

MINUTES

Regular Meeting of Council Wednesday, August 31, 2011 @ 4:30 pm Council Chambers

Present:

C. Elliott	Mayor
Z. Tucker	Deputy Mayor
D. Blundon	Councillor
S. Oram	Councillor
N. Lanning	Councillor
A. Scott	Councillor

Advisory Resource:

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

Regrets:

R. Anstey	Councillor
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1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Resolutions adopted by Council on August 31, 2011

The Mayor proclaimed September 12-16, 2011 as Sexual Violence Awareness Week whereas the Town of Gander recognizes the need for people of our province to live in safe and caring communities where violence is unacceptable, and supports efforts that raise awareness and educated the public.

Arthritis Awareness Month

The Mayor proclaimed September 2011 as Arthritis Awareness Month in the Town of Gander whereas it will focus on communities committing to a world without arthritis, providing help to those living with arthritis and supporting innovative research to ultimately find a cure for this debilitating disease.

3. MINUTES FOR APPROVAL

Motion #11-183

Minutes for Approval

Moved by Councillor Blundon and seconded by Deputy Mayor Tucker that the Minutes from the Regular Meeting of Council on August 10, 2011 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Tender for Construction of Dickins Street

There was an error in the June 29, 2011 Regular Council minutes pertaining to the tender for Construction of Dickins Street.

Motion #11-184

Tender for Construction of Dickins Street Correction

Moved by Deputy Mayor Tucker and seconded by Councillor Scott that this item be corrected to state that Councillor Scott moved the Motion to be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

5. REPORTS – STANDING COMMITTEES:

A. 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 22, 2011. The meeting was chaired by S. Oram, Councillor. Other members present included: Z. Tucker, Deputy Mayor; G. Brown, Director of Finance; A. Lorette, Deputy Municipal Clerk; D. Brett, Fire Chief; O. Fudge, Municipal Enforcement Officer.

The following items were discussed:

PUBLIC SAFETY**Speed Sign Follow Up**

Administration noted that the speed sign that was budgeted for 2011 has not yet been ordered and that the Purchasing Agent was in the process of preparing the specifications. Once complete the tender will be released.

Buzzing Traffic Lights

Following the last Committee meeting where it was recommended to the Finance Committee that funding be found in 2011 to procure a single buzzing traffic light system on a trial basis, additional information was found that indicated that the traffic signal originally specified would not suit the Town's needs. Additional products were sought out and were presented for the Committee's review.

The cost of one item is approximately \$1000 plus installation and the Director of Finance confirmed that funding would be available in Capital Out of Revenue for this purchase. This item is referred to the Finance Committee for their review and consideration.

9-Wing Fire Protection Agreement

The Director of Finance and Fire Chief recently met with 9 Wing Gander to discuss 9 Wing's suggested amendment to the current Fire Protection Agreement. The Committee reviewed the draft agreement which stipulates that the Town will provide the Base with Fire protection and in addition to those services previously agreed, 9 Wing is proposing that the Town provide HazMat response as well.

It was noted that this service would be for containment only, not clean up and only as first responders. It was further noted that should the resources not be available to provide this service, there was a 6 month notice built into the agreement to opt out. The Committee discussed the proposed amendment and was in agreement to move forward.

Motion #11-185**9-Wing Fire Protection Agreement**

Moved by Councillor Oram and seconded by Deputy Mayor Tucker that the Fire Protection Agreement with 9 Wing Gander, be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Light Pole – Yeager to Magee Path

The Committee reviewed correspondence from a resident requesting that a light be installed at the entrance to the path connecting Yeager to Magee. It was noted that this area, without illumination, has become a hangout for groups of youth and the resident is of the opinion that this poses safety concerns. The resident noted a utility pole is already established in this area.

The Committee was in agreement and is recommending to the Municipal Works Committee that a light be installed at this location.

MNL Resolutions

The Committee reviewed correspondence from MNL regarding the second call for Resolutions for the upcoming AGM. The Committee, at this time, does not have any resolutions to put forward.

Airport Blvd. Motorist Safety

The Committee noted that some concerns have been raised regarding the safety signage and conditions on Airport Blvd. especially while work is not presently underway. The Deputy Municipal Clerk noted that she will have the OHS Advisor observe the site to determine whether the appropriate signage standards and controls are in place according to Provincial guidelines.

