change stated "If an adjacent lot is undeveloped, the grades must meet the Lot Grading Plan within 150 mm."

AND WHEREAS it is to be replaced with *"If an adjacent lot is undeveloped, the grades must be within +/- 100 millimeters of the design elevation as indicated on the lot grading plan with calculations based on 100 millimeters of topsoil and 50 millimeters of asphalt driveway".*

BE IT RESOLVED THAT that this change be approved as presented.

Motion #11-084
Grading Policy

Moved by Councillor Anstey and seconded by Councillor Blundon that this change be approved as presented.

In Favour: 5 Opposing: 1

Decision: Motion carried.

Vacant Lots – Forester Road

The Committee reviewed three pieces of property on Forester Road which had been recommended for sale.

1. 74 Forester Road was originally reserved as a roadway for access to the land between Forester and Magee Road, which has since been sold. This is a large lot and has been fully developed by Golden Years Estates. This makes the road access redundant and the vacant lot would be better suited as a residential lot. The Committee recommends that this lot be sold.

This item is being referred to Finance for consideration.

2. 52 Forester Road was also reserved as a road right of way, however, this one is not being recommended for sale at this time as the property directly behind has not been finalized for sale yet.
3. A small section of property directly adjacent to 26 Forester was previously discussed at Committee and it was agreed that the Engineering Department had no objections to the sale of this property as proposed by the Finance Department.

Thomas Howe Demonstration Forest, Snow clearing

The Committee reviewed a letter from the Department of Transportation and Works, regarding the towns request for assistance on behalf of the Thomas Howe Demonstration Forest Committee, for snow clearing along the TCH in front of their parking lot. The Town had already written the Demonstration Forest Committee advising that that the Town of Gander could only continue with the current level of assistance, which was the clearing of their lot, after all other streets, parking lots, fire hydrants etc. had been cleared of snow. This correspondence indicates that the Department of Transportation and Works does not wish to take on this liability and wish to pass along their regrets.

Sidewalk Maintenance and Identification of Trip Hazards

The Committee agreed that since spring is here and the snow is cleared off the sidewalks, it is a good time to advise the public that this year the Town has budgeted money for sidewalk maintenance for safety hazard repairs and also for sectional repairs. We encourage our citizens while out walking to help the town identify problematic areas by contacting us via our website or by calling the Municipal Works and Services Department at 651-5915 identifying the street name and civic address of problem areas.

In addition, the Director will write a letter to Canada Post asking that they notify their letter carriers of this request for identifying problem areas.

HRV Locations in Attached Garages

A discussion took place on the installation of HRV units in residential homes and the fact that some installers were placing these units in attached garages which is a potential hazard. Currently, in the National Building Code, Section 932, under Ventilation, this issue is addressed although it does not state that they cannot be installed there. It rather states, that "air distribution supply and exhaust systems shall be sized, fabricated and installed in accordance with good practice and suppliers instructions where available.

The Town Building Inspector felt that this was somewhat of a subjective description and given the magnitude of the safety hazard that exists, encourages the town to bring in a regulation that would state that Mechanical Ventilation Units serving residential properties shall not be installed or mounted in an attached garage of that residence. This would prevent carbon monoxide from being pulled into this system from a carbon based fuel burning item in the garage and circulated into the home.

This issue will be further investigated and a recommendation made to Council.

Water Quality Control Committee

As a result of correspondence from the CAO and Mr. Robert Turner of the Government Services Center, it was discussed that this was a valuable committee which had disbanded when the former Director had left his position with the Town of Gander and both the Town's CAO and Mr. Turner suggested that it would be worthwhile for the present Director to re-instate the Committee. The former Committee members have been contacted and advised that a meeting has been scheduled for May 5, 2011.

Maintenance of Old Cemetery Road

Last year the Committee met with Mr. Eric Dawe who raised concerns over the condition of the old Cemetery Road and the Silent Witness Memorial road. The Committee discussed that weather conditions now allow for the upgrading of these roads and the Director will communicate with the Municipal Works Department a plan to have this work completed and the road graded.

Suggestion from a Resident- Via Facebook

The Committee discussed correspondence from a resident who made a suggestion to the Town that street line painting be done early in the morning before traffic gets moving. He also suggested that busier sections of town such as the coffee shops be done first in the morning to avoid the high traffic around work crews.

