

MINUTES

Regular Meeting of Council Wednesday, November 23, 2011 @ 4:30 pm Council Chambers

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

1. CALL TO ORDER

The Meeting was called to order at 4:33pm.

2. VISITORS/PRESENTATIONS

Gander Mosquitos Double "A" Atlantic Championships 2011

The Deputy Mayor congratulated and presented a plaque to the Gander Mosquitos on winning the Double "A" Atlantic Championships 2011.

Security and Violence Against Women

The Deputy Mayor proclaimed November 25 to December 10 as 2011 Purple Ribbon Campaign whereas their message is about the seriousness of the issue of violence against women.

Order of the Night

The Deputy Mayor proclaimed November 20, 2011 as National Child Day in the community of Gander whereas the objective is to promote quality care and to provide early childhood experiences that enhance the child's total development.

3. MINUTES FOR APPROVAL**Motion #11-248****Minutes for Approval**

Moved by Councillor Anstey and seconded by Councillor Lanning that the Minutes from the Regular Meeting of Council on November 1, 2011 be adopted as presented.

In Favour: 6 Opposing: 0

Decision Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5. REPORTS – STANDING COMMITTEES:**A. Public Safety and Human Resources Committee**

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

The Public Safety and Human Resources Committee was held on November 14, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: C. Elliott, Mayor; A. Scott, Councillor; G. Brown, Director of Finance; J. Burt, Deputy Municipal Clerk; J. Turner, CAO; J. Blackwood, Director of Municipal Works & Services; O. Fudge, Municipal Enforcement Officer; A. Quilty, Fire Inspector.

The following items were discussed:

PUBLIC SAFETY**Mail Boxes**

Correspondence was received from a resident concerning mail boxes in the area of Hadfield Street.

The resident is displeased that the new senior's complex, Kingsford Smith, must use community mail boxes when residents of the senior's apartments and Nightingale senior's complex both have door to door mail delivery. The resident explained that these complexes which are located so close together should be treated the same.

The Director of Finance noted that Administration is already in the process of checking into this matter.

Speeding on Raynham Avenue

Correspondence was received from a resident concerning the high speeds on Raynham Avenue. The resident suggested the use of speed bumps on the street, or possibly reducing the speed further to 30 km/h.

Municipal Enforcement advised that the officers spend a great deal of time in this area, and they have recently observed a decrease in the overall speeds being travelled on Raynham Avenue.

The Committee agreed that neither a reduction of the speed limit or installation of speed bumps is appropriate on Raynham Avenue. Municipal Enforcement is working hard on addressing the issue, and the Committee also believes that the mobile speed sign will help the issue as well.

911/E-911 Feasibility Study

Correspondence was received from Fire and Emergency Services of Newfoundland and Labrador informing Municipalities that POMAX Consulting Incorporated has been retained to carry out a feasibility study of expanded 911/E-911 services in Newfoundland and Labrador.

The Committee is pleased that the Province is moving forward with this study, and would like to be involved in the study as a stakeholder in the project. A letter will be written to the Minister of Municipal Affairs to request consultation on the feasibility study.

Fire and Emergency Services – Defibrillators

Correspondence was received from the Director of Fire Services concerning guidelines for the use of Automated External Defibrillators. The Director recommended that Council and the Fire Department review the document and consider the information provided when making a decision related to the acquisition and use of an AED, the level of service, and the application of the AED.

The Director of Finance advised the Committee that the Town is within the suggested guidelines. The Fire Inspector also noted that all Fire Fighters are trained on AED's.

Variance Report

The Committee reviewed the Departmental Variance Report for September 30, 2011.

2012 Budget

The Committee reviewed the Budget submissions for Public Safety and referred them to the Finance Committee for review.

HUMAN RESOURCES

Vehicle Usage Policy

The Committee met with Supervisors and Forepersons of Public Works on the issue of the Vehicle Usage Policy. The employees expressed concern with the recent changes made to the Vehicle Usage Policy, and think that these changes will negatively impact the service provided to the residents. When the Forepersons and Supervisors are able to take the Town vehicles home with them, it allows them to check work sites, monitor roads and facilities on their way to and from work. Also, it allows them to quickly respond to emergencies late at night. This becomes more important during the winter, and not having these vehicles at home will cause delays.

