

# **MINUTES**

## **Regular Meeting of Council Wednesday, May 18, 2011 @ 4:30 pm Council Chambers**

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

### **1. CALL TO ORDER**

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

### **2. VISITORS/PRESENTATIONS**

#### **Municipal Awareness Day Proclamation**

The Mayor declared May 18<sup>th</sup>, 2011 as Municipal Awareness Day in the Town of Gander in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

#### **Jumpstart Proclamation**

The Mayor proclaimed May 28<sup>th</sup>, 2011 as Jumpstart Day to give all kids a sporting chance as one in three Canadian families cannot afford to involve their children in sport or recreational activities.

**3. MINUTES FOR APPROVAL****Motion #11-097****Minutes for Approval**

Moved by Councillor Blundon and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on April 27, 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. Public Safety and Human Resources Committee:**

The Public Safety and Human Resources Committee was held on May 9, 2011. The meeting was chaired by S. Oram, Councillor. Other members present included: C. Elliott, Mayor; A. Lorette, Deputy Municipal Clerk; D. Brett, Fire Chief; W. Shearing, Municipal Enforcement Officer.

The following items were discussed:

**PUBLIC SAFETY****Fire Hall Opening**

The Committee discussed the preparations for the upcoming opening of the New Fire Hall that is tentatively scheduled for June 17, 2011. Staff are currently working on scheduling this event with our funding partners and an official announcement will be made soon.

**Invoices for Approval**

The Committee reviewed two invoices for approval. The Deputy Municipal Clerk advised that all goods and services were received as per the invoices submitted and the Committee recommends forwarding them to the Finance Committee for their recommendation.

**Speed on Rowsell Blvd.**

The Committee reviewed a letter from a concerned resident regarding the speed of traffic on his residential street, Rowsell Blvd. It was noted that the resident's correspondence suggested a number of initiatives to correct the problem. One of the requests was to add additional Municipal Enforcement Officers within Town.

The Committee discussed the concerns at length. It was noted that the role of the Municipal Enforcement Officer is to enforce all of the By-Laws and Regulations within our Community. It was noted that our Town does have the additional resource of the local RCMP detachment who have over ten general duty members in Gander. The resident will be written detailing the Committee decisions to write the RCMP on behalf of the resident expressing concerns with the level of traffic enforcement in Gander.

**Central Nova School District**

Correspondence from the Central Nova School District was reviewed by the Committee. The letter requested changes to the entrances at both schools on Magee Road to increase safety to the students and increase traffic flow in this area. The Committee was in agreement that this would be beneficial and have referred the item to Municipal Works for their consideration.

**Municipal Enforcement Statistics**

Municipal Enforcement presented the enforcement statistics for the first quarter of 2011. The Committee reviewed the information and was pleased with the level of enforcement activity the Enforcement Officers have the ability to provide.

**Variance Reports**

The Committee reviewed the variance reports for December 2010. The Committee noted a surplus of \$40,431 for the department during the reporting period. The Committee also reviewed the variance report for the first quarter of 2011. The Committee noted that the department was over budget by \$1,921 for this quarter. The Deputy Municipal Clerk noted that the cause was a budgeting error in stand by and on call rates.

**HUMAN RESOURCES****MNL - Workbooks**

The Committee reviewed correspondence from MNL regarding feedback for regional government on reform options. The CAO recommended that Council establish a Committee comprised of the Mayor and two Councillors to complete the workbook to forward to MNL with the opinions of our Councillor. The Committee was in agreement.

**Motion #11-098****MNL - Workbooks**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that Council establish a Committee comprised of the Mayor and two Councillors to complete the workbook to forward to MNL with the opinions of our Councillor.

It was the consensus that the Mayor, Deputy Mayor and Councillor Scott were to sit on the Committee.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Hiring Update**

The Deputy Municipal Clerk updated the Committee on current recruitment initiatives. It was noted that the Purchasing Agent, Seasonal Engineering Clerk and summer Engineering Student were hired and have started with the organization.

It was further noted that the Occupational Health and Safety Advisor posting had closed and the organization will begin screening received applications in the near future. Three additional positions were scheduled to close shortly, one for a Seasonal Municipal Enforcement Officer, the position of Maintenance Planner, and the summer student positions.

**B. Parks & Recreation Committee:**

The Parks and Recreation Committee was held on May 10, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: C. Elliott, Mayor; J. Turner, CAO; K. Sceviour, Special Events Coordinator.

The following items were discussed:

**Splash Pad Operations**

The Event Coordinator circulated a document from the Director of Parks and Recreation regarding Splash Pad Operations. The Director will discuss the points outlined at the next Committee Meeting.

**Run the Rock 2011**

Crew Members of the HMCS St. John's will run from Port Aux Basques to St. John's beginning on May 25<sup>th</sup>, 2011. The participants are running across the island in support of the Children's Wish Foundation. A representative from Council will be on hand to welcome the crew on May 30<sup>th</sup> at 11:30 am at the VOCM Parking Lot on the TCH.

**After School Physical Activity Funding Initiative**

The Committee reviewed a letter from the Provincial Government detailing the new After School Physical Activity funding initiative. By funding the after school program, this initiative supports the goals and objectives of the Provincial Recreation and Sport Strategy by increasing involvement and participation in recreation, sport and physical activity. The information will be circulated to the various sporting groups in Gander for their perusal.

