

MINUTES

Regular Meeting of Council Wednesday, August 10, 2011 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

The Meeting was called to order at 4:40pm.

Mayor Elliott advised that under Section 59 (1) of the Municipalities Act, Council is required to appoint a person to the position of Clerk.

Motion #11-167

Appointment of Town Clerk

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that Jacob Turner be appointed to the position of Town Clerk.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2. VISITORS/PRESENTATIONS

None.

3. MINUTES FOR APPROVAL

Motion #11-168

Minutes for Approval

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that the Minutes from the Regular Meeting of Council on July 20, 2011 be adopted as presented.

In Favour: 7 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Item 1 - Public

Councillor Blundon advised that he previously voted in favour of changing the Development Agreement to require curb and first lift of asphalt prior to building permits being issued but has since had other information that leads him to a different opinion.

Councillor Blundon gave notice that he will be bringing forward a motion at the next Council meeting to rescind Motion #11-136.

5. REPORTS – STANDING COMMITTEES:

1. Public Safety and Human Resources Committee

The Public Safety and Human Resources Committee was presented by Councillor Oram.

The Public Safety and Human Resources Committee was held on August 2, 2011. The meeting was chaired by S. Oram, Councillor. Other members present included: A. Scott, Councillor; Z. Tucker, Deputy Mayor; A. Lorette, Deputy Municipal Clerk; D. Brett, Fire Chief; W. Jenkins, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY

Buzzing Traffic Lights

The Committee reviewed the cost breakdown for the installation of an audible traffic signal which was requested by a resident for their vision impaired parent.

The Committee reviewed the attached quote and noted that in addition to the cost to purchase the unit, the Town would also be responsible for the cost to install.

The Deputy Municipal Clerk suggested that a policy be drafted on the site criteria which would warrant an audible signal.

The Committee felt that the cost was not too great and recommended to the Finance Committee that monies be found in the current year to purchase one item on a trial basis. If this unit is a success, the Town can look at developing a policy for continued use. The recommendation is referred to the Finance Committee for consideration.

Speed Sign Follow Up

The Committee requested follow up information on the progress of ordering the mobile speed sign which has been budgeted for 2011. It was noted that with the summer almost over, the Committee would like to know when they can expect this resource to arrive.

The Deputy Municipal Clerk will inquire and follow up with Committee members.

MNL Regional Government Workbooks

Correspondence from PMA was reviewed by the Committee reminding Council's to complete the 2011 MNL workbooks. It was noted that a Committee had been appointed by Council and that those members will be getting together in the near future to begin the workbook.

Memorial Drive Tennis Court Entrance

A letter was reviewed from the President of the Gander Community Tennis Association requesting that the gated entrance to the Tennis Courts on Memorial Drive be unlocked. The correspondence noted the Associations concerns with the safety a hazard having this gate locked creates.

The Committee noted that another resident had also reminded the Committee that this gate serves as wheelchair accessibility to the facility and having it locked would potentially restrict access to those persons confined to a wheelchair.

The Committee was in agreement to move forward with the unlocking of the gate. It was also addressed however that having the gate open has created considerable concerns with regard to parking outside this location.

The Town invested considerably in having a parking lot established in this area and this area is the preferred location for parking. Complaints have been received that passage through this area is limited when vehicles are parked on Memorial Drive in front of the Tennis Courts.

The Committee discussed the issue at length and is of the view that parking in this area has created a Public Safety hazard.

Motion #11-169

Memorial Drive Tennis Court Entrance

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that 'No Parking' signs be erected on both sides of Memorial Drive in the area of the tennis courts and that two of the three parking spaces adjacent to the Memorial Drive entrance be designated as Handicap Parking only.

Councillor Lanning questioned when the 'No Parking' signs will be placed and the Chief Administrative Officer advised that he will give direction to the Municipal Works Department to place a high priority on the placement of the signage. He also advised that under the Accessibility Legislation there is no requirement for accessibility for sporting facilities.

He also advised that the Fire Department are presently assessing the requirements from a safety perspective and a report will be presented at the next Public Safety meeting.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Variance Report

The Committee reviewed the second quarter variance report for Public Safety ending June 30, 2011. It was noted that the Department was under budget \$4,730.95 for the reporting period.

HUMAN RESOURCES

WHSCC Prime Audit Decision

The Committee reviewed correspondence from WHSCC regarding the PRIME Audit recently completed for 2010.

The Committee was very pleased that not only did the Town pass, but that they scored extremely high on the evaluation.

Parks and Recreation Committee

The Parks and Recreation Committee meeting was presented by Councillor Blundon.

The Parks and Recreation Committee was held on August 4, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; Z. Tucker, Deputy Mayor; K. Waterman, Recreation Director.

The following items were discussed:

Variance Report

The Committee reviewed the report and the Director addressed the variance in the Community Centre's utility accounts. Some of the variances were timing issues that should be resolved in the next report.