This is the common practice across many municipalities, and if this is changed in Gander, the Forepersons and Supervisors believe they will not be able to do the extra work they do with the Town vehicles.

The Committee discussed the concerns with the liability that may be created when employees are driving to and from work. The CAO noted that if the usage is approved in Council policy, then the employees are covered through insurance. It is only when an employee is using the vehicle for reasons not allowed by the policy that this becomes an issue.

The Director of Municipal Works stated that this change in policy will negatively affect the service provided to the Town. The Director also noted that he has never had an issue with abuse of the Vehicle Usage Policy from Forepersons or Supervisors. He also noted that if anyone witnesses such abuse, it should be reported to him so it can be addressed.

The Committee does not recommend these changes.

Motion #11-249
Vehicle Usage Policy

Moved by Councillor Oram and seconded by Councillor Scott to make changes to the Vehicle Usage Policy.

The Chief Administrative Officer stated that the Town's Solicitor advised there were no liability issues and that the benefits outweigh the costs.

In Favour: 2 Opposing: 4

Deputy Mayor Tucker and Councillors Lanning, Blundon and Anstey opposed.

Decision: Motion defeated.

Fire Chief

The Fire Inspector advised the Committee that the Fire Chief resigned on Saturday, November 12. He advised that in the absence of the Fire Chief, the Deputy Fire Chief acts as Fire Chief for the volunteers and the Fire Ground Operations, and the Fire Inspector assumes the responsibility for paid staff and administration. The Committee will review the duties and requirements of the Fire Chief's position and in the interim the Committee recommends that the Deputy Fire Chief will be appointed as Acting Fire Chief until Council appoints a permanent Chief, with the Fire Inspector assuming the administrative duties.

Motion #11-250
Fire Chief

Moved by Councillor Oram and seconded by Councillor Scott that Mr. Paul Fudge be appointed to Act in the Fire Chief's position.

In Favour: 6 Opposing: 0

Decision: Motion carried.

At this time, the Committee would like to extend to Mr. David Brett its deep appreciation for over 38 years of devoted volunteer service that he has provided to our Town in the positions of Fire Fighter and Fire Chief. The Committee extends best wishes to Fire Chief Brett for a long and healthy retirement.

Department of Municipal Affairs re Training Opportunities

The Committee reviewed the Training and Professional Development Opportunities schedule for elected officials and municipal administrators. The Committee noted that this year's schedule is almost complete, and the Central Regional Meeting will be held in Gander on November 18th, 2011. A representative will be sent to this meeting.

CAW

The Committee received correspondence from Marie St. Aubin, the National Representative of CAW advising that she will be retiring on January 1, 2012, and will be replaced by Wayne Butler. The Committee wishes Ms. St. Aubin the best in her retirement and looks forward to working with Mr. Butler.

Youth Apprenticeship Program

The Deputy Municipal Clerk advised the Committee that Gander Collegiate is seeking support in the Youth Apprenticeship Program available to high school students. Through this program students are enrolled in skilled trades courses and must work with a Journeyperson employer to complete a minimum of 200 paid workplace hours. Upon graduation, students are guaranteed a seat in CNA in the apprenticeship of their chosen trade. They will also be able to use their Youth Apprenticeship hours towards the fulfillment of the hours they will need in their first year of on-the-job training of their apprenticeship. This program also allows students to access scholarships in their chosen field.

To support this program, the Town will find suitable work under a Journeyperson in our organization at the minimum hourly rate. Funding can be applied for under Canada Summer Jobs. The Committee agreed this program will be beneficial to all parties involved, and would like to support the Youth Apprenticeship Program.

Motion #11-251

Youth Apprenticeship Program

Moved by Councillor Oram and seconded by Councillor Lanning that the Town participate in the Youth Apprenticeship Program.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Pensions for Councillors

The Director of Finance advised that an amendment to the *Municipalities Act* now allows Municipalities to establish pensions for Councillors. The Committee agreed that they did not have an interest in establishing pensions for Councillors.

Hiring Update

The Deputy Municipal Clerk advised the Committee of recent hirings and noted that the Journeyperson Carpenter and Water and Sewer Technician positions have both been filled, and the successful candidates have started in their positions.

In addition, applicants would soon be reviewed for the two Heavy Equipment Operator positions, as well as the two Foreperson's positions.