**Community Centre Emergency Lighting Status**

The Committee was updated on the status of the Community Centre Emergency Lighting. A company has been approved to design the specifications required for tender. Once the specifications have been received, a tender will be issued.

**Variance Report**

The Committee reviewed the Department's year end report for 2010 and noted that the Department was under budget by over \$197,000. This was due to unbudgeted grant monies received by the Department. The Committee queried the overage in wages for the Civic Enhancement/Parks & Playgrounds. The Event Coordinator commented that this was due to the increase in events held at the Community Centre and the need for additional staff during the events which are usually held on the weekend.

The Committee reviewed the variance report for the past three months and queried the over expenditures in supplies and services at the Community Centre. The Event Coordinator commented that this was due to the replacement of equipment in the cafeteria that was unbudgeted and the increase consumption and cost of heating oil.

## **Funding Requests**

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

The St. Paul's Basketball Team was approved for \$100 towards hosting the Invitational Boys Basketball Tournament from May 13-14, 2011. There will be over 50 participants over the two day tournament.

A request from the organizers of the Gander Triathlon was reviewed. The Committee would like further information regarding the request. The Department will contact the organizers to gain additional information for the next Committee Meeting.

## **CBC - Live Right Now**

The Committee discussed correspondence received from CBC - Live Right Now. The Department will contact CBC for information regarding this initiative and present it at the next Committee Meeting.

## **Signage - Welcome to Gander**

A discussion regarding directional signage around Town with the "Welcome to Gander" wording took place and is referred to the Economic Development Committee for discussion.

### **C. Economic & Social Development Committee:**

The Economic & Social Development Committee was held on May 9, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: N. Lanning, Councillor; C. Elliott, Mayor; D. Chafe, Development Director; A. Crummey, Development Officer.

The following items were discussed:

## **Unified Family Court**

Upon further investigation into the family court system in Newfoundland and Labrador, staff advised the Committee that the majority of family matters are heard through this province's Supreme Court. There appears to be five Unified Family Court judges in the province – three based in St. John's and two based in Corner Brook. These five judges hear only cases dealing with family law. In all other regions of the province, family matters are heard by Supreme Court judges in conjunction with their other cases.

The towns of Gander, Grand Bank, and Happy Valley/Goose Bay have one Supreme Court judge and Grand Falls-Windsor has two Supreme Court judges.

The Committee is questioning if the Gander region has enough family matter cases to warrant either a second Supreme Court judge or a Unified Family Court judge? A letter will be written to our MHA, Minister Kevin O'Brien, seeking his input and suggestions on this matter.

### **Correspondence re Physician Shortage**

The Committee reviewed a letter from the Gander Branch of the Newfoundland & Labrador Women's Institute regarding family physicians and a letter from Central Health in response to previous correspondence from two concerned citizens.

The CEO, Karen McGrath, advised that there are currently two family physicians accepting new patients in Gander and Central Health is working as quickly as possible to fill the recent void from retirements.

Council will be meeting with physicians from the Medical Clinic this week to discuss ways in which the problem with physician shortage can be alleviated.

Councillor Blundon noted that the Town will be once again convening the Doctor's Recruitment Committee. The Deputy Mayor noted that the Town should make sure to include the new clinic in these discussions.

### **Copy of Letter from Premier of Nova Scotia**

The Premier of Nova Scotia, Darrell Dexter, commended the Atlantic Mayors' Congress on a number of resolutions passed at their recent meetings in Halifax. The Mayor and Development Director attended the Congress where resolutions were passed concerning the National Shipbuilding Procurement Strategy, removal of the cap on immigration for Atlantic Canada and the Congress' support of the Lower Churchill Falls Hydroelectric Project.

The Committee is pleased with both of these resolutions as they will greatly improve economic development in Atlantic Canada.

### **Variance Report - Year End Quarter 2010**

The Committee reviewed the Department's final Variance Report for 2010. The total amount budgeted was \$379,200.00 while the total actual expenditure was \$344,346.38 for a savings of \$70,242.72. The majority of these savings can be attributed to the extension of our funding contract with ACOA.

**Variance Report - First Quarter 2011**

The Department's first quarter Variance Report indicates that the Department is on budget. The Director of Development noted that any variance which has occurred is the result of timing issues rather than actual variances.

**ACOA Funding / Budget - 2011/2012**

The Committee was advised that external funding for our investment attraction activities will cease at the end of the year. During the 2011 budget process, the regular department budget was decreased by approximately \$80,000, the amount of a current government grant.

This adjustment was made based on the assumption that the Department would secure additional external funding for 2011. Unfortunately, it now appears that no additional funding will be forthcoming. Without this funding the department's 2012 budget has been effectively reduced by \$80,000.

The Director indicated that activities planned for the balance of 2011 need to be reconsidered since it is unlikely that the department will be able to follow through on new and existing leads.

The Committee expressed concern over the situation and indicated that it was not their intention that the 2011 budget process would negatively impact our economic development initiatives. The issue will be discussed further during the budget process. In the meantime staff has been directed to continue with our economic development initiatives as planned.