Donation Requests

The following donations were approved under the Grants, Subsidies & In-kind Services Policy.

Anna Rumbolt for \$125. Anna qualified to represent the Gander Lakers Swim Club at the East Coast Atlantic Swim Meet in Nova Scotia in July.

Owen Whelan for \$125. Owen qualified to represent Gander Fire Rescue at the National Firefit Combat Challenge in Albert in September.

Doug Kelly for \$125. Doug was named to the Newfoundland and Labrador Volleyball Association's Provincial Elite Team and will be travelling to New Brunswick for training and tournaments in July and August.

Tract Consulting re Cobb's Pond Rotary Park Redevelopment Update

The Cobb's Pond Rotary Park Redevelopment overview received from Tract Consulting was reviewed. The document identified a phased development approach to the project and all recommended tasks were time lined for both phase 1 & 2. The Committee suggested that the document be further assessed and the consultants contacted to identify the anticipated costs. Information will be forwarded to the Town/Rotary Club Joint Committee for further perusal.

Tennis Courts re Safety Concerns & Course of Action

The issue regarding safety concerns at the local tennis courts is still being addressed. Officials are assessing the current regulations for accessibility to these types of sporting venues. At present, the tennis court gate is unlocked as per the provincial and local fire departments orders. Further updates are forthcoming.

Community Centre Plant Repairs Update

The Director briefed the Committee on the status of the ongoing ice plant repairs. Every effort is being exercised to try and solve the problem as well as working with the groups, i.e., Hockey Newfoundland & Labrador to try and accommodate their planned activities. The Committee will be kept informed on the development as it occurs.

Councillor Blundon reported that he would be providing a further update to Council at the end of the Committee report.

Tidy Towns – Judging Report

Councillor Blundon along with Craig Dawe provided a tour of the community as part of the Tidy Towns Program. Mary Crotty, Tidy Town's representative was presented with a document covering all aspects of the Town's Civic Enhancement Program, i.e., tree planting program, memorial bench/tree program, Thomas Howe Demonstration trails, Cobb's Pond Rotary Park, Gander Golf Course, the new Water Treatment Plant, etc.

Ms. Crotty was pleased with the overall cleanliness of the Town as well as the upcoming plans to redevelop our municipal park and our downtown section. She looks forward to revisiting our community to get an update on our projects.

I would like to thank Ms. Crotty from Municipalities Newfoundland & Labrador for including Gander on her schedule. The program results will be announced at the upcoming MNL Conference being held this fall in St. John's.

Councillor Blundon reported that he had taken the Committee on a tour of the Airport which is designated as a Carbon Neutral Zone and he also highlighted other areas of interest that the Committee visited.

The Chief Administrative Officer asked that the Minutes of the Parks and Recreation Committee be changed to reflect that he was not present at the meeting.

Community Centre Plant Repairs Update

Since the mechanical problem was identified on April 11th and the subsequent shutdown of ice operations at the Community Centre by the Provincial Boiler Inspection Dept, we have extended every effort to have our ice plant operations repaired.

The initial response to our problem with the ammonia supply leak was to contact the original mechanical company that installed the equipment some 10 years ago. We also asked another refrigeration company for their opinion on what repairs were required. Once both companies identified and reported back to us, we further decided to invite quotes with the addition of an annual overhaul of one of our 2 compressor units within the same invitation.

The first response was sent out on June 8th. Two companies responded but were considered well outside of our budget allocations for plant repairs.

As a follow-up, we then decided to take the overhaul work out of the quote and go to quote for "only" the repairs to the refrigeration unit (plate heat exchanger). The value of the repairs was over \$10,000 which as per the Provincial Tendering Act, required us to go to public tender for a minimum time frame of 2 weeks closing on the date of June 28th. The tender was awarded on June 30th with work commencing on July 18th and to be completed by July 27th. Work was started on Monday, July 18th at 3:30pm.

The ongoing repairs as per the contract were conducted with the changing of the units' gaskets. On July 21st it was brought to the attention of the chief engineer that the system was still leaking ammonia. Upon further investigation after recharging the system, it became evident that further repairs would have to be carried out including the addition of installation of freezing plates or possibly a new unit.

The mechanical company along with the chief engineer set out to check all sources to locate replacement equipment across the province, the country, and even the U.S. There were some possibilities that had to be checked out on whether they were compatible with the Centre's system and the time frame that we would be able to receive them and install them to start making ice. All inquiries to obtain the new equipment were unsuccessful.

At this point, alternate arrangements for the provincial training camps were undertaken. For example, Centre management spoke to the organizers regarding making alternate arrangements at another ice venue, catering, transportation details, etc.