Municipal Enforcement – On-the-Job Placement

The Director of Finance advised that students in Policing and Law Enforcement studies at Holland College are interested in obtaining their On-the-Job Placement with the Municipal Enforcement Department. The Director also advised that Holland College carries insurance for their On-the-Job placements. A student from Holland College will be offered a six week on the job placement.

B. Parks & Recreation Committee

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

The Parks and Recreation Committee was held on November 14, 2011. The meeting was chaired by D. Blundon, Councillor. Other members present included: A. Scott, Councillor; Z. Tucker, Deputy Mayor; J. Turner, CAO; G. Brown, Director of Finance; K. Waterman, Recreation Director.

The following items were discussed:

Budget Review

The Director of Finance presented the various estimates of expenditures and revenues projected for the department's budget for 2012. The presentation also included the proposed capital acquisitions and projects. The estimates are ready for the next round of budget meetings.

Variance Report

The variance report was reviewed by the Committee with the major differences being explained by the Director. Overall, the report outlines the variances which were incurred in the operation of the Community Centre and the Curling Club improvements project. This information will be forwarded to the Finance Committee for their review.

Funding Request

The following request was reviewed under the Grants, Subsidies & In-kind Services policy.

The St. Paul's Chess Club was approved for \$350.00 towards three tournaments they will be hosting over the 2011-12 season. There will be approximately 250 participants involved in these tournaments.

Tender - Photocopier

The Committee reviewed the results of the tender for the supply of a digital photocopier. Three tenders were received and the Director advised that the lowest of the tenders that met specifications was submitted by Central Office Equipment.

The Committee recommends that the tender be awarded to Central Office Equipment and refers the tender to the Finance Committee for its consideration.

LED Sign

The Director briefed the Committee on the problems being experienced with the LED Sign which is shared between the Joseph R. Smallwood Arts & Culture Centre and the Community Centre. The Town owns the sign and is responsible for maintaining it and the provincial government pays an annual rental fee for use of the sign.

The sign company has reviewed the problem and is recommending the replacement of the signage display unit an approximate cost of \$17,200.00 plus H.S.T. The Committee concurs with this recommendation and is forwarding this to the Finance Committee for their review.

Community Centre Commercial Signage Contract

The Committee agreed upon the following format for the advertising contract between the Town, Gander Minor Hockey and the Silver Jets Figure Skating Club:

- a) The Town would be involved in setting the advertising rates in conjunction with the two groups;
- b) Each group would have a separate contract with the Town;
- c) Invoicing, collections and signing of contracts and other notifications will be the responsibility of the groups; and,
- d) The Town would receive 30% of all advertisement revenues collected.
- e) Each group would be assigned a section of the building.

The proposed amendments are forwarded to the Finance Committee.

C. Economic & Social Development Committee

The Economic & Social Development Committee was presented by Councillor Blundon.

The Economic & Social Development Committee was held on November 14, 2011. The meeting was chaired by Z. Tucker, Deputy Mayor. Other members present included: N. Lanning, Councillor; D. Blundon, Councillor; J. Turner, CAO; D. Chafe, Development Director.

The following items were discussed:

Services Canada

The Committee continues to seek answers about the decision making process which will see Service Canada relocate 29 positions to St. John's. Through discussions with Federal Government representatives, we are now of the understanding that the site selection criteria for the consolidation inherently discriminates against smaller rural communities. Staff has been asked to confirm the site selection criteria and report back to the Committee with their findings.

New Business Welcome Letter

The Committee was advised that the Welcome Letter for new businesses has been drafted and will be circulated to Council for review and comment.

Gander Academy School Council

The Gander Academy School Council has asked Council to lobby the Provincial Government to develop a new elementary school in Gander and to redevelop the primary section of the existing school.

The Committee supports initiatives to improve education within our community but would like further clarification on exactly what is being requested of the Provincial Government before beginning lobbying activities. A letter will be written to the Nova Central School Board seeking clarification on their request to the Provincial government.

Public Committee for Open Air Markets

Department staff has asked the Committee to endorse the establishment of Public Committees to assist with the planning and running of three new open air markets to be launched in 2012. The Committees will consist of representatives of Council and the public.

The Development Committee believes this would be a great way to organize and promote what will become true community events and agrees with establishing the public Committees.