**Consultants Contract**

The Committee was advised that the ACOA funding for Philadelphia Sales Company will come to an end in June. During last year's budget process Council allocated money to extend the position to the end of the year if they felt it was necessary.

The Committee is recommending that the contract with Philadelphia Sales Company be extended to December 2011.

**Gander International Airport Authority - Nomination to Board**

The Committee reviewed correspondence from the Gander International Airport Authority advising that Mr. Barry Thompson's second term on the board will expire on June 29, 2011. The Board is requesting Council to either re-nominate Mr. Thompson for an additional term or name a replacement.



The Committee feels a replacement nominee should be named and have requested a memo be sent to Council asking them to submit some suitable candidates that can be discussed at the next Privileged Meeting of Council.

### **Signage**

There would appear to be issues with the number and placement of signs with "Welcome to Gander" as either the primary or secondary message. The Committee feels that its "Welcome to Gander" signage needs to be limited to the three access points to the community at the east and west boundaries or along the Trans-Canada Highway and Gander Bay Road. The remaining signs need to be adjusted with more creative and appropriate messaging. The Department will request the necessary resources during the 2012 budget process.

The Mayor left the Regular Meeting of Council at 4:55pm and the Deputy Mayor assumed the position of Chair.

### **D. Tourism Committee:**

The Tourism Committee meeting was held on May 10, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; J. Turner, CAO, K. Sceviour, Special Events Coordinator.

The following items were discussed:

### **Smallwood Days Committee re: SkyHawks**

Baxter Collins, Chairperson of the Smallwood Days Committee and Robin Brentnall met with the Committee to discuss the costs of hosting the SkyHawks, Canada's National Parachute Team for part of the Festival of Flight. Mr. Brentnall has secured the SkyHawks for a performance during Smallwood Days and has offered Gander the opportunity to have a performance as well. The Committee thought this was an excellent opportunity to add flight to the Festival especially for its 25<sup>th</sup> Anniversary. The only costs associated with hosting the SkyHawks are accommodations and transportation. The Smallwood Days Committee has asked the Town to pay two thirds of the costs as the Town would host them for two out of three days they will be in our region.

**Motion #11-099****Smallwood Days Committee re: SkyHawks**

Moved by Councillor Lanning and seconded by Councillor Blundon that the Town of Gander partner with the Smallwood Days Committee to host the SkyHawks at a cost of \$4,966.66 including H.S.T.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Festival of Flight****Festival Public Meeting**

The Event Coordinator briefed the Committee on the Festival of Flight Public Meeting held on May 4<sup>th</sup>, 2011. A number of suggestions for new events were discussed and the Committee would like the Event Coordinator to research the cost of hosting these events. There was also a suggestion from the attendees to use Facebook as a tool to recruit volunteers. The Event Coordinator will work with the Economic Development Department to coordinate this initiative. The minutes for the meeting are attached.

**Gander Day Location**

The Committee revisited the decision to hold Gander Day at Cobb's Pond Rotary Park. The Committee would like to consider hosting the event at the ball fields and asked the Event Coordinator to present a proposed layout at a separate meeting to be held prior to the next Privileged Meeting.

Councillor Oram questioned why this is not feasible. It was noted that upon review, the location is not suitable for the fair and also could not accommodate fireworks. In addition, there is a tournament scheduled and booked at this location on August 5<sup>th</sup>, 2011.

Councillor Oram asserted his opinion to have this years Festival at this location nonetheless. He noted that because it was the 25<sup>th</sup> anniversary, the Town should do everything it can to make sure there are no complications, as in year's past with the deteriorating condition of the grounds at Cobb's Pond because of poor weather. Moving the Festival in Councillor Oram's opinion, would improve the overall event.

Councillor Blundon stated that the past few years have experienced poor weather which has caused some problems at Cobb's Pond and while it may not be a perfect location, it has been host to many great Festivals in past years. With an outdoor location, you cannot predict the weather.

Councillor Lanning stated that the Town does their best with the area available. Council looked at all the options, especially where this is the 25<sup>th</sup> year this is not the year to experiment with a new location.

**Motion#11-100****Gander Day Location**

Moved by Councillor Oram that the Festival of Flight be relocated to the ball field as opposed to Cobb's Pond.

There being no Councillor to second the Motion, the Motion was defeated.

**Naming of Streets and Building Policy**

The Committee had a discussion regarding the current street name and building policy. It was brought to the attention of the Committee by a staff member that when the current policy was transcribed, the intent of the original policy was misinterpreted and incorrectly states that any local, provincial or national aviator who has not already been inducted to Canada's Aviation Hall of Fame is not eligible for a street name.

**Motion #11-101****Naming of Streets and Building Policy**

Moved by Councillor Lanning and seconded by Councillor Scott that the policy be amended to state the following:

**Policy Statement:**

Council's Street Naming Policy is adopted under Section 171(1) of the Municipalities Act S.N.1999 Chapter M-24. Because the Town of Gander's history lies in aviation, Council has decided that all streets in the Town of Gander shall be named in honour of aviators who have served with distinction, or pioneered in some discipline of the aviation or space industries.