We met with the camp organizers on Sunday, August 7th for a briefing on the situation. Further to that, we met on Monday, August 8th with the chief associate for CIMCO, Mr. Kevin Harris to brief Council and staff on the status of the problem as well as plan further contingencies such as going directly to the manufacturing company in Sweden to order a complete new unit. We asked that the new unit be assigned priority status to get it to Gander as fast as possible for installation. Once complete, the ice making process would begin.

The camp organizers were updated on the latest developments and continued with alternate arrangements. Likewise, they will be kept informed of any new changes when they are received from the supplier.

Council sympathizes with the camp organizers and the many parents that were counting the Centre to have ice ready for the event. Our relationship with the group has been very favorable for the past 9 years and this is why they choose our community and venue for their annual training camps. We will continue to endeavor to work with them and future patrons to make their activities at the Centre as successful as possible.

The Deputy Mayor reiterated the difficulty in obtaining the repair parts for the plant and Council met with CIMCO and they are advising that they are hoping to have the repair completed and the ice installed by Friday.

The Director of Parks and Recreation advised that the part is now in flight to Toronto.

Councillor Lanning questioned why it took almost two months to have the parts ordered.

Councillor Blundon stated that he was not briefed on the situation and had no answer to the question.

Councillor Oram stated this is a repeat of many situations that are happening in the Parks and Recreation Department and he felt that priority was not given to the repair and there was no need to go to the Public Tender system as stated in Councillor's Blundon's report.

The Chief Administrative Officer advised that Council is under obligation to follow the Public Tender Act and in his opinion this repair could not be deemed as an emergency situation which is one of the exemptions under the Public Tendering Act.

Deputy Mayor Tucker stated that CIMCO advised that they had contacted all of their customers and none of them had this item in inventory.

Councillor Lanning expressed her disappointment as she had questioned when the repairs were going to be completed and was ensured that the work would be completed on time and the contract called for completion by July 27, 2011.

The Director of Parks and Recreation explained that the major cause of the delay was that the Department had anticipated that the repairs would be able to be completed by calling for quotes rather than going to Public Tender. However, a recommendation was made to Council to include the major overhaul for one of the compressors along with the repair for the ammonium leak and when that quote was received; it was over the \$10,000 threshold which meant it had to go to the Public Tender Act.

Mayor Elliott stated that if priority had been given to the repair then the plant should have been started up on July 2, 2011 rather than August 2, 2011 which gave no time for further repairs.

Councillor Oram advised that he questions the competency of the Gander Community Centre. The Chief Administrative Officer raised a point of order and advised that this is a personal issue which must be discussed in a private meeting of Council.

Blow Downs at Cobb's Pond Rotary

The Committee was updated on the results of the request for interest to cut the blow downs at Cobb's Pond Rotary Park. There were two individuals who submitted their names so the Committee suggested that the two interested individuals be contacted and asked if they would be willing to share the cutting of the blow downs. If not, there would be a draw process to decide. They would also like to find out when the individuals would be able to cut and remove the blow downs.

It should be noted that some of the brush clearing has been carried out at the Park by the Municipal Works Department staff along the boardwalk to assist with cleaning up the blown downs and low brush as per the request of Rotary.

Committee on Social Development and Community

The Economic & Social Development Committee was presented by Deputy Mayor Tucker.

The Economic & Social Development Committee was held on August 3, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: N. Lanning, Councillor; D. Blundon, Councillor; D. Chafe, Development Director.

The following items were discussed:

Physician Recruitment/Retention Committee

At its last meeting, the Committee discussed a number of options which it believed might correlate well with a broader physician retention strategy. One event, which the Committee had hoped to organize this year a chartered iceberg/whale watching tour and a dinner is estimated to cost \$2,800, an amount nearly double that budgeted for physician recruitment and retention activities as set out in the 2011 budget.

The Committee will make a recommendation for an appropriate financial commitment during the 2012 budgeting process.

Nova Consolidated School Board

At its last meeting, the Committee asked that Mr. Charlie McCormick, the new CEO of Nova Consolidated School Board be invited to meet with the Committee to discuss issues affecting the Board, their presence in the community and future plans. The Director was unable to confirm whether or not an official invitation had been extended to Mr. McCormick.

Search and Rescue Privatization

A July 21 article in the Ottawa Citizen reported that the Government of Canada is considering the privatization of the military's search and rescue capabilities. While concerning, recent conversations with the Honourable Peter Penashue, Minister of Intergovernmental Affairs and Newfoundland and Labrador's Federal Cabinet representative, indicated that the privatization is strictly for the operation of the new fixed wing search and rescue aircraft. There will be no negative consequence for the operations of 103 Search and Rescue.

Council will continue to monitor the situation and will take the appropriate steps to mitigate any potential negative impact on the operation of 103 Search and Rescue.