HUMAN RESOURCES

Firefighter Training

The Committee reviewed a suggestion from a resident who, following the last Regular Council Meeting where a Firefighter was awarded a small monetary sum for their participation in the Firefighter Challenge, feels that the Town should consider this training and do more in the way of funding.

The resident noted that this would not only increase the ability of the firefighter to perform this role, but also increase morale within the department.

The Committee discussed the issue and thought that this was indeed an area worthy of Council contribution. The Committee asked that an amendment to the current training policy be drafted that would set aside up to \$2500 per year and a maximum of \$500 per person to participate in Fire Training activities such as this outside the regular training allotment.

It was also directed that monies be found in the current training budget to top up the initial contribution to the \$500 maximum. If funding cannot be identified in training, the Committee recommended that this item be referred to the Finance Committee for reallocation.

Deputy Mayor Tucker stated that this would only be paid if the Event is outside the Province.

Human Resources Committee:

The Human Resources Committee was presented by Deputy Mayor Tucker.

The Human Resources Committee was held on August 25, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: A. Scott, Councillor; G. Brown, Director of Finance; A. Lorette, Deputy Municipal Clerk.

The following items were discussed:

9/11 Representation

The Director of Finance advised that a resident requested that the Town include a Firefighter in the delegation going to Washington regarding the 9/11 ceremonies. The list of names has already been submitted to the Embassy and to Air Canada for ticketing and the Committee is not prepared to recommend any changes at this late time.

Ticketing on Highway

The CAO received a complaint regarding the Town's Municipal Enforcement Officers enforcing the Highway Traffic Act on the Trans Canada Highway. The Director of Finance advised that they were enforcing the Act in conjunction with the RCMP. The RCMP was supervising the operation. The Committee has no concerns with the Municipal Enforcement Officers assisting the RCMP in the enforcement of the Highway Traffic Act on the Trans Canada Highway as there are numerous complaints being received regarding excess speeding in that area.

Local Hiring Preference

A resident asked Council to consider a local hiring preference for all staffing. The Committee felt they are not prepared to change its current policy of hiring the best qualified person for the job, regardless of residency.

Ergonomic Report

The Committee reviewed an Ergonomic Report prepared by a consultant who has been in to evaluate several workstations throughout the organization. The report identified approximately \$6,500 in modifications required to be made to workstations. The Committee is not prepared to defer these items to Budget 2012 as it affects employee health and refers the item to the Finance Committee with a recommendation to purchase this year.

Respectful Workplace Policy

The Committee reviewed a Respectful Workplace Policy which had been prepared by the Deputy Municipal Clerk. The policy states the Town is committed to creating and sustaining a healthy, safe and caring work environment for its staff. The policy is presented for its first reading for input. If Council, or staff, has suggestions to improve the policy they should contact the Town Clerk prior to the next HR Committee meeting.

Whistleblower Policy

The Committee reviewed a Whistleblower Policy which would enable employees to lodge complaints without a fear of retaliation. The Deputy Municipal Clerk advised that the policy was recommended by the Town's auditors during a recent audit. The policy outlines the type of complaints and how they will be investigated. This policy is presented for its first reading tonight and if Council, or staff, or the public has any concerns or suggestions to improve on the policy they should contact the Town Clerk before the next HR Committee meeting.

10. Parks & Recreation Committee:

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

The Parks and Recreation Committee was held on August 22, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: Z. Tucker, Deputy Mayor; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Tennis Courts – Fire Inspector’s Report

The Committee reviewed the attached report from the Fire Inspector regarding safety concerns at the Tennis Courts.

The Committee would like all of the recommendations in this report to be completed as soon as possible. They would also recommend that the gate on Memorial Drive remain intact and open.

Community Trail System Grant

To date, there has been no response received by the Parks and Recreation Department regarding this grant.

T’Railway Meeting with Central Representatives

A meeting with Central Representatives regarding the T’Railway will take place on Thursday, August 25th. The Committee requested that the department staff contact the Town of Appleton and Destination Gander to ask them to attend the meeting. The Chairperson will host the meeting and some topics for discussion will be trail grooming, the impact of the T’Railway on the Tourism Industry, etc. This will also be an opportunity for the local snowmobile association to speak with representatives of the provincial snowmobile association.

Councillor Blundon provided an update on the meeting, which he felt was very productive.

Dog Park Update

A number of items have been completed at the Dog Park such as the fencing secured, lawn maintenance done and the grading is in progress.