The guidelines for the policy should state:

1. Names will be selected from nominees who meet the requirements of the Policy Statement, with consideration to the following priorities:
  - a) Local (provincial) aviators.
  - b) National (Canadian) aviators.
  - c) International (foreign) aviators.
  - d) Where more than one nominee falls into the same category, priority should be given to those who have visited or used Gander as a stopover.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Advertising/Funding Requests**

The Committee reviewed the following requests:

The Entertainment Factory - a full page advertisement at a cost of \$100.00 plus H.S.T. will be placed in their program.

The Gander Elks Lodge - a full page advertisement at a cost of \$300.00 will be placed in their National Convention Booklet. This convention is being held in Gander from July 19<sup>th</sup> – July 21<sup>st</sup>, 2011 and will host approximately 350 Elks and Royal Purple members and their families from across Canada.

Canadian Classic Jets and Cycles Historical Society – a request for funding from the Canadian Classic Jets and Cycles Historical Society was reviewed. The Committee could not recommend a donation as they felt that supporting this request would be in direct conflict with the Aviation Museum which the Town of Gander supports. A letter will be written to encourage the founder to work with the Aviation Museum.

The Western Star – Request for Tickets – an email requesting tickets for the upcoming Kitchen Party by staff at the Western Star was discussed. This request does not fit the current donation policy and a letter regarding this will be written to the Western Star staff.

### **Destination Gander Quarterly Report and Invoice**

The Committee reviewed the attached invoice from Destination Gander which was presented for its consideration. The Director advised that the goods and services have been supplied in accordance of the contract and the Committee refers the invoice to the Finance Committee for their consideration and recommendation to Council.

### **Destination Gander Partnership**

A letter from Destination Gander regarding its partnership agreement with the Town of Gander was reviewed. Destination Gander is currently in the third year of the three year deal and would like to request continuation of the partnership. The Committee will meet with the Executive Director regarding the partnership at the next Committee meeting.

**Variance Reports**

The Committee reviewed its 2010 Departmental Financial Statement. In 2010, the Tourism Department was \$11,009.16 over budget. This was due to the increase in events held by the Town during 2010 and the need for overtime to run these events. The change to the overtime policy regarding banking hours instead of being paid out was also a contributing factor.

The Committee also reviewed the 1<sup>st</sup> quarter variance report and the Department is within budget.

**North Atlantic Aviation Museum Request for Funding**

A letter from the North Atlantic Aviation Museum requesting funding for a Curator/Manager for the facility was discussed. After a lengthy discussion, the Committee decided that a Curator is needed if the museum is to fulfill its mandate to the residents and visitors and recommends the issue to be considered by the Finance Committee.

**Street Naming Request**

An email was received from a citizen regarding the naming of a street or public park in the memory of long time resident. As this request does not fit the current street naming policy, the Committee cannot recommend this to Council. A letter to the citizen will be written expressing our thanks for the email and our current street naming policy.

**E. Municipal Works & Services Committee:**

The Municipal Works & Services Committee was held on May 12, 2011. The meeting was chaired by R. Anstey, Councillor. Other members present included: D. Blundon, Councillor; S. Oram, Councillor; C. Elliott, Mayor; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

**HRV (Heat Recovery Ventilation) in Attached Garages**

This item was discussed at the last Committee meeting as a result of concerns raised by our Building Inspector regarding the installation of HRVs in attached garages posing a potential safety risk to the people in the dwelling.

**WHEREAS** the installation of HRVs installed in attached garages can pose a safety risk to homeowners, and

**WHEREAS** the Committee wishes to change The Town of Gander Building Regulations to protect the safety of residents

**BE IT RESOLVED** that the Town of Gander Building Regulations be changed to include the following statement:

***"A Heat Recovery Ventilation Unit serving a residential property shall not be installed/ mounted within an attached garage of that residence."***

**Motion #11-102**

**HRV - Heat Recovery Ventilation in Attached Garages**

Moved by Councillor Blundon and seconded by Councillor Scott that the Town of Gander Building Regulations be changed to include the following statement:

***"A Heat Recovery Ventilation Unit serving a residential property shall not be installed/ mounted within an attached garage of that residence."***

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**350 Gander Bay Road, Accessory Building**

The Committee reviewed correspondence from the resident at 350 Gander Bay Road expressing concerns over a shed that had been erected on his property. This has been an on-going issue and the Committee decided that because there was a removal order issued and it was still in the appeal process, this item would be deferred until the appeal is heard and a decision made.

**Motion #11-103**

**350 Gander Bay Road, Accessory Building**

Moved by Councillor Blundon and seconded by Councillor Scott that the removal order at 350 Gander Bay Road be approved.

In Favour: 4      Opposing: 1 – Councillor Oram

**Decision:** Motion carried.

**Welcome to Gander Signage**

There was some clarification about the new "Welcome to Gander" signs that have been erected. The Committee reviewed these signs and agreed that they were adequate and served the purpose for which they were designed. Some discussion took place on the old signs which were sponsored by the local service clubs who had their placards attached to the bottom of the signs.

The Director provided a letter that was sent to all the service clubs notifying them of the replacement on the signs with the MADD (Mothers against Drunk Driving) Logo that Council was going to make, and asked if they had any objections. There were none received. The letter also encouraged the owners of the placards to provide maintenance of their respective signs as required.

The Committee reviewed photos of these signs and felt they were adequate and if the maintenance requested was carried out, they would be okay.

The Department should do some general tidying up around the signs, removal of brush and some general grading.