Physician Roundtable Discussion

The Committee was advised that the Department has previously undertaken successful roundtable discussion sessions to solicit public input on a number of issues ranging from retail availability to affordable housing. Given Council's ongoing commitment to attracting and retaining physicians, the Committee endorsed a recommendation by staff to hold a special roundtable session for physicians. Information and suggestions collected during the session will be used when planning and evaluating future recruitment and retention initiatives.

Quarterly Variance Report

The Committee reviewed the third quarter variance report and requires additional clarification from the Finance Department. This has been forwarded to the Finance Committee for review.

Tourism Committee

The Tourism Committee report was presented by Councillor Lanning.

The Tourism Committee meeting was held on November 15, 2011. The meeting was chaired by N. Lanning, Councillor. Other members present included: R. Anstey, Councillor; S. Oram, Councillor; G. Brown, Director of Finance; J. Turner, CAO; K. Waterman, Parks & Recreation Director; K. Sceviour, Special Event Coordinator.

The following items were discussed:

Festival of Flight 2012 Options

Gander Day Location

In 2012, the redevelopment of Cobb's Pond Rotary Park will begin and the Gander Day celebrations will have to be moved to a new site. The Event Coordinator presented five options for a new location including three sites at the airport, the Raynham Ball Field area and the Town Ball Fields. The pros and cons for each site were discussed and the Committee recommended that the 2012 Gander Day Celebrations be moved to the Town Ball Fields. It was emphasized that if any damage is done to the ball fields due to the festivities, it would be fixed as soon as the event is over and extra money is to be placed in the budget for this purpose. The Committee would also like to speak with Gander Minor Baseball and the Softball leagues to gauge their concerns about the selection of the site. After this meeting a resolution will be brought forward to Council requesting a change in venue for Festival 2012.

Budget Review

The Director of Finance presented the proposed expenditures and revenues for the 2012 Tourism budget; and after some discussion, some changes to the allocation of funds were recommended and forwarded to the next round of budget meetings.

The 2012 Festival of Flight budget was not presented as recommendations from the Committee had to be made before all event costs could be determined. The Director of Finance will present the proposed Festival of Flight budget to the Committee for discussion before the next round of budget meetings.

Variance Report

The variance report was reviewed by the Committee and overages for the department were explained by the Event Coordinator. Overall, the report outlines variances that occurred during the 2011 Festival of Flight including overtime costs and extra costs incurred for the Kitchen Party entertainment and a/v equipment. This is forwarded to the Finance Committee for review.

Letter re Naming of Buildings

The Committee reviewed a request from a business located at the strip mall on 289 Elizabeth Drive proposing that the mall be named "Sabena Square". This request does fall under the guidelines of the Town's street naming and building policy, therefore, the Department will contact the business owners in the area to see if they agree with the proposed name change. Following discussions, this item will be brought back to the Committee for its recommendation.

Adventure Central

Annual General Meeting

Adventure Central will be hosting their 3rd annual meeting in Grand Falls-Windsor on Tuesday, November 22nd at 7:00 pm. The Committee would like the Event Coordinator to represent the Town at this meeting.

Membership Renewal

The Committee reviewed a request from Adventure Central regarding membership renewal.

Motion #11-252

Adventure Central Membership Renewal

Moved by Councillor Lanning and seconded by Councillor Anstey that the Town of Gander continue as a member of Adventure Central at a cost of \$150.00 plus tax.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Promotional Information Requests

The Tourism Department has been receiving requests for information and promotional material from Russia, Poland and other European Countries as of late. The Committee agreed that the department should continue to provide information and promotional materials to these requests.

11. Municipal Works & Services Committee

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

The Municipal Works & Services Committee was held on November 16, 2011. The meeting was chaired by R. Anstey, Councillor. Other members present included: N. Lanning, Councillor; D. Blundon, Councillor; J. Blackwood, Director of Municipal Works & Services; J. Turner, Chief Administrative Officer.

The following items were discussed:

Councillor Oram left the Regular Meeting of Council due to conflict of interest at 5:29pm.

Development Agreements

The Committee reviewed four letters that were sent out to local developers informing them that they were in default of their development agreements. Three responses received from that correspondence were reviewed and the committee discussed a go forward plan in terms of extensions for those developers and the type of security that could be put in place to allow the Engineering Department to tender to have the work completed if the contractor was to default on the extension. The topic will be discussed further at the next Management Meeting and the developers will be written to explain Council's position.