The Street line painting crew does in fact start at 6:00 am during the summer months and makes every effort to target the busier sections of town before traffic gets too heavy. This line painting procedure has been communicated to the resident and the Committee thanks him for the suggestions.

Councillor Oram questioned if this can be completed during the night as he felt it was a more safe and efficient option. The Deputy Municipal Clerk responded that there was a discussion on this issue in the most recent meeting of the joint Occupational Health and Safety Committee and employees will be meeting with the Occupational Health and safety Advisor to discuss options for amending this procedure. Some changes may be able to be made in 2010, however to complete this work safely under the cover of darkness, additional resource materials may be required.

Post Boxes in front of Fire Hall

The Chair suggested that Canada Post be contacted to request the removal of the post box in front of the fire hall. The Director will contact them explaining that this could pose an operational problem and safety hazard for the trucks when responding to an emergency call.

Welcome to Gander Signs

The Town has established new Welcome to Gander signs and has started to remove the old signs located at various locations at the entrances to town. Prior to these being removed letters were written to the sponsors of the old signs who have their smaller placards attached at the bottom of these signs on the same post. These sponsors were advised of the town's intent to replace the old Welcome to Gander signs with new MADD signs, supplied by Mothers against Drunk Driving and were encouraged to contact the Municipal Works Department if they had any objections. They were also encouraged to inspect their respective placards for deterioration and make any necessary repairs. To date there has been no objections raised and several of these signs have been changed.

Councillor Blundon thought these should be removed and placed in another place in Town as they are becoming unsightly. The suggestion was to replace the old signs with new directional signs to all say Welcome to Gander.

Councillor Anstey reiterated that is what the Town is doing and maybe the Town can look at a separate sign post and other location options.

F. Finance & Administration Committee:

The Finance & Administration Committee was held on April 21, 2011. The meeting was chaired by A. Scott, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; C. Elliott, Mayor; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Invoice for Approval**OPERATING**

- | | |
|--|-----------|
| 1. Municipal Assessment Agency Inc. | 34,198.25 |
| 00-120-1000-7200, Assessment fees second quarter | |
| Budget 139,000 Spent to date 34,198 | |

Total operating invoice for approval

\$34,198.25

The Director of Finance advised that the invoice was within Budget and meets the Policies of the Town of Gander.

Motion #11-085

Invoice for Approval

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Disposal of Assets

The Committee discussed the Disposal of Assets Policy specifically with regards to used firefighting equipment. The Committee felt that in the case of firefighting equipment that is declared surplus it would be offered to the Fire Departments that the Town has a Memorandum of Understanding to share services and transferred to one of these Departments that expresses an interest. Should none of these Fire Departments have an interest then the normal tendering process would be followed.

Motion #11-086

Disposal of Assets

Moved by Councillor Scott and seconded by Councillor Anstey adoption of the revised Sale of Surplus Assets Policy, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Funding for New Ladder Truck

The Committee reviewed a letter from the Provincial Government offering funding for the purchase of a new ladder truck. The Province will cost share 70% of the cost to a maximum of \$705,823.00. The Committee would like to thank the Province for agreeing to cost-share this project as it is desperately needed.

Motion #11-087**Funding for New Ladder Truck**

Moved by Councillor Scott and seconded by Councillor Anstey that Council accept the Provincial Government's offer for Municipal Capital Works Funding for Project #FES-NL10012.

Councillor Blundon suggested that a resource person go on site before the vehicle is selected. The Chief Administrative Officer stated that currently this vehicle could be demo or new, if it is a demo the Town has suggested that the department go and look at the vehicle in person and if it is a new vehicle, the Town visit the manufacturing site and make sure a representative is present upon delivery.

There being no further discussion, the motion was called to question.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Purchasing Policy Amendment

The Director of Finance advised that he would like to modify the Purchasing Policy with regard to how bills for Utility Services are processed. It was being done in order to increase the efficiency of providing financial statements to the Departments and Council.

Motion #11-088**Purchasing Policy Amendment**

Moved by Councillor Scott and seconded by Councillor Anstey the adoption of the proposed amendment to the Purchasing Policy, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Committee reviewed six residential tax reduction applications which have been submitted in accordance with Council's policy on tax reductions for residential property. The Director advised that the applications met the requirements of Council Policy and recommended approval.