The Committee also discussed Gander's directional signage which also reads "Welcome to Gander" and gave directions to the Gander International Airport Business Park, Community Center, Downtown, etc... The Committee discussed whether or not these signs were redundant given the new signs at the entrance to town and if this advertising space could be sold to local businesses to help generate revenue.

The Director advised that this would be outside our current sign policy as it would be off site advertising. The Committee agreed that the signs were adequate as they stand and no further action is required.

**Oasis Lounge, Portable Patio**

A letter from the owners of the Oasis Lounge, requesting permission to establish their portable patio from May 1 to October 31<sup>st</sup> of each year, was reviewed. The current Town Regulation on this is that these patios are to be removed by September 30 and not re-installed until June 1. The letter pointed out that this patio is a major asset to their business and the suggested new dates also coincide with the Town's snow clearing regulations.

**Motion #11-104****Oasis Lounge, Portable Patio**

Moved by Councillor Blundon and seconded by Councillor Lanning that the dates for placement and removal of temporary patios be changed to May 1- October 31 annually.

Deputy Mayor Tucker stated he understands the spirit but questioned whether the Town really wants to put the dates in there.

The CAO suggested a friendly amendment that the Engineering Department have the authority to use discretion.

There being no objections from the Mover or Seconder, the motion was amended to read:

Moved by Councillor Blundon and seconded by Councillor Lanning that the dates for placement and removal of temporary patios be changed to May 1 - October 31, weather permitting at the discretion of the Engineering Department annually.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Pesticide Spraying, Soccer Fields**

The Committee was informed of the spring spraying which would see our fields, more specifically the soccer fields sprayed with a pesticide to help in weed control. This was for information purposes only to ensure Council was aware that this procedure was taking place. The pesticide used is a registered one and all guidelines will be strictly adhered to in the application of this product.

**Tender Results, Topsoil**

The Committee reviewed results of the standing offer for the supply of topsoil. Two standing offers were received and the Director advises that the lowest of the standing offers that met specifications was submitted by *H. Wareham's and Sons Ltd.*

The Committee recommends that the standing offer for the supply of topsoil be awarded to *H. Wareham and Sons Ltd.* and refers the standing offer to the Finance Committee for its consideration.



**Variance Report, Year End 2010**

The Committee reviewed the departmental variance report for the year ending 2010.

The Director advised that the total Municipal Works budget was under by \$ 649,395.03. The major savings were a result of capitals works projects that were not completed in 2010 but would be in 2011, such as the Water Reservoir painting and the Peterson Drive storm sewer investigation. As well there was a high number of building permits issued, both residential and commercial which generated extra revenue that had not been budgeted.

Councillor Oram stated that this is not really a savings as funds were carried over into 2011 to complete these projects.

**Variance Report, First Quarter 2011**

The Committee also reviewed the first quarterly report for 2011. The total Municipal Works budget for this period was over by \$67,033.22. The majority of this over expenditure was directly attributed to:

- Fuel consumption, both gas and diesel, in quantity and price
- Higher overtime costs and
- Equipment repairs

These are all directly attributed to the number of storms and the higher than expected snow fall during the months of January, February and March of this year.

Deputy Mayor left the meeting at 5:30pm due to a conflict of interest and Councillor Lanning assumed the position of Chair.

**Fire Hall Rezoning- Elizabeth Drive**

The Director advised the Committee that Jerry's Car Sales Limited made an application for the rezoning of the old fire hall. The Committee had asked for clarification as to whether or not the funds for the purchase of the old fire hall had been held in trust by the Town of Gander. The funds are held in trust with the purchaser's solicitor.

**WHEREAS** Jerry's Car Sales Limited has made application for the re-zoning of the old fire hall at 60 Elizabeth Drive

**AND WHEREAS** the Committee recommends that permission be given to proceed with the amendment process of our Municipal Town Plan and Development Regulations.

**BE IT RESOLVED** that the Municipal Works Department proceed with the amendment process for the rezoning of 60 Elizabeth Drive from a **Commercial Downtown (CD)** zone to a **Commercial General (CG)** zone.

**Motion #11-105**

**Fire Hall Rezoning – Elizabeth Drive**

Moved by Councillor Blundon and seconded by Councillor Scott that the Municipal Works Department proceed with the amendment process for the rezoning of 60 Elizabeth Drive from a **Commercial Downtown (CD)** zone to a **Commercial General (CG)** zone.

In Favour: 3      Opposing: 1

**Decision:** Motion carried.

Councillor Oram stated he is opposing because he does not understand why the Town would begin rezoning a building that still belongs to us.

The CAO explained the zoning process is separate from a Purchase and Sale Agreement and that re-zoning is a lengthy process; the earliest this could be rezoned is August 31, 2011. The sale should be finalized before this time. It is the Town's practice to attempt to accommodate rezoning requests as much as possible.

Councillor Oram was concerned with everyone else that bid, or did not bid due to the current zoning of the building.

The CAO noted that Councillor Oram is assuming that the zoning will change. It was noted that there is a lengthy process to change zoning. The request will be forwarded to Municipal Affairs and throughout the process residents and other businesses in Gander will have an opportunity to express their support or disagreement with rezoning this area. In the end it will be Council's decision based on all the information available, whether or not to rezone the property.