Affordable Housing

The affordability of housing in our community has long been of interest to Council. In a vibrant and growing economy such as ours, private, public/private or wholly public solutions are not easily found. Having reviewed correspondence from Newfoundland Labrador Housing, the Federation of Canadian Municipalities and the Canada Mortgage and Housing Corporation, the Committee is encouraged to see that the affordability issue is not unique to Gander and that all three levels of government are actively seeking solutions to a growing problem.

The Committee has indicated its interest in meeting with Mr. Len Simms, Chairman and CEO of Newfoundland Labrador Housing, to discuss the affordability issues as they relate to this province.

Additionally the Municipal Works and Services Department will be asked to investigate the possibility and feasibility of opening new residential land exclusively for the development of mini-home type homes.

Councillor Oram questioned what the Committee's plan for affordable housing is and Deputy Mayor Tucker stated they are looking at options to make land more affordable by reducing lot sizes and investigating funding from other government sources.

Heli-One Composites

The Committee reviewed a press release from Heli-One indicating its intent to sell its Heli-One Composites Division. Town representatives will meet with the company's general manager to determine what assistance if any the Town may offer in identifying potential purchasers. Council is committed to ensuring the company's long-term success as one of our communities leading aerospace companies.

Building Statistics

Our midyear building statistics (January – June 2011) continue to show impressive growth in the residential sector. At the end of June there had been 225 residential building permits issued for work valued at \$14,982,955. During this period 68 new residential structures accounting for 105 residential living units.

For the same period during 2010 the Town had issued 180 permits for work valued at \$9,664,311 including permits for 50 new homes.

Commercial and Government/Institution were down significantly over last year due to completion of major renovations at Provincial Government properties and the construction of a new big box retailer.

Council looks forward to continued strong growth though the second half of the year.

Councillor Oram asked if the 225 residential building permits meant that there that were this many houses being constructed and if it reflects that of the senior's rental units are provided with individual permits.

Deputy Mayor Tucker explained that there were 68 new residential structures accounting for 105 residential living units which included the senior's rental units. However, the 225 building permits include all permits issued for things as fences and home repairs.

Second Quarter Variance Report

The Committee reviewed the Department's second quarter variance report for the period ending June 30, 2011. The report indicates that the department expenditures are on budget. Total spent to June 30th was \$155,428.13.

D. Tourism Committee

The Tourism Committee report was presented by Councillor Lanning.

The Tourism Committee meeting was held on August 2, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; J. Turner, CAO; G. Brown, Director of Finance; K. Waterman, Director of Parks, Recreation and Tourism.

The following items were discussed:

Targa Newfoundland

The organizers for Targa Newfoundland have confirmed that they will be using a different format for the Gander stage with no changes in the overall timeframe. The change would involve the vehicles doing a double stage or twice around the approved course.

Further information on the proposed course change will be discussed and released to the public after the next committee meeting.

Festival of Flight Notes of Appreciation

The final reports for the Festival of Flight are now being prepared. The Committee and Council would like to thank everyone involved for their volunteer contributions. The tremendous response from our local commercial organizations helped to make the 25th Anniversary celebrations a success. The Committee did suggest that all individual participants and Council be sent a survey to register their comments to assist with this year's evaluation and more specifically, the planning of future events.

A formal thank you will also be placed in the Town's section of The Beacon and the Town's website.

Rick Hansen's Anniversary Relay

The planning for the 25th Anniversary tour taking place on August 28th is well underway. Organizers have contacted local groups soliciting their support and participation. The Gander Special Olympics will have a number of athletes participating in the event. Mr. Joe Philpott is coordinating the activities on the local level.

Variance Report

The Committee reviewed the second quarter variance report and the expenditure and revenues were on budget. The major expenses and revenues will be reviewed in the next two months after all the Festival accounts are finalized.

Review of Tourism Accounts

The Committee would like to pursue a more in depth review and analysis of the Tourism and Special Event accounts in preparation of the 2012 budget. Additional meetings should be scheduled in advance of the main budget meeting.

Deputy Mayor Tucker left the meeting.

Councillor Oram questioned why it is taking so long to determine if the Festival made a profit this year and when the financial reports will have to be completed. He also commented that the reporting should be made immediately as Council seems to forget about last year's loss.

Councillor Lanning explained that it takes time for all of the bills and revenue to be compiled and Councillor Scott explained that Council presents quarterly financial reports and that the reporting on the Festival will be made as part of the third quarter financial report and the reporting will not be forgotten as it is part of the normal reporting process.

Deputy Mayor Tucker returned to the meeting.

Councillor Anstey explained that the Committee will be reviewing all of the events that are held in conjunction with the Festival and it is the Committee's intention to have that review completed prior to the budgetary process to see if there is changes necessary for the civic holiday.

Councillor Oram felt that there is a greater need for kids events than those for the adults and Deputy Mayor Tucker explained that proceeds from the Adult Kitchen Party is what makes it possible for Council to provide the children's events at a very low cost. The Kitchen Party subsidizes those events that Council thinks should have low cost admittance.