Invoices for Approval

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

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

Councillor Oram returned to the Regular Meeting of Council at 5:31pm.

22 Cotton Street, Invoice

At the last Committee meeting correspondence from 22 Cotton Street, requesting 50% payment for an invoice for a water leak, was reviewed and it was recommended that the Director research past incidents of this nature and what the outcomes were. These occurrences were investigated and it was determined that the incident at 22 Cotton Street was somewhat different and Committee agreed that the Town should not be responsible for the payment of any portion of this invoice. The Director will write the resident and advise of Council's decision.

H. Wareham & Sons Ltd.

The Committee reviewed a request from H. Wareham & Sons Ltd pertaining to the contract for the Airport Nordic Ski Club Parking Lot Upgrade. H. Wareham and Sons had indicated that the site was prepared and ready for asphalt, however, due to poor weather conditions they are advising not to pave at this time. The Director indicated that when the tender was issued the department was fully aware that it may or may not get completed in this construction season due to weather conditions and because this is a top course asphalt application, he is recommending that this contract be extended until July 14, 2012.

Motion #11-253

H. Wareham & Sons Ltd.

Moved by Councillor Anstey and Councillor Blundon that the contract for paving of the Airport Nordic Ski be extended to July 14, 2012.

In Favour: 6 Opposing: 0

Decision: Motion carried.

VON Broadening Horizons Recycling Program

The Committee reviewed correspondence from Broadening Horizons requesting Council give consideration for continued support of their recycling program during the upcoming 2012 budget.

This item is now referred to the Finance Committee to be placed in budget considerations.

Gander Public Library

The Committee reviewed a letter from the Gander Public Library requesting clarification on the snow clearing procedures for the 2012 winter season. The letter was unclear and the Committee asked the Director to contact the Library asking for clarification and it will be brought forward at the next meeting.

Gander Multiplex Committee

The Committee reviewed correspondence from the Gander Multiplex Committee requesting that the Engineering Department assist them in a possible location and requirements for the proposed building.

The Committee recommends that the Engineering Department work with the Multiplex Committee to do some preliminary location and site requirements for the proposed building.

Tenders

The Committee reviewed the results of 5 Tenders:

1. Sale of a Used Grader- Two tenders were received and the highest of the tenders that met specifications was submitted by H. Wareham & Sons Ltd for \$ 15,700 HST excluded.

The Director advised that this was a good price for the grader and the Committee recommends that the tender be awarded to H. Wareham & Sons Ltd. and refers it to the Finance Committee for its consideration. It should be noted, the grader will not be disposed of until we have taken possession of the new grader and staff is fully orientated and the machine has been commissioned and ready to operate on our town streets.

Councillor Oram questioned why was all this money spent on equipment being sold?

The Director of Municipal Works & Services stated that repairs were made in the past two years. He stated that staff has been instructed not to spend anything that is not necessary.

Councillor Oram stated he wants to see the invoices so the public can see what Council is spending on equipment being disposed of.

The CAO stated that the Town trusts the staff to decide what needs to be done and they have no reason to make unnecessary repairs.

2. Sale of Used Camera and Office Equipment – There were no bids received for this tender.

3. Sale of Used Ball Field Bleachers – One bid was received from the Town of Appleton for a tender price of \$ 113 HST inclusive. The Committee recommends that this tender be awarded to the Town of Appleton and refers this tender to the Finance Committee for its consideration.

4. Sale of Used Vehicle Bars – There were no bids received for this tender.

5. Sale of 1000 Gallon Plastic Container- One bid was received from Mr. Dunley Peyton for a tender price of \$ 113. The Committee recommends that this tender be awarded to Mr. Peyton and refers this tender to the Finance Committee for its consideration.

Those items for which there was no bid received is referred to the Finance Committee with a recommendation that the items would be offered to any not for profit organization that may have a use for them. More information on these items can be obtained by calling 651-5919.

2012 Snow Plan

The Committee reviewed the Snow Plan for 2012 as brought forward by the Municipal Works Department with a lengthy discussion about the proposed plan and the growth and expansion of the Town of Gander. One suggestion was that the Municipal Works Department consider expanding to have the snow plan cover shift rotation to allow for 7 days-a-week coverage as opposed to the current Monday to Friday, with Saturdays and Sundays covered on a call-in basis.