Councillor Scott noted that it is the Town that is holding up the sale of this property as the new Town Fire Hall is not yet ready. Council is the hang up, the Purchaser has not hesitated.

Councillor Oram wanted it noted on the record that if this goes astray, Council will all be accountable for this decision.

Deputy Mayor Tucker returned and assumed the Chair.

**Building Permit Processing Times**

The Director advised the Committee of complaints the Department was receiving regarding processing time for building permits to be processed. The average turn-around time for April was 5.25 days and 5.5 days in May. This was slightly higher than advertised in our Building Permit Process Guide which states that the normal time frame is 2-3 days.

The higher than normal processing time is attributed to the high number of applications submitted to date in 2011. The Engineering Department has received 56 permits for new buildings whereas last year at this time we had only received 29.

The Department is working diligently to complete these applications as fast as possible but doesn't feel it is necessary to change the building permit Guide at this time. Council approved a seasonal Clerical position in this year's budget and the staff person has been hired and is presently being trained. If the problem persists, this issue will be reviewed.

There was a discussion on the time lines. The Acting Director of Municipal Works & Services spoke to the additional resources and the time that is required to complete the work.

**Request for Backland, 23 Kent Place**

The Committee reviewed a letter from the owner of 23 Kent Place requesting to purchase back land. The Committee was advised that the parcel of land requested was not currently in the land bank for sale and Council is not willing to entertain adding it to the land bank at this time. The owner will be advised of Council's decision.

**Green Space, Baird Place**

The Committee reviewed a request from the Economic Development Department to have a parcel of land on Baird Place, currently designated as "Green Space", added to the land bank. This parcel is located between two commercial lots and the Development Department didn't feel that it was necessary to keep this parcel as "Green Space" and had asked the Municipal Works Department if they had any objections. The Committee is in agreement with this request and refers the request to the Parks and Recreation Committee for their consideration.

**Vacant Properties**

The Committee discussed the number of vacant lots around town such as the former Canadian Tire parking lot and the one directly adjacent to Vogue Optical. The Committee suggested that these properties were in desperate need of remediation and asked that Municipal Works write the owners requesting that these properties be cleaned up. If this is unsuccessful then a maintenance order will be issued whereby the property will be cleaned up and the associated costs invoiced to the owner.

**Nova Central School District, re Magee Road**

The Committee reviewed a letter from the Nova Central School District to the CAO requesting that during the re-construction of Magee Road, some consideration be given to the entrances to the school and the lane right-of-way painting on the road. The Committee was advised that several of the recommendations, as outlined in the letter, had already been incorporated in the design of the re-construction and any items that were not in it would certainly be given consideration.

The Director would generate an associated cost for this work and present it to for the Committee's review at the next Municipal Works Committee meeting.

Councillor Oram asked if any Councillor felt he may be in conflict as he was planning, if the tender for this work was issued, to bid on the project. Council felt there was no financial gain at stake in the discussion and that this would not be perceived as a conflict.

Councillor Oram noted he felt this would be a great idea from a traffic flow perspective as well as public safety.

The CAO advised that the Municipal Works Department had been in contact with the School Board and these provisions will be incorporated into the design concept.

**Environmental Impact Assessment (EIA), Carr Crescent**

The Committee reviewed a process in which the Municipal Works Department is preparing to tender land, which is Town owned property, for a residential subdivision development off Carr Crescent connecting it to Ogilvie Street.

During the adoption of the most recent Town Plan, a commitment made to the residents of Ogilvie Street that prior to development in this area, an EIA would be carried out to determine the impact that development would have on the pond levels at Little Cobb's Pond.

The Director advised that, through communications with the Department of Environment, an EIA was not required as that it had already been completed in the Town Plan for this development as proposed. To give the residents and Council comfort that development in this area would not lower pond levels in Little Cobb's Pond, a hydrological review, or storm water management review would be a more logical approach.

The Director advised that he is in correspondence with Engineering firms to prepare the documentation to seek quotes and have this work carried out.

In addition, upon a request from the Economic Development Department, the Director advised the Committee of a development plan that would see the first phase of this development generate high density building lots followed by medium density in the second and third phases. The Committee was in agreement with this plan and the Director will proceed to have this work carried out and prepare for tenders.

Deputy Mayor Tucker wanted to confirm that the review will be done by an external stakeholder to eliminate any perceived conflict. The Acting Director of Municipal Works confirmed this was the case.

Councillor Scott noted that it was important to consult with the residents on Ogilvie Street during the process. The CAO stated that this can be built into the tender Terms of Reference.

### **Lot Grading, Spruce Court**

Several of the Councillors had been approached by residents regarding lot grading and water problems they were encountering at the rear of their property in Spruce Court. The Director advises that they would investigate these complaints to determine if the grading has been done as per the design of the original lot layout and grading plan and he will report back at the next Committee meeting with the findings.

There was a discussion on how to resolve the problem.

Councillor Oram noted his frustration with the process in that the resident has informed him that Town representatives showed up on the residents door step two weeks ago yet the problem has yet to be corrected.

Councillor Blundon stated that the process is in place and the Town, now that they are aware, will be working towards a solution.

Administration noted that this item was not on Committee agenda in advance, which did not allow for advance preparation.