A request for a double gate to be installed at the site, placement of garbage bins and a bag dispenser has been received by the department and will be forwarded to the appropriate supervisor.

The Deputy Mayor stated there have been a lot of positive comments on the facility and it is being used.

Skateboard Park re Fencing

Work on the Skateboard Park is in progress. The corner posts have been erected and a work order for the boring of fencing holes has been issued. Once the fencing is installed, the netting will be put into place to ensure that fly balls from the softball fields do not enter the park.

Meeting with Tract Consulting & Gander Rotary Club

A meeting with Tract Consulting regarding Cobb's Pond Rotary Park has been scheduled for Thursday, September 1st at 7:00 p.m., Members of the Rotary Club are also invited.

Community Centre Commercial Signage

The Director of Parks, Recreation and Tourism will meet with Minor Hockey and Figure Skating to discuss the possibility of these groups taking over selling the advertising signage at the Community Centre. The Committee requested that before signing the agreement to allow the groups to sell the advertising, the agreement be brought back to Council for approval.

C. Economic & Social Development Committee

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

The Economic & Social Development Committee was held on August 22, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: D. Blundon, Councillor; J. Turner, CAO; D. Chafe, Development Director; A. Crummey, Development Officer.

Guest: Charlie McCormack, Nova Central School District

The following items were discussed:

Councillor Oram left the meeting due to conflict of interest.

Oil Spill – Dickins Street

The CEO advised the Committee that oil contaminated soil has been found at the construction site of Dickins Street. An environmental assessment is currently being completed and Council will be updated on the situation and our options as soon as more information is available.

Councillor Oram returned to the meeting.

Mr. Charlie McCormack – Nova Central School District

Mr. Charlie McCormack, the newly appointed Director of Education for Nova Central School District, joined the meeting at 4:00 pm. Mr. McCormack presented a brief overview of this district to the Committee which included information on staffing, budget, student achievement and upcoming expansion plans.

The parking issue at Gander Academy was also discussed and it was suggested that a meeting between members of the School District, the Town Council and Parent Association may help in solving some of the issues. The Manager of Student Transportation is in the process of developing a new plan for the parking and once this is completed a meeting will be arranged with all interested parties.

The Committee thanked Mr. McCormack for attending and he left the meeting at 4:35 pm.

Correspondence – Minister of Fisheries and Oceans

The Committee reviewed correspondence from the Minister of Fisheries and Oceans, Mr. Keith Ashfield, in response to our letter concerning the Marine Rescue Sub-Centre. There appears to be no appetite to reverse the decision to move the centre and the Minister reaffirm's the Canadian Coast Guard's commitment toward ensuring maritime safety in Newfoundland and Labrador.

Aeroplex MOU

The Town of Gander has been asked by the Gander International Airport Authority to enter into a strategic partnership to construct and market an aeroplex facility at the Airport. The purpose of the aeroplex will be to assist the community in securing new foreign direct investment to the local aerospace sector. Council feels that this is an excellent opportunity to further enhance Gander's position within the global aerospace community and significantly enhance our attractiveness as a site for new investment.

Council has been asked to enter into a Memorandum of Understanding with the Authority for the construction and operation of the facility. Among other things, the Memorandum of Understanding defines the roles and responsibility of each party, as well as \$500,000 commitment towards the construction of the facility.

Motion #11-186

Aeroplex MOU

Moved by Deputy Mayor Tucker and seconded by Councillor Blundon that Council enter into a Memorandum of Understanding with Gander International Airport Authority for the construction and operation of a new Aeroplex facility.

Councillor Oram was not comfortable in making a decision as he was still waiting for information on the business plan.

Deputy Mayor Tucker said it will be an asset that will well serve the community. The worst case scenario is that even if it does not go well, the Town should have a big asset for minimal cost.

Councillor Scott said he is in favour but this MOU will only allow the process to start.

Councillor Oram said that he would still like to see the business plan and is not sure the Town should enter into an agreement with outstanding issues such as taxation not settled.

In Favour: 5 Opposing: 1 – Councillor Oram

Decision: Motion carried.

D. Tourism Committee:

The Tourism Committee report was presented by Councillor Lanning.

The Tourism Committee meeting was held on August 23, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: C. Elliott, Mayor; K. Sceviour, Special Events Coordinator.