Councillor Lanning advised that she is looking forward to next year's Festival as the redevelopment of Cobb's Pond will present an opportunity to look at all of the events, where they are held, and if there are venues that should be considered in addition to Cobb's Pond.

Report of Municipal Works & Services Committee

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

The Municipal Works & Services Committee was held on August 3, 2011. The meeting was chaired by R. Anstey, Councillor. Other members present included: D. Blundon, Councillor; N. Lanning, Councillor; G. Regular, Acting Director of Municipal Works; J. Turner, CAO.

The following items were discussed:

340 and 360 Garrett Drive

Councillor Anstey advised that the Committee does not have a recommendation and advised that the Committee will have a recommendation at the next Regular Council meeting.

Generator Tenders

At the previous meeting, the Committee reviewed tenders received for a replacement Generator at the Gander Lake Pumphouse and a new 20 kw generator. At the time there was insufficient information available to the Committee members to explain the variance between the budgeted amount and the actual cost.

For the larger 350 kw generator the budget estimate of approximately \$ 100,000 was provided to the Municipal Works Department by one of the suppliers. It was anticipated that there would be a residual value of approximately \$ 15,000 for the existing unit leaving a budget amount of \$85,000. The actual tender for the generator is \$ 140,304.

The Gander Lake generator is approximately 35 years old and is showing significant signs of wear. The radiator is leaking and all of the gaskets and seals are original. In the event of a power failure, this is the only means of providing water to the reservoir.

The budget for the 20 kw generator was estimated by our staff at \$ 15,000. This will be used for a mobile backup power supply for our lift stations in the event of a power failure. This was one of the recommendations in the report of the events after the hurricane last year.

Funds for the additional cost for these units can be obtained by reallocating funds within the capital budget using the \$ 20,000 surplus, \$ 32,000 originally designated for the traffic light camera and the remaining \$ 28,000 from the sectional asphalt repair program.

The Committee recommends reallocating funds in the capital budget to cover the cost of these purchases and refers this to the Finance Committee for its consideration.

Invoices for Approval

The Committee reviewed two invoices for approval and the Acting Director advised that all goods and services have been received and meet the Towns' specifications.

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

Variance Report

The Committee reviewed the department variance report for the second quarter and the acting director advised that the total municipal works budget was under by \$ 2161.06.

23 Earhart Street, Rearyard variance request

The Committee reviewed a request from a resident on Earhart Street to construct an extension at the rear of their property and to vary the rearyard regulation by more than 10%. The resident cited several cases in the past where Council has varied their regulation by more than 10%. Each of the cases noted were prior to the year 2000 when the provincial government adopted a new Rural and Planning Act which prohibits councils from varying regulations by more than 10%.

The only way for Council to approve this extension would be to change the development regulations and decrease rearyards which currently are at 10 meters minimum with an average of 12 meters. For this development to be approved with a minimum 10% variance, the regulation would have to be changed so that the minimum rearyard is 6.5 meters and the average is 9.5 meters.

Approximately 90% of residences in Gander are located in a Residential Medium Density zone and changing the regulation would affect all of these areas. The Committee is not recommending changing the development regulations to accommodate this request.

Deputy Mayor Tucker was concerned that Council was not able to provide a Variance as requested by the residents of 23 Earhart Street because the request was made because of mobility issues and asked the Committee if it could expedite finding a solution to the rearyard to allow the construction of the extension.

Councillor Anstey advised that Council can only approve a rearyard to a maximum of 10% as required by the Urban and Rural Planning Act.

The Chief Administrative Officer explained that in order for Council to issue a Variance greater than 10% the Urban and Rural Planning Act would have to be amended.

Deputy Mayor Tucker asked if the Committee could investigate and seek government's assistance in finding a way to vary the rearyard.

It was the consensus of Council to have staff investigate alternatives to providing approval for the Variance Request.

Deputy Mayor Tucker left the meeting due to conflict of interest.

60 Elizabeth Drive-Adoption of Motion

The motion for adoption of the rezoning of the old Fire Hall at 60 Elizabeth Drive is now ready for adoption.

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 #11-170

60 Elizabeth Drive – Adoption of Motion

Moved by Councillor Anstey and seconded by Councillor Blundon 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.

Councillor Oram asked if the sale of the property was finalized and the Chief Administrative Officer confirmed that the Deed of Conveyance was finalized today.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tract Consulting- Carr Crescent Development

The Committee has reviewed a preliminary proposal from Tract Consulting to provide professional services to complete a comprehensive concept design of the Carr Crescent residential subdivision.

The proposal submitted does not include a schedule of fees. The consultant will be contacted to submit a finalized proposal which includes a fee structure and total cost.