The Town has given this priority and Council hopes to have the report soon.

**F. Finance & Administration Committee:**

The Finance & Administration Committee was held on May 12, 2011. The meeting was chaired by C. Elliott, Mayor. Other members present included: S. Oram, Councillor; A. Lorette, Acting Director of Finance; K. Hiscock, Accounting Supervisor.

The following items were discussed:

**Invoices for Approval****CAPITAL****AS RECOMMENDED BY THE PUBLIC SAFETY COMMITTEE MEETING MAY 9, 2011**

- |                                                                 |                         |
|-----------------------------------------------------------------|-------------------------|
| 1. Hitech Comm Ltd.                                             | 28,137.00               |
| 01-000-0080-1812, Antenna & Tower, New Fire Station             |                         |
| Budget 5,000,000                                                | Spent to date 4,754,071 |
| 2. Audio Systems Ltd.                                           | 22,402.84               |
| 01-000-0080-1812, Fire Alarm Monitoring system New Fire Station |                         |
| Budget 5,000,000                                                | Spent to date 4,754,071 |

**OPERATING****AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE MEETING MAY 10, 2011**

- |                                                                                            |                      |
|--------------------------------------------------------------------------------------------|----------------------|
| 3. Destination Gander                                                                      | 20,000.00            |
| 00-700-1000-7360, invoice # 11-202 April 21/11 Town's contribution 2 <sup>nd</sup> quarter |                      |
| Budget 80,000                                                                              | Spent to date 20,000 |

|                                      |                    |
|--------------------------------------|--------------------|
| Total capital invoices for approval  | 50,539.84          |
| Total operating invoice for approval | <u>20,000.00</u>   |
| Grand total of invoices for approval | <u>\$70,539.84</u> |

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

**Motion #11-106****Invoices for Approval**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Ronald McDonald House**

The Committee reviewed correspondence from the Ronald McDonald House charity requesting municipalities to contribute towards the construction of the Ronald McDonald House in St. John's. The correspondence indicated that the campaign had already been successful in raising over 80% of the \$6.5 million required to carry out the project and called upon community leaders to help the organization reach their goal.

The Committee is not prepared to recommend a Donation as the request does not fit the Town's Donation Policy.

### **Mayor's March for Heart and Stroke**

The Committee reviewed correspondence from the Heart and Stroke Foundation requesting that the Mayor and Council participate in this cause by leading a fundraising campaign for the foundation. The Committee discussed the request however is not making a recommendation for the Town to participate in 2011.

### **2011 Municipal Operating Grant**

The Committee reviewed correspondence from the Department of Municipal Affairs advising the Town of the 10% increase in the Municipal Operating Grant for 2011. The Committee is pleased that this announcement will increase the Town's Municipal Operating Grant to \$360,877 for the 2011 year, an increase of \$32,807.

### **Targa Rental Rate for GCC**

The Committee reviewed correspondence from Targa, forwarded from Parks and Recreation, requesting that the rental cost of the Community Centre be waived. The Parks and Recreation Committee felt that the current one day rental rate was appropriate and did not recommend a reduction. The Finance Committee considered this request but was in agreement with the Parks and Recreation Committee. No change is recommended.

**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 Acting Director advised that the applications met the requirements of Council Policy and recommended approval.

**Motion #11-107****Property Tax Reductions**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Standing Offer- Topsoil**

The Committee reviewed the Standing Offer results for the supply of Topsoil for which two bids were received. The lowest bidder was from H. Wareham & Sons Ltd.

**Motion #11-108****Standing Offer - Topsoil**

Moved by Councillor Scott and seconded by Councillor Lanning that the 2011-2012 Standing Offer for Topsoil be awarded as attached.

Councillor Oram stated that with this Standing Offer who is doing the measuring? From his opinion, as he can see it, how does the Town verify what quantity it is receiving when we are buying by the truck load? How is the Town monitoring the truckloads?

The CAO stated the Town doesn't have weigh scales; there is a certain degree of trust. If Council wants us to put in a mechanism to monitor, then we shall.

The Acting Director of Municipal Works & Services noted that with any large quantities, the Town does check it with a GPS, and that every truck that is brought in is verified.

Councillor Oram stated he doesn't believe this is being done.

The Deputy Mayor noted that there was no information to suggest the merit in Councillor Oram's statement.



It was suggested that Council look at the price of a weigh scale and also suggested that Councillor Oram, as a new Councillor, be briefed on the processes within the Department presently.

This item is referred back to the Committee to look at other options.

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Destination Gander**

The Committee reviewed the Destination Gander Financial Statements for 2010. It indicated that they incurred a deficit of \$15,433 which was largely a result of the loss incurred by the special event concert held in 2010.

### **December 2010 Quarterly Reports**

The Committee reviewed the financial reports as of December 2010. At the end of 2010, there was a surplus of \$1,238,022 from 2010 operations. It was noted that the Town had previously carried forward a surplus of \$1,181,382 at the beginning of 2010 and \$1,040,069 was allocated to fund 2010 operations, leaving an accumulated surplus at the end of 2010 of \$1,379,338.