The following items were discussed:

Targa Newfoundland

Targa Newfoundland will be taking place in Gander on September 12th and 13th. The Car Show will be taking place both nights with the actual running of the stage on Tuesday, September 13th. The affected roads will be closed from 5:30pm – 7:30pm and the event staff will be posting notices on the affected streets during the week of August 29th – September 1st. If anyone is interested in becoming a Safety Marshal for Targa, they can contact the Parks, Recreation and Tourism Department at 651-5927.

The Committee requested a copy of Targa's insurance policy be reviewed before the event arrives in Gander to ensure that the Town is covered.

Rick Hansen 25th Anniversary Relay

The Relay will be taking place at the Gander Community Centre on Sunday, August 28th. The Town is honoured to have been chosen to host the end of day celebrations and wish the Rick Hansen Foundation much success with their event.

Councillor Lanning presented a medal to the Mayor that was received from the organization.

Invoices

The Committee reviewed the attached invoices which were presented for its consideration. The Director advised that the goods and services have been supplied in accordance with the requirements of the contracts and the Committee refers the invoices to the Finance Committee for its consideration and recommendation to Council.

Thank You re Festival of Flight

An email was reviewed from a citizen thanking the Town and its staff for organizing a wonderful Festival of Flight. The Committee appreciates the citizens' email and thanks all of it's staff, local organizations and anyone who helped to make the 2011 Festival a success.

Letters re Donation of Steel from World Trade Center

Two emails were reviewed from citizens expressing concern regarding the placement of the donated steel from the World Trade Center. The location for placement of the steel was determined before the steel could be donated and to our knowledge cannot be changed. The Committee felt the Aviation Museum was a fitting location for the steel as it is indoors away from the possibility of vandalism and it already has a 9/11 information area.

Henderson Jersey Homecoming Tour

The jersey worn by Paul Henderson during the 1972 Summit Series is on a cross-country tour of Canada. The Town of Gander is pleased to announce that the tour will stop in Gander on October 15th, 2011. The interactive travel trailer will not only house the iconic jersey but will have other Summit Series memorabilia, photo opportunities, trivia games, etc.

C. Municipal Works & Services Committee

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

The Municipal Works & Services Committee was held on August 24, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; J. Turner, CAO; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Asphalt Recycler, Garrett Drive

The Committee reviewed the zoning for this area and through conversation with ADI, the consultant who completed the Town Plan and the Town of Gander's Planning & Control Technician, a determination has been made that once the recycler is placed in a fixed position and is used to produce asphalt, it is to be considered an asphalt plant. An asphalt plant is neither a permitted nor discretionary use in the Industrial General Zone.

In addition, the Committee reviewed correspondence from Mr. Geoff Beaton, an environmental protection officer with the Department of Government Services. He had some discussions within his department and they have decided that the asphalt plant on Garrett Drive will be designated a fixed premise. This means, for them, that it has to be subjected to 3 annual inspections and the operation will be governed according to a Certificate of Approval granted each year upon application.

It should be noted, under the Government Service Center Asphalt Plant Policy and Procedures Manual, March 22, 2002, an asphalt plant should be at least one kilometer from nearby housing, commercial establishments and/or recreation facilities.

The Committee was split as to whether to follow through on the stop work order currently in effect or to commence with an amendment to our Municipal Plan adding Hazardous Industry to the Use Zone Table of the zone in question.

It should be noted that even if Council were to amend the Town Plan to allow this use, the Provincial Government still would not permit an asphalt plant at this location.

Deputy Mayor Tucker questioned how it is considered a plant if it is on wheels with a portable label.

Councillor Blundon said he had no problem with it being situated where it is.

Councillor Scott said the decision is based on an email from Government Services that was reviewed in Committee. It is the way it is set up that is the issue.

The Chief Administrative Officer said if the unit is mobile there is no permit required.

Deputy Mayor Tucker questioned if it is okay if left on wheels.

The Director of Municipal Works and Services said as it is now the Province, Town Planner and staff feels it is a fixed plant. If on wheels it is mobile.

Deputy Mayor Tucker questioned if its portable would it be allowed to operate.

Councillor Oram said doesn't make sense that can be used in Town and not at a fixed location.

Council was agreed to enforce the Stop Work Order.

23 Earhart Street, Extension to Residence

The Committee reviewed correspondence from the CAO, Mr. Turner addressed to Council regarding the Urban and Rural Planning Act.