Motion #11-089**Property Tax Reductions**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that the six property tax reduction applications be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Land Sale – CNR Distributors Ltd.

The Committee reviewed the Deed of Sale for land to CNR Distributors Ltd. on Gilmore Place.

Motion #11-090**Land Sale – CNR Distributors Ltd.**

Moved by Councillor Scott and seconded by Councillor Scott that the Town sell 1,890 square metres of land to CNR Distributors Ltd. at a cost of \$40,834.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Provincial Budget

The Committee reviewed a memo from the Director of Finance regarding the Provincial Budget impact on the Town of Gander. The Committee was very pleased to note that there is additional money in Municipal Operating Grants in our case it will be \$32,840. The change to the payroll tax will also result in the Town saving \$4,000 per year.

The Committee was particularly pleased to see the amount of investment in Capital Works for Municipal Government. It is anxious to see which of its projects have been approved. Council would like to commend the Government on its Budget particularly with regard to the funding provided to Municipalities.

Sale of Land on Forester Street

The Committee reviewed a memo from the Director of Municipal Works with regard to the vacant lot at 74 Forester Street. There is a building lot there as a result of a road reservation which was eventually decided not to be used.

Motion #11-091**Sale of Land on 74 Forester Street**

Moved by Councillor Scott and seconded by Councillor Anstey that the Town advertise for sale by public tender the building lot at 74 Forester Street.

In Favour: 6 Opposing: 0

Decision: Motion carried.

There is also some vacant land adjacent to 26 Forester Street that Municipal Works is recommending for sale.

Motion #11-092**Sale of Land Adjacent to 26 Forester Street**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that 600 m² of land adjacent to 26 Forester Street be added to the land bank for sale.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tourism Budget Reallocation Request

The Committee reviewed the Budget Reallocation Request from the Tourism Department. They are requesting that \$1200 be reallocated from their Advertising Budget towards their Hosting Budget. These funds will be used to assist the 537 Royal Canadian Air Cadet Squadron in their 60th Anniversary Celebrations which were planned in Gander this year. The Committee would like review the Budget for the event before deciding on the actual amount to be granted to the Air Cadet Squadron.

Motion #11-093**Tourism Budget Reallocation Request**

Moved by Councillor Scott and seconded by Councillor Anstey that Tourism be permitted to reallocate up to \$1200 from its Adverting Budget to its Hosting Budget.

Councillor Blundon stated that the Air Cadets have been very kind to our community over the years.

Councillor Oram stated that \$1200 includes the \$350 previously approved so it is only an additional \$850.

In Favour: 6 Opposing: 0

Decision: Motion carried.

G. Other:
None.

6. **ADMINISTRATION**
None.

7. **CORRESPONDENCE**
None.

8. **NEW BUSINESS**

Tenders

Request for Proposals – Wireless Wan

The Town put out a proposal call for provision of a Wireless Wan to connect several municipal buildings and three proposals were received. The preferred bidder is HiTech Communications.

Motion #11-094

Request for Proposals – Wireless Wan

Moved by Councillor Scott and seconded by Councillor Blundon that the contract to provide a Wireless Wan be awarded to HiTech Communications at a price of \$9,881.85, HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Oram left the meeting due to conflict of interest at 6:28pm.

Tender – Airport Boulevard Reconstruction Phase II

Tenders were called for Phase II of the Airport Boulevard Reconstruction project and three bids were received. B & M Paving (1983) Ltd. was the lowest bidder.

Motion #11-095**Tender – Airport Boulevard Reconstruction Phase II**

Moved by Councillor Scott and seconded by Councillor Anstey that the tender for Phase II of the Airport Boulevard Reconstruction project be awarded to B & M Paving (1983) Ltd. at a cost of \$667,013.85, HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Oram returned to the meeting at 6:29pm.

9. ADJOURNMENT**Motion #11-096****Adjournment**

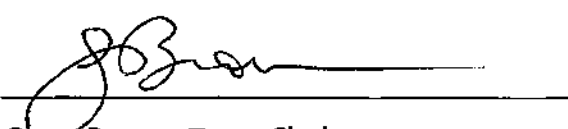
There being no further business, it was moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the meeting be adjourned.

In Favour: 6 Opposing: 0

Decision: Motion carried.

There being no further business, the meeting adjourned at 6:30pm.



Claude Elliott, Mayor

Garry Brown, Town Clerk