Tenders –Variable Frequency Drive

The Committee reviewed results of a tender for variable frequency drive for the water booster pumping station. One bid was received. This item was not budgeted but can be accommodated within the savings of the capital budget.

The Committee recommends that the tender for the supply of the variable frequency drive be awarded to *Industrial Engineering and Automation Solutions* and refers this item to the Finance Committee for its consideration.

Tenders –Gander Water Reservoir Painting-CP3 Associated Site Work

The Committee reviewed a letter from Cecon, the consulting engineers for the water reservoir project, indicating that 4 (four) bids were received and advising that the lowest of Tenders meeting specifications was *Airways Contracting/Sun Heating and Air Conditioning Ltd.*

The lowest bid was \$ 30,510 which is \$ 5,791.25 over the \$ 24,718.75 estimated cost. The Committee agrees with the consulting engineer and recommends that the tender for the Gander Water Reservoir Painting contract CP#3 Associated Site work be awarded to *Airways Contracting/Sun Heating and Air Conditioning Ltd.*, pending Ministerial approval and provided the total project is not over budget. This item is referred to the Finance Committee for its consideration.

Purchase of Topsoil

The Committee has considered the method of purchasing topsoil and granular. Operationally, it is can work either by purchasing in bulk and stockpiling or as a standing offer on an “as needed basis”.

The Committee forwards this item to the Finance Committee for its consideration.

Councillor Oram questioned if this means the topsoil and aggregation will be measured. The Chief Administrative Officer advised that the item is referred to Finance Committee which is responsible to ensure the level of internal control that would be recommended to Council.

Councillor Anstey left the meeting due to conflict of interest.

Cheshire/Hornell Green Space

Residents of Cheshire Crescent and Hornell Street have re-submitted a request to have the Green Space behind their property cleared up. Last year the developer did partially clear the area of stumps and rocks.

The Developer has indicated that there were other contractors working on individual lots who contributed to the debris and he feels that he is not wholly responsible. This item is referred back to the Department for investigation to see if it can be determined if this or any other matters are deficiencies of the developer.

Councillor Oram was wondering if Council was going to clear up the total area and Deputy Mayor Tucker advised that the petition received was to create a playlot and it is not Council's intention to have a playlot in that area.

Councillor Blundon advised that the Committee will be reviewing the requirements of the Development Agreement and will bring a report to the next Council meeting.

Councillor Oram stated that if there is a deficiency in the Development then how will Council recover on the cost of correcting the deficiency as the pledged lots are all sold and the Chief Administrative Officer advised that Council still owns the lots that are pledged.

Councillor Anstey returned to the Regular Meeting of Council.

Secondary Water Reservoir RFP

The request for proposals (CP-1) for the construction of a secondary water reservoir received two submissions. The preferred bidder based on the results of the evaluation was *Greatario* with a bid of \$ 231,650.00.

The Committee agrees with the consulting engineers and recommends that the tender for the "Gander Water Reservoir Request for Proposals CP-1" be awarded to Greatario, pending Ministerial approval.

Motion #11-171**Secondary Water Reservoir RFP**

Moved by Councillor Anstey and seconded by Councillor Lanning acceptance of the Gander Water Reservoir Request for proposal CP1 as submitted by *Greatario* in the amount of \$ 231,650, HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tenders –Gander Water Reservoir Painting-CP3 Associated Site Work

The Committee reviewed a letter from Cecon, the consulting engineers for the water reservoir project, indicating that 4 (four) bids were received and advising that the lowest of Tenders meeting specifications was *Airways Contracting/Sun Heating and Air Conditioning Ltd.*

The lowest bid was \$ 30,510 which is \$ 5791.25 over the \$ 24,718.75 estimated cost. The Committee agrees with the consulting engineer.

Councillor Oram asked who does the estimate for these contracts because the estimate is consistently over that which has been tendered. The Chief Administrative Officer advised that the consultant prepares the estimate. However, the results are always subject to the market place. If the market place is very competitive then the tendered amounts will be lower.

Motion #11-172**Tenders – Gander Water Reservoir Painting – CP2 Associated Site Work**

Moved by Councillor Anstey and seconded by Councillor Blundon that the tender for the Gander Water Reservoir Painting Contract CP#3 Associated Site Work be awarded to *Airways Contracting/Sun Heating and Air Conditioning Ltd.*, pending approval received from the Department of Municipal Affairs.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Finance and Administration Committee

The Finance and Administration Committee report was presented by Councillor Scott.

The Finance & Administration Committee was held on August 4, 2011. The meeting was chaired by A. Scott, Councillor. Other members present included: S. Oram, Councillor; R. Anstey, Councillor; J. Turner, CAO; G. Brown, Director of Finance.