Mr. Turner spoke with the Deputy Minister of Municipal Affairs and she is going to check with the planning office to determine if there is a way of approving the variance based on the need for handicap accessibility. She did advise that any changes to the Urban and Rural Planning Act who have to go through the House of Assembly, which is not sitting at this time. The CAO will follow up on this item.

The Town could change its rearyard regulation, however if this were to change it would apply to all properties in Gander and it would have a significant impact on how the buildings are erected in Town in terms of rearyards.

The Committee is recommending that no changes be made to the Rearyard Regulations at this time, however it will endeavour to pursue alternate solutions with the Department of Municipal Affairs.

The Deputy Mayor asked if the Town could contact our MHA to see if an exception can be made. If not, can the Town get permission from neighbours to allow the development.

The Chief Administrative Officer stated that Council's variance regulations are only up to 10%.

NELA Phase 17, Cheshire & Hornell Street

The Director advised that this subdivision was complete but that there were some deficiencies that had to be rectified prior to it being turned over to the Town of Gander. There were some issues raised by the Town's inspectors with asphalt and sidewalk and in discussion with the developer; he agreed to have an outside consultant compile a report on the condition of the infrastructure. After completion of that report, the Town of Gander is recommending the removal, remediation and replacement of approximately 690 meters of sidewalk and repairs to the asphalt, which have already been carried out. The only remaining deficiency, therefore, is the sidewalk. The developer agrees and the Municipal Works Committee is recommending that that this work is completed prior to total completion being granted for NELA Phase 17. The Developer will also provide a second year warranty on the work.

The Committee also discussed the green space in between Hornell and Cheshire. The Director advised that he reviewed the Development Agreement and there was nothing in it specifically indicating that the developer was responsible for the condition of the green space at the end of this agreement. In fact, while the subdivision was under construction, several other contractors were in the area and may have contributed to the untidiness left behind. The Developer did go back for a period of two days to remediate and the Engineering Department feels that they have fulfilled their obligations and is recommending that once the sidewalk has been remediated, the Developer be given total completion on that subdivision.

Councillor Oram asked how many samples were taken to delineate the problem. The Director of Municipal Works & Services said that they did significant testing and any sidewalk showing signs of problems was to be replaced. Samples were taken from representative areas of the sidewalk.

Invoices

The Director advised that there were three invoices for approval and all goods and services have been received and meet the Town's specifications.

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

Home Based Business (HBB) Approvals

The Committee reviewed two applications for a Home Based Business.

The first one was from **257 Elizabeth Drive** to operate a business office and catalogue sales For **Total RC Raceway**, an offsite radio control vehicle raceway.

WHEREAS an application has been received from 257 Elizabeth drive to operate a business office for Total RC Raceway and

WHEREAS this application meets all Town of Gander requirements under the Engineering and Development Department Regulations and no objections were received after advertising was completed

BE IT RESOLVED that **Total RC Raceway** be granted permission to operate a Home Based Business Office from 257 Elizabeth Drive.

Motion #11-187**Total RC Raceway –HBB**

Moved by Councillor Blundon and seconded by Councillor Scott that **Total RC Raceway** be granted permission to operate a Home Based Business Office from 257 Elizabeth Drive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The second was from **213 Magee Road** to operate a business office for **Beautiful Rock**, Homemade bath and body products.

WHEREAS an application has been received from 213 Magee Road to operate a business office for Beautiful Rock and

WHEREAS this application meets all Town of Gander requirements under the Engineering and Development Department Regulations and no objections were received after advertising was completed.

BE IT RESOLVED that Beautiful Rock be granted permission to operate a Home Based Business Office from 213 Magee Road.

Motion #11-188**Beautiful Rock – HBB**

Moved by Councillor Blundon and seconded by Councillor Scott that Beautiful Rock be granted permission to operate a Home Based Business Office from 213 Magee Road.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gilmore Place, Discretionary Notice and Objections

The Committee reviewed a request from a developer who wished to erect an apartment building on Gilmore Place. This land parcel is situated in a **Commercial General Zone** and *Apartment Building* is a *discretionary use* in this zone. The Committee received several pieces of correspondence from residents in the nearby area who had concerns with the proposed development in that neighbourhood.

The Director will write the developer and request further information and a conceptual drawing if possible, to help better inform the residents of exactly what type of structure they are proposing to build on this lot.

Once that information has been received, the Engineering Department will ensure there are no servicing issues in terms of tying into the Town infrastructure and that it meets all Town regulations.

Finally, there will be an Open House held to give residents and the developer the opportunity to come together for an exchange of information.