The Committee agreed that this would be worthwhile investigating further and has asked the Director to take this back to the staff for discussion and bring forward again at the next Committee meeting on December 7th.

In addition to the Snow Plan, the Committee reviewed the snow clearing regulations and how the Town is constantly dealing with individuals who violate these regulations. The Director advised that he had discussions with the supervisor of Municipal Works as well as Municipal Enforcement and they would like to remind residents our traffic regulations which state:

(Pg. 26, Item 19)“No person shall place, or permit to be placed, any snow, ice, dirt, debris or other material removed from private property onto a highway or other public place unless a permit has been obtained authorizing temporary obstruction for a specified time period. The Town may remove or cause to be removed, any such materials and the cost of such removal will be charged to the owner of such private property of the person responsible.”

(Pg 10- Items 23) “During the period of the first day of November in each year to the 30th day of April in the succeeding year, both days inclusive, no person shall park an unattended vehicle, regardless of weather conditions upon the highway within the Town between the hours of 12:00 midnight and 8:00 am.”

(Pg 10- Items 24) “No persons shall park any motor vehicle on any highway in such a way as to interfere with or hinder snow clearing operations.” This regulation is in force 24/7 when snowclearing operations are in effect.

(Pg 10- Items 25) “Regulations 23 and 24 do not apply to ambulance or firefighting apparatus or to motor vehicles operated by medical doctors, nurses, clergy, police or other members of the fire brigade when at the scene of an emergency.”

(Pg 10- Items 26) “Any motor vehicle parked contrary to regulations 23 and 24 may be towed away by Council or their representative.”

Some of the issues that the Municipal Enforcement and the Municipal Works Department have been confronted with and are working diligently to resolve are the ever more popular plows mounted on ATV's, truck plows, and light snow clearing equipment clearing driveways and moving snow onto town right-of-ways or town properties.

The Committee would like to advise the public that this will not be tolerated and will be strictly enforced in the 2012 Snow Clearing season and hopes the residents of Gander will continue to support the Town of Gander in its efforts to keep the streets clear and safe for all residents.

Councillor Scott stated the Town needs to address clearing of fire hydrants. This item will be forwarded to the next Public Safety Meeting.

Variance Report

The Committee reviewed the Departmental Variance Report to September 30, 2011. Overall the Municipal Works Department was \$ 568,252.00 under budget. The majority of the savings can be attributed to a couple of larger projects not being completed such as the reservoir painting and the trunk sewer from Peterson to Blackwood. Most of the operational budget items are on par and the budget is on track for the Department for this year.

This report is now forwarded to the Finance Committee for its review and comments.

Request for Additional Funding for Asphalt

The Committee reviewed a request from the Municipal Works Department for an additional \$9000 to be transferred from the asphalt patching program into the pothole patching program. It was suggested that as weather conditions permit and the opportunity exists, we should continue with pothole patching to button up any areas to make the streets safer and easier to operate on and also help protect the infrastructure in preventing potholes from getting larger and more costly to prepare.

The Committee recommends approving the request and forwards it to the Finance Committee for its consideration.

Waste Disposal Facility

The Committee discussed the draft report from AMEC pertaining to the Waste Disposal Facility or the transition when the Town of Gander begins to transport its municipal waste to the central site in Norris Arm.

Early in 2012 the Town of Gander will discontinue the use of the local waste disposal site and participate in the Regional Waste Management Site in Norris Arm. As a means to facilitate this transition, AMEC has evaluated local public drop off facility options, the impact on local recycling agencies, and collection vehicle options to ensure the needs of the community are met while considering economics and technical feasibilities.

The Committee commented that the capital cost involved, which was upwards of 1 million dollars, required to carry out the project as recommended by AMEC would in fact be a duplication of services. The Province, in bringing forth the central site had already determined that a transfer station was not required in the Gander region.

The Committee is recommending that we not move forward with the collection site as proposed in the report.

Councillor Blundon questioned if this will cause a lot of illegal dumping. He also stated that he thought a transfer station was part of the plan.

Councillor Scott stated that this was a Town plan and that small businesses may find an opportunity in this.

This was not our only option.

Sodding of Walkways

Recently, near the completion stages of a couple of development agreements, developers had approached the Town indicating that the walkways had been completed with asphalt and dressed up on the sides with Class "A" and they preferred to leave it as such.