The following items were discussed:

Invoices for Approval

CAPITAL

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|--|-------------|
| 1. Wade Atlantic-St. John's NL
01-000-0080-1801, Colour Scanner 36"
Budget \$ 10,000.00 Spent to date \$0.00 | \$13,234.22 |
|--|-------------|

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE AUGUST 3, 2011

- | | |
|--|-------------|
| 1. Bae Newplan Group Limited
01-000-0080-1882, Gander WasteWater Treatment Study
Budget \$68,888.00 Spent to date \$31,102.00 | \$20,921.40 |
| 2. Lighting & Traffic Systems
01-000-0080-1829, Supply and Install Traffic Controllers
Budget \$35,000.00 Spent to date \$0.00 | \$32,836.67 |

OPERATING

AS RECOMMENDED BY TOURISM AND SPECIAL EVENTS COMMITTEE AUGUST 2, 2011

- | | |
|--|-------------|
| 1. Eastern Audio Limited
00-710-1000-6950, Invoice # 76736, Production for Loverboy
Budget \$64,000.00 Spent to date \$52,711.00 | \$17,808.80 |
|--|-------------|

Total capital invoices for approval	\$66,992.29
Total operating invoices for approval	<u>\$17,808.80</u>
Grand total of invoices for approval	<u>\$84,801.09</u>

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

Motion #11-173**Invoices for Approval**

Moved by Councillor Scott and seconded by Councillor Anstey approval of the Capital and Operating Invoices, as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

220 Baird Place

The Town is dealing with a business person who is interested in purchasing land at 220 Baird Place. Council would like to leave a buffer on the side of the property in case the road design on Baird Place is changed in the future.

The prospective purchaser of the land is fine with this proposal as long as they are given the option of purchasing the land that is reserved if it is not developed for use as a road. He would further like Council to agree to sell them the land at the current price.

Motion #11-174**220 Baird Place**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker approval to enter into an agreement with Ed Burry & Sons Ltd. to sell a small portion of land fronting on land that is presently being sold to Ed Burry and Sons Ltd. at a price of \$20,000 per acre, should that land not be required for a road reservation.

Councillor Oram stated that it was his understanding that the zoning had changed for the parcel of land and is now zoned Commercial General which would indicate that there is a higher price required for the sale of that land. The Chief Administrative Officer stated that the zoning is Industrial General and is being sold at the appraised price for that parcel of land.

Councillor Lanning questioned if there was a deadline on the commitment to sell at that price and Councillor Scott explained that the developer had requested to purchase all of that land. However, the Committee was interested in holding the land in the event that it would be required for a possible extension of Dickins Street.

Councillor Oram explained that he had misunderstood the location of the land and was in agreement with the recommendation.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Property Tax Reduction

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

Motion #11-175

Property Tax Reduction

Moved by Councillor Scott and seconded by Deputy Mayor Tucker approval of a property tax reduction application as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Variable Frequency Drive

The Committee reviewed the tender results for the purchase of Variable Frequency Drive for the pump house. One bid was received on this item which is unbudgeted.

The CAO advised the Committee that the Department of Municipal Works has since reported that the second drive is also exhibiting signs of failing and he is asking for approval to purchase a second drive as well. Under the Public Tender Act, Council can use the same tender to purchase the second drive as it is within 30 days of receiving the original tender.

Motion #11-176

Tender – Variable Frequency Drive

Moved by Councillor Scott and seconded by Councillor Anstey approval to award the Public Tender for the purchase of a Variable Frequency Drive from Industrial Engineering and Automation Solutions at a cost of \$10,997.90 plus HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #11-177**Tender – Variable Frequency Drive**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker approval to issue a Purchase Order in the amount of \$10,997.90 plus HST to Industrial Engineering and Automation Solutions for the purchase of a Variable Frequency Drive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Generators

The Committee reviewed the tender results for the purchase of two generators. Three bids were received on the items; which are significantly over budget. The Committee held a lengthy discussion on this matter and the majority felt that the tender should be awarded.

Motion #11-178**Tender - Generators**

Moved by Councillor Scott and seconded by Councillor Anstey approval to award the Public Tender to supply two generators to Goodyear's Electrical Limited at a cost of \$188,600.00, plus HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Variance Report

The Committee reviewed the Variance report for the first six months of operations in 2011. At the end of June it is projected there will be a \$20,236 surplus generated this year. This leaves us with a projected cumulative surplus to the end of June of \$750,732.

Major Variances Report

The Committee reviewed the Major Variances for the first six months and it includes the following:

Revenue:

1. Tax revenues are \$52,700 over budget due to continued strong economic within town;
2. The Municipal Operating Grant is \$32,239 over budget as it was increased by the Provincial Government in their current year budget;
3. Permits are expected to be \$15,200 over budget.

Major Expenses:

1. Municipal Enforcement wages are \$12,000 under budget due to a position not being filled;
2. Fuel and heating oil costs are \$54,000 over budget due to price increases;
3. Waste Management costs are \$90,000 under budget due to the delay in the opening of the Central Waste Management facility in Norris Arm.