Lot 240 Yeager Street, Subdivision of lot

The Committee reviewed a request from a law firm representing the owners of lot 240 Yeager Street requesting permission to subdivide the lot into 2 parcels of land.

WHEREAS an application has been received from the law firm representing the owners of 240 Magee Road to subdivide the lot into two parcels and

WHEREAS this application meets all Town of Gander Development Regulations, legal surveys are in place and no objections were received

BE IT RESOLVED that permission be granted for the owners of Lot 240 Yeager Street to subdivide this property into two separate parcels of land.

Motion #11-189

Lot 240 Yeager Street, Subdivision of Lot

Moved by Councillor Blundon and seconded by Councillor Scott that permission be granted for the owners of Lot 240 Yeager Street to subdivide this property into two separate parcels of land.

In Favour: 6 Opposing: 0

Decision: Motion carried.

30 Armstrong, Request for Land

The Committee reviewed a request from the owner of 30 Armstrong to purchase the land between 30 Armstrong Boulevard and 265 Airport Boulevard at fair market value. This would be utilized to add extra storage space to the existing business.

The Committee was advised that the land use proposed is in compliance with the zoning in that area and the land does not have sufficient width to be held for a future access. The Committee was also advised that Council had agreed to sell the land in the past and the transaction was not completed.

The Committee has no objection to the sale of this parcel and refers the item to the Finance Committee for consideration and a recommendation to Council.

Councillor Oram left the meeting due to conflict of interest.

Dickins Street

A change order was received for \$ 10,650 for mass rock removal, consisting of several boulders as well as an outcrop of rock which had to be hammered and removed in order to obtain the elevation required for class "B" sub grade.

There was an agreed volume of 71 cubic meters, there was no unit price, it was unforeseen rock, therefore it was agreed that the change order for the amount noted above was a reasonable price and the Director forwards this item to the Finance Committee for its consideration.

During construction, it was discovered that there was oil or gas petroleum based products in the soil. The Director contacted the Department of Environment who advised that the contractor should seek professional services for onsite evaluation and potential remediation, which has been started.

The Engineering Department is currently waiting on results of the soil samples taken by Cecon Limited to determine the extent of the contamination and approximate cost of the remediation.

In addition, the Director of Finance is reviewing the purchase and sale agreement from whom the Town purchased the property to determine what the Town's exposure is in terms of the remediation work to be carried out.

The Committee gave no direction on moving forward until the soil test results are in. Further discussion will take place at that time. The Director advised that he would review the contract documents and see what, if any, impact it would have on completion of the contract.

Councillor Oram returned to the meeting.

Light Pole, Magee/Yeager

The Public Safety Committee forwarded correspondence from a resident who was concerned that the walking trail from Yeager to Magee was poorly lit and as well, it has become a hangout area. He has asked that Council consider having a street light installed at this location. The Municipal Works Committee suggested that the department investigate the site at night to determine if a light is required and follow up with a recommendation to NL Power.

AMEC Letter

A template letter was received from AMEC Environmental that could be utilized by service providers in the local area to help with the transition of the Waste Collection in the Town of Gander.

The Committee reviewed the letter and felt that it would be better served if AMEC personally contacted or met with each of these service providers to see what services they would be interested in providing and get an idea of how much the cost would be to the Town of Gander.

The Director will write AMEC advising them of this recommendation.

Carr Crescent, Round Table Discussions

The Director of Economic Development is requesting permission from Council to proceed with a series of roundtable discussions from different demographic representations throughout Town, to discuss what they would like to see in the Carr Crescent subdivision development.

For example, what type of housing, what cost structure should be associated with it, what amenities they would like to see etc.

The Committee agreed that this would be a good use of resources and is recommending that the Director of Development proceed with this plan for roundtable discussions.

In response to Council and community concerns over the availability and affordability of housing in Gander, our Economic and Social Development Department will be seeking input directly from our residents, real estate agents and developers. We will be scheduling a series of round table discussions specifically designed to solicit the input of individuals from a broad range of family types and household incomes.

Groups will include:

Individuals who currently employed full-time with total household incomes of less than \$35,000

Individuals with household incomes between \$36,000 and \$60,000

Individuals with household incomes between \$61,000 and \$85,000

Individuals between the Ages of 55 and 70 who are looking to downsize

Individuals who are employed fulltime and currently renting

Real Estate Agents and Developers

Each session will include 12 participate and will be scheduled for 90 Minutes.