Major Revenue Variances included the following:

- Property taxes were \$69,854 over budget due to a strong housing market.
- Business taxes were \$58,698 above budget.
- Building Permits were \$98,744 due to the number of houses constructed.
- Municipal Enforcement was \$40,202 under budget due to mechanical problems with the vehicle.
- Ice Rentals were \$22,398 above budget, a \$8,900 increase over 2009.

Major Expenditure Variance included the following:

- Termination benefits were \$62,306 over budget due to the wage reclassification.
- The remediation of the fuel spill near the water reservoir of \$56,972 was an unbudgeted expenditure.
- Fire Honorarium was \$11,353 under budget due to new volunteers.
- Staff wages were \$85,595 under budget due to unforeseen vacancies.
- Asphalt repairs were \$30,099 over budget, which was an approved overage.
- \$428,200 in Capital Expenditures from revenue were budgeted in 2010 but have been deferred until 2011.

The Committee also reviewed the Capital Budget for 2010 which was \$89 over budget on a budget of \$3,096,123.

The CAO noted that regarding the fuel spill, the Town has applied for funding to help to subsidize these costs.

### **Quarterly Financial Reports**

The Committee reviewed the financial results for the first quarter of 2011. It was noted that a surplus of \$105,970 is currently projected.

The Committee also reviewed the Capital Variance Report which indicated Capital Expenditures were \$4,942 under budget as of March 31, 2011.

The Committee also reviewed the Collection Reports for 2010 as well as the first quarter of 2011. The Committee was pleased to note the results were in line with previous years.

### **Consultants Contract- Philadelphia Sales**

The Committee reviewed a request forwarded from the Development Committee to extend the Philadelphia Sales contract until the end of 2011 as the funding arrangement with ACOA will come to an end in June. The Committee felt this was a good avenue to attract potential investors. Council has budgeted this contract for all of 2011.

#### **Motion #11-109**

#### **Consultants Contract – Philadelphia Sales**

Moved by Councillor Scott and seconded by Councillor Lanning that the Philadelphia Sales contract be extended to the end of December 2011.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **North Atlantic Aviation Museum – Request for Funding**

Forwarded from Tourism and Special Events, the Committee reviewed correspondence from the North Atlantic Aviation Museum requesting additional funding to offset the cost of a curator/manager.

It was noted that the Tourism and Special Events Committee did not put a recommendation forward and that the Museum was requesting an additional \$10,000. The Finance Committee is not prepared to recommend funding this request.

**G. Other:**

**Special Needs Committee – Benton Annexation:**

The Special Needs Committee – Benton Annexation was held on April 21, 2011. The meeting was chaired by C. Elliott, Mayor. Other members present included: D. Blundon, Councillor; S. Oram, Councillor; J. Turner, CAO.

The Committee reviewed the Terms of Reference which had been forwarded by the Department of Municipal Affairs who will be coordinating and leading the annexation process and will be conducting an assessment on the feasibility of the proposed annexation.

Both the Local Service District Committee of Benton and the Town of Gander have expressed its support for the completion of a feasibility report which will assess the financial and operational impacts of annexing The Local Service District of Benton to the Town of Gander. The Study will include an assessment of the revenues that would be generated, economies of scales that may be realized, and any impact on existing levels of taxation given the scope and levels of municipal services currently provided in each community.

The Terms of Reference also outlined the requirements of the report which will be generated by the consultant appointed to conduct the feasibility study and one of the five requirements is that the consultant shall hold public hearings in each of the areas affected by the study. The Committee encourages the general public to avail of this opportunity to have input into the process.

**Motion #11-110**

**Terms of Reference – Benton Annexation**

Moved by Councillor Oram and Councillor Blundon approval of the Terms of Reference in the matter to consider the annexation of The Local Service District of Benton to the Town of Gander, as attached.

Councillor Scott asked who created the Terms of Reference.

Councillor Oram stated that the Terms of Reference were created by Municipal Affairs.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**6. ADMINISTRATION**

None.

**7. CORRESPONDENCE**

None.

**8. NEW BUSINESS****RNL Conference**

Councillor Blundon noted that Recreation Newfoundland & Labrador will be holding their 40<sup>th</sup> Anniversary AGM & Conference in Gander from June 3 – 5, 2011. This year's keynote speaker is Sami Jo Small. As a goalie for the Canadian women's hockey team, Sami Jo Small has won five World Championships, and twice been named championship MVP.

The Conference also consists of informative workshops covering many aspects of recreation, several events that allow recreation practitioners to exchange ideas and programs, an exhibitor's tradeshow that features a large number of companies and programs who deal with parks and recreation, business meetings that consist of election of Board members and an awards banquet on Saturday night that serves to recognize individuals and communities making a significant contribution to recreation.

**Announcement**

There will be a Gander Community Centre User Group Meeting on Tuesday, May 24<sup>th</sup> at 7:30pm.

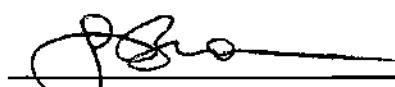
**9. ADJOURNMENT****Motion #11-111****Adjournment**

There being no further business, it was moved by Councillor Blundon and seconded by Councillor Scott that the meeting be adjourned at 6:25pm.

In Favour:     5     Opposing:     0

**Decision:** Motion carried.

  
\_\_\_\_\_  
Zane Tucker, Deputy Mayor

  
\_\_\_\_\_  
Garry Brown, Town Clerk