The Committee reviewed other areas around town where this had been done with seed or sod and had a lengthy discussion on the best option. The Committee discussed that in the Town of Ganders ICSP which recommends integrations of all of the trails and Town was going to have a consultant review trail network in Gander and bring forward a recommended profile and maintenance plan of what would best serve the needs of the residents of Gander. This work has been incorporated into the 2013 Capital Works Program.

In the short term, we would stay with the standards as written in the Development Agreements which would have sod or seeding on the sides of these trailways.

The Developers who made this request will be written indicating that its Council wish that they proceed with the grass.

4. Finance and Administration Committee

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

The Finance & Administration Committee was held on November 21, 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:

Gander Community Center Advertising Contract

The Committee discussed the sub-contracting of the advertising of the Community Centre to Minor Hockey and Silver Jets. It was agreed that there will be a 70/30 split on the revenues and that the organizations will be responsible for running the advertising programs. Separate contracts will be in place with each organization.

Motion #254

Gander Community Center Advertising Contract

Moved by Councillor Scott and seconded by Councillor Blundon that the Mayor and Town Clerk be authorized to sign the Advertising Contracts, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Invoices for Approval

OPERATING

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE NOVEMBER 16, 2011

- | | |
|--|-----------|
| 1. Greatario Engineered Storage Systems | 76,210.67 |
| 00-400-5500-8100, Claim #1 Gander Water Reservoir, CP1,
Contract 231,233 Spent to date zero | |
| 2. J&J Enterprises (1999) Limited | 29,380.00 |
| 00-430-1000-7007 Removal of mold, asbestos, hazardous material
Budget 90,000 Spent to date zero | |

Total operating invoices for approval \$105,590.67

The Director of Finance advised that the Operating invoices were within budget and met the policies of the Town of Gander.

Motion #11-255

Operating Invoices

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Oram left the Council Meeting at 6:15pm due to conflict of interest.

CAPITAL

AS RECOMMENDED BY THE MUNICIPAL WORKS & SERVICES COMMITTEE NOVEMBER 16, 2011

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|--|-----------|
| 1. Professional Grading & Contracting Ltd. | 16,562.21 |
| 01-000-0080-1971, Claim #3 Dickins Street Construction
Contract 457,195 Spent to date 402,755 | |
| 2. Professional Grading & Contracting Ltd. | 52,408.38 |
| 01-000-0080-1971, Claim #4 Dickins Street Construction
Contract 457,195 Spent to date 402,755 | |

Total capital invoices for approval \$68,970.59

The Director of Finance advised that the Capital invoices were within budget and met the policies of the Town of Gander.

Motion #11-256**Capital Invoices**

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Oram returned to the Council meeting at 6:16pm.

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 #11-257**Property Tax Reduction**

Moved by Councillor Scott and seconded by Councillor Anstey that the property tax reduction application be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Sale of Bleachers

The Committee reviewed the tender results for the Sale of Used Bleachers and one bid was received.

Motion #11-258**Tender – Sale of Bleachers**

Moved by Councillor Scott and seconded by Councillor Oram that the Town of Appleton be sold used ballfield bleachers at a cost of \$100 plus tax.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Purchase of New Grader

The Committee reviewed the tender results for the purchase of a New Grader and the recommendation from Municipal Works.

The Director of Municipal Works joined the meeting to discuss the recommendation as to the type of grader being purchased as there was some concern over the model being recommended.

The Director advised he had consulted with the staff and they felt that the model being recommended was the way to go.

Motion #11-259

Tender – Purchase of New Grader

Moved by Councillor Scott and seconded by Councillor Anstey that a John Deere 670GP Grader be bought from Nortrax Canada Inc. at a cost of \$270,522.00 tax inclusive.

Councillor Oram stated that with a \$25,000 difference for joystick controllers, Council should save the money.

Councillor Anstey stated that it is \$17,000 HST inclusive and this is a new technology.

In Favour: 5 Opposing: 1 - Councillor Oram

Decision: Motion carried.

Tender - Digital Photocopier

The Committee reviewed the tender results for a Digital Photocopier and three bids were received.

Motion #11-260

Tender – Digital Photocopier

Moved by Councillor Scott and seconded by Councillor Anstey that the Tender for a Digital Photocopier be awarded to Central Office Equipment at a cost of \$199.00 per month tax inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender - Sale of Used Grader

The tender results for the Sale of the Used 1987 Champion Grader were reviewed and two bids were received. The Director of Municipal Works is obtaining more information on this sale before a recommendation can be made.