Capital Variance Report

The Committee also reviewed the Capital Variance report to the end of June which is showing that the Town will be spending \$239,900 less than initially budgeted. The bulk of these savings are a result of projects that they have planned for this year that may have to be delayed until next year because of the late announcement of the provincial cost sharing program.

Collection Report

The Committee reviewed the Collection report which indicated that the collections were on par with previous years.

Alert Me Policy

The Committee reviewed the Alert Me policy which specifies when the Town will make announcements on its Alert Me notification system, which is set up to alert residents automatically by email when there are things such as road closures or water shut offs.

Motion #11-179**Alert Me Policy**

Moved by Councillor Scott and seconded by Councillor Blundon the adoption of the Alert Me policy as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

5. Other
None.

6. **ADMINISTRATION**
None.

7. **CORRESPONDENCE**
None.

8. **NEW BUSINESS**

Tract Consulting – Cobb's Pond Proposal

In 2007, Tract Consulting was retained by the Town of Gander to prepare a conceptual plan and order of magnitudes of development cost estimates for the Cobb's Pond Rotary Park. The conceptual plan was accepted by both the Rotary and Council and funding was sought for redevelopment of the Park.

Council applied for funding from various sources and was successful in receiving \$1,500,000 from the Department of Municipal Affairs under the Capital Works program this year. The Tract proposal outlines the various steps that the consultant proposes to take in implementing the conceptual design for the redevelopment including a maintenance program to ensure that the Park, after it has been developed, will be maintained to a consistently high level. The maintenance plan will identify maintenance task, frequency and level of quality desired.

Tract also proposed to work with the Parks and Recreation Department to refine the Recreation programs and special events that would be offered at the Park and the operational burden of such activities. Council was very pleased with the proposal.

Motion #11-180

Tract Consulting – Cobb's Pond Proposal

Moved by Councillor Scott and seconded by Councillor Blundon acceptance of the proposal from Tract Consulting Inc, for services provided to redevelop Cobb's Pond Rotary Park at a cost of \$133,500 plus HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Deputy Mayor Tucker requested that Tract would be approached and requested to have the initial meeting as outlined in the proposal with Rotary and Council in the immediate future.

Councillor Blundon asked for Council's consent to write a letter to our MHA thanking him for his assistance in obtaining funding for the Cobb's Pond Redevelopment. It was the consensus of Council that this letter be written.

Carr Crescent land development concept proposal

As referred to in the Municipal Works Report, at its last Privileged Meeting, Council reviewed a proposal from Tract Consultants outlining their approach and scope of work which they proposed for developing the Carr Crescent subdivision.

Tract Consulting proposed to review the current Town Plan and prepare a draft concept regarding the housing mix and amenities, built form, street layout, community connections, including integration within the Cobb's Pond Park; and a market study to determine the housing mix. They would also provide an economic forecast, capital development costs, population projections and land valuation. Their proposal also included collecting feedback from the general public. The fee to provide this service was \$63,167 plus HST with a further \$10,000 allowance to provide the engineering design if Council decided to contract out that service rather than have it performed by Town Engineering staff.

After a lengthy discussion, it was decided to reject the proposal and continue with Council's present method for subdivision land sales.

Municipal Benchmarking - Committee Membership

Mayor Elliott and the CAO have received a request from Municipalities Newfoundland and Labrador to sit on the Municipal Benchmarking Committee. This Committee been formed to review the feasibility of establishing a benchmarking program for the municipalities in the province and will be responsible for developing, piloting, and lobbying for a significant shift in how municipal governments operate in the province.

Motion #11-181

Municipal Benchmarking – Committee Membership

Moved by Councillor Scott and seconded by Deputy Mayor Tucker approval be given to Mayor Elliott and the CAO to participate on the Municipalities Newfoundland and Labrador Benchmarking Committee.

In Favour: 7 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT

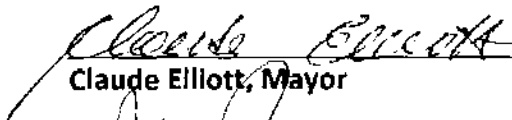
Motion #11-182

Adjournment

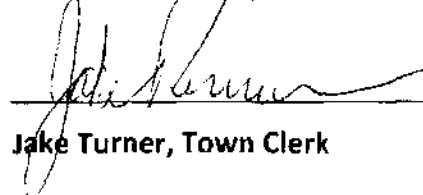
There being no further business, it was moved by Deputy Mayor Tucker and seconded by Councillor Blundon that the meeting be adjourned at 6:15pm.

In Favour: 7 Opposing: 0

Decision: Motion carried.



Claude Elliott, Mayor



Jake Turner, Town Clerk