This is an excellent opportunity for our residents to make their opinion known and we encourage those interested in participating to contact our Development Department at 651-5910.

Dates and times for each session will be posted on our website and Facebook page in the near future.

Targa , Road Construction Interruption

The Committee had a general discussion about the upcoming Targa Road Race as the proposed route includes Johnson Crescent which that will be under construction by a local company around the time of the race. During a preconstruction meeting the contactor advised that they would do everything possible to avoid interruptions to the Race.

Gander Water Reservoir

The Committee reviewed the Request for Proposals (RFP) for the secondary water reservoir. After the successful candidate in the RFP was been awarded the contract, there were optional items in the RFP that were extras. Our Consultant is recommending and the Municipal Works Committee agreed that they were good options, worthy of the cost associated, and is recommending to the Town that the 3 extras be added to the contract for a total extra contract price of \$ 10,288.65, HST included and forwards this recommendation to the Finance Committee for its consideration.

Airport Blvd.

Deputy Mayor Tucker asked for an update on Airport Blvd. A meeting was held with the contractor on Monday who said that he would get the Town a timeline. Deputy Mayor Tucker asked that the Developer be called tomorrow and post the answer on the website. The Contractor has been advised he is outside the timelines of the contract.

F. Finance & Administration Committee:

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

The Finance & Administration Committee was held on August 25, 2011. The meeting was chaired by A. Scott, Councillor. Other members present included: C. Elliott, Mayor; D. Blundon, Councillor; J. Turner, CAO; G. Brown, Director of Finance; J. Blackwood, Director of Municipal Works & Services.

The following items were discussed:

Sectional Paving

The Committee discussed the sectional paving program and specifically the two projects that have gone to tender for this year. The Town is patching sections of Airport Blvd., Johnson Crescent and Corrigan Street and the Committee felt the tender call was not consistent with the initial goals of the sectional paving program which is to patch smaller areas of streets in order to extend their life. The Committee felt given the large areas being proposed in the sectional paving tender it would be more cost effective to apply for cost-sharing funding and repave the whole street. The Committee is further suggesting that the sectional paving program be reevaluated and the Town restrict its sectional paving program to patching this year.

Motion #11-190

Sectional Paving

Moved by Councillor Scott and seconded by Councillor Blundon that the sectional paving tender be cancelled.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Invoices for Approval**OPERATING****AS RECOMMENDED BY THE TOURISM & SPECIAL EVENTS COMMITTEE AUGUST 23, 2011**

- | | |
|---|-----------|
| 1. Destination Gander | 20,000.00 |
| 00-700-1000-7360, invoice # 11-203 July 1, 2011 | |
| Town's contribution 3 rd quarter | |
| Budget 80,000 Spent to Date 40,000 | |
|
 | |
| 2. Fireworks FX | 16,000.00 |
| 00-710-1000-6940, fireworks display | |
| Budget 16,000 Spent to Date zero | |

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE AUGUST 24, 2011

- | | |
|---|-------------|
| 3. B&M Paving Ltd. | *410,205.37 |
| 00-120-5500-8115, Claim #1 Airport Blvd Phase #2 | |
| *original amount 429,079.76 less deduction of 18,874.39 | |
| Budget 637,499.97 Spent to Date zero | |
|
 | |
| 4. Avalon Coal Salt & Oil Limited | 136,569.96 |
| 00-000-0070-1405, inventory, road salt | |

Total operating invoices for approval	<u>\$591,775.33</u>
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The Director of Finance advised that the invoices were within Budget and meets the Policies of the Town of Gander.

Motion #11-191**Invoices for Approval**

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Land – 30 Armstrong Blvd.

The Committee reviewed a request to purchase land on 30 Armstrong Blvd. The Municipal Works Committee is recommending that the land be sold. The Finance Committee is responsible to set a price for the land which is the appraised value. The Director of Finance checked with Municipal Assessment Agency and they advised that the value is \$2.00/ft².

Motion #11-192**Land – 30 Armstrong Blvd.**

Moved by Councillor Scott and seconded by Councillor Blundon that approximately 85.47/m² of land adjacent to 30 Armstrong Blvd. be sold to The Computer Shack at the appraised value of \$21.52/m² plus legal and survey costs, with the final price being determined by the results shown on the survey.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Removal of Mould & Asbestos at 42 McCurdy Drive

The Committee reviewed the results of the tender to remove mould and asbestos from the buildings on the property at 42 McCurdy Drive that the Town recently purchased. Four responses were received and the Director advised that the lowest of the tenders that met the specifications was submitted by J & J Enterprises Ltd.