Tender - Sale of Used Office, Computer and Camera Equipment

There were no bids for this equipment and it was noted in Municipal Works if there are any non-profit groups interested in acquiring this equipment they should contact the Town at 651-5915.

Tender - Sale of Used Vehicle Light Bars

There were no bids received on this tender and the Light Bars will be disposed of.

Tender - Sale of 1000 Gallon Plastic Container

The tender results for the sale of a 1000 Gallon Plastic Container were reviewed and one bid was received.

Motion #11-261

Tender – Sale of 1000 Gallon Plastic Container

Moved by Councillor Scott and seconded by Councillor Anstey that the Town sell a 1000 Gallon Plastic Container to Mr. Dunley Peyton at a price of \$100 plus HST.

In Favour: 6 Opposing: 0

Decision: Motion carried.

LED Sign – Gander Community Centre

The LED Advertising Sign at the Gander Community Centre is in need of repairs and Recreation is recommending it be done immediately as we have advertising contracts with the Provincial Government to provide a sign. The approximate cost of the repairs is \$17,200 plus HST.

Motion #11-262**LED Sign – Gander Community Centre**

Moved by Councillor Scott and seconded by Councillor Blundon that the contract to repair the LED Sign be awarded to EC Boone Ltd. at a price of \$17,200 plus HST.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Budget Reallocation for Asphalt

The Municipal Works Department is requesting an additional \$9000 for their asphalt budget to continue with their pothole patching program.

Motion #11-263**Budget Reallocation for Asphalt**

Moved by Councillor Scott and seconded by Councillor Anstey that an additional \$9000 be allocated to asphalt repairs.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Quarterly Variance Report

The Committee reviewed the Quarterly Variance Report to the end of September. At the end of September it is projected Council's 2011 budget will be \$573,918 under budget. This leaves a projected surplus to the end of 2011 of \$1.3 million.

Major variances on the revenue side include the following:

Property Taxes are \$43,000 over budget due to strong construction season.
Municipal Operating Grants are \$32,477 over budget due to one-time increase by the Province.
Building Permit Revenues are \$24,403 over budget due to the strong construction season.

Major variances and expenditures include the following:

Diesel fuel consumption for our vehicles is \$32,133 overbudget, largely due to a price increase.
Capital out of Revenue is \$483,802 under budget largely due to the delay in starting up some projects.

Waste Collection is \$61,920 under budget due to the delay in opening the Waste Management Facility in Norris Arm.

The Festival of Flight is \$37,933 over budget due to losses on the Kitchen Party.

The Committee also reviewed the Capital Variance Report which indicated that Capital Projects for 2011 were \$352,000 under budget.

6. Other:
None.

6. ADMINISTRATION
None.

7. CORRESPONDENCE
None.

8. NEW BUSINESS

Taxi Rates

Busy Bee Cabs, one of the local taxi companies, has requested that the taxi rates be increased. The Public Safety Committee has met with the owners of both the local cab companies and feel that the requested increase is merited.

Motion #11-264

Taxi Rates

Moved by Councillor Oram and seconded by Councillor Scott that Schedule A – Tariff of Fares of the Town of Gander's Taxi and Limousine Regulations be amended as attached effective December 1, 2011.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gander Christmas Parade

The Annual Santa Claus Parade, sponsored by the Gander Lions Club, will be held on Saturday, December 3rd. The parade will start at 6pm from the Gander Academy and finish at the Community Centre parking lot.

This year's Lighting of the Town's Christmas tree will take place during the Santa Claus Parade in front of the Town Hall.

9. ADJOURNMENT

Motion #11-265

Adjournment

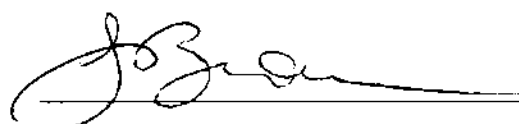
There being no further business, it was moved by Councillor Blundon and seconded by Councillor Oram that the meeting be adjourned.

In Favour: 6 Opposing: 0

Decision: Motion carried.

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


Zane Tucker, Deputy Mayor


Garry Brown, Town Clerk