Motion #11-193**Tender – Removal of Mould & Asbestos at 42 McCurdy Drive**

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that the tender for removal and mould and asbestos from its buildings at 42 McCurdy Drive be awarded to J&J Enterprises at a cost of \$29,380 HST included.

Councillor Oram questioned why the Town is buying a contaminated site. The Town Clerk stated the issues were identified before the sale was completed.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Oram left the meeting due to conflict of interest.

Purchasing of Topsoil and Granulars

The Committee reviewed the Municipal Works Committee's recommendation that it can purchase these items either in bulk and stock piling them or as a standing offer as a needed basis.

Motion #11-194

Purchasing of Topsoil and Granulars

Moved by Councillor Scott and seconded by Councillor Blundon that the granulars and topsoil that are required by the Town for its' operations for the following year would be purchased through a tender call and the amount of granular received would be measured and verified before any portion of the granular and topsoil is requisitioned from inventory.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Dickins Street Change Order

The Committee reviewed a Change Order for Dickins Street Road Construction which is being recommended by the Municipal Works Committee.

Motion #11-195

Dickins Street Change Order

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that Change Order #3 for Dickins Street Road Construction be approved in the amount of \$10,650.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Dickins Invoice

Councillor Blundon said that there was an invoice from the contractor that did not get in on time. He wondered if there is anything that we can do with the invoice. Councillor Scott said payment terms are clearly identified in the contract and the Town are following the contract. The CAO said two or three years ago, Council decided that all progress payments had to be submitted before Committee Meetings in order to carry out due diligence.

Councillor Oram returned to the meeting.

Invoicing Procedure

At the last Council meeting, concern was expressed that the invoices and statements from the Town are somewhat confusing to its commercial taxpayers. The Director of Finance presented copies of our invoices and statements for the Committee to review. The Committee agreed that there were no significant changes needed. There was only one minor change with regard to how the interest rate was stipulated.

Ergonomic Upgrading

Earlier this year, the Town hired a consultant to do Ergonomic Assessments of several workstations around Town. Reports have since been received back from the advisor and the estimated cost to remediate deficiencies is \$6500 which is not budgeted.

The Director of Finance suggested that the work has to be done and is prepared to defer some of the computer purchases in the budget to free up sufficient funds to pay for the ergonomic upgrade.

Motion #11-196

Ergonomic Upgrading

Moved by Councillor Scott and seconded by Deputy Mayor Tucker that Administration be authorized to reallocate \$6500 from its Computer Budget to purchase furniture that is being recommended by the ergonomic assessment consultant.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tennis Court Gate

The Committee reviewed a report from the Fire Inspector regarding the Tennis Court facility and the upgrades required to ensure the facility is safe.

Motion #11-197

Tennis Court Gate

Moved by Councillor Scott and seconded by Councillor Blundon approval for the Parks and Recreation to reallocate \$1500 to install a gate at the Tennis Courts.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gander Water Reservoir - Contract Extras

The Committee reviewed a request from the Municipal Works Committee to add three extras to the Reservoir Contract. The Committee concurs with the request.

Motion #11-198

Gander Water Reservoir – Contract Extras

Moved by Councillor Scott and seconded by Councillor Lanning acceptance of three extras for the Reservoir Contract totaling \$ 10,288.65, HST included.

In Favour: 6 Opposing: 0

Decision: Motion carried.

6. Motion
None.

6. **ADMINISTRATION**
None.

7. CORRESPONDENCE

PLM

The Town Clerk read correspondence from the FCM releasing a statement on the passing of the Honourable Jack Layton.

8. NEW BUSINESS

Signing Officer

As the position of Deputy Municipal Clerk is currently vacant, the Town needs to appoint an alternate Signing Officer until her replacement starts work on September 19, 2011.

Motion #11-199

Signing Officer

Moved by Councillor Scott and seconded by Councillor Blundon that Kelly Hiscock be appointed as a Signing Officer from September 1, 2011 to September 18, 2011.

In Favour: 6 Opposing: 0

Decision: Motion carried.

9. ADJOURNMENT

Motion #11-200

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.



Claude Elliott, Mayor



Garry Brown, Town Clerk