

# MINUTES

Regular Meeting of Council  
Wednesday, February 4, 2015 @ 4:30 pm  
Council Chambers

**Present:**

C. Elliott	Mayor
C. Abbott	Deputy Mayor
G. Parrott	Councillor
W. Lorenzen	Councillor
B. Dove	Councillor
S. McBreairty	Councillor

**Advisory and Resource:**

D. Chafe	CAO
S. Fisher	Town Clerk (A)
K. Hiscock	Director of Finance (A)
J. Blackwood	Director of Engineering
S. Burbridge	Director of Municipal Works
P. Fudge	Fire Chief

**Regrets:**

R. Anstey	Councillor
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## 1. CALL TO ORDER

The Meeting was called to order at 4:32pm.

## 2. VISITORS/PRESENTATIONS

### Scout-Guide Week Proclamation

The Mayor proclaimed February 15-22, 2015 as Scout-Guide Week in the Town of Gander.

## 3. MINUTES FOR APPROVAL

### Motion #15-015

### Minutes for Approval

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Minutes from the Regular Meeting of Council on January 14, 2015 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision**      Motion carried.

**Motion #15-016**  
**Special Minutes for Approval**

Moved by Councillor Parrott and seconded by Councillor Lorenzen that the Minutes from the Special Meeting of Council on January 19, 2015 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 & Human Resources:**

The Public Safety & Human Resources report was presented by Councillor Lorenzen.

The Public Safety Committee meeting was held on January 26, 2015. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; T. Barrett, Municipal Enforcement Officer; L. Small, Administrative Assistant.

The following items were discussed:

**Public Safety****100 Byrd Avenue**

There have been complaints received on several occasions from area residents regarding the 100 Byrd Avenue parking lot being used for the storage of large container- type vehicles as well as commercial vehicle parking. This parking lot, although zoned commercial local (CL), is in a residential area and should not be used for this type of activity.

**Motion #15-017**  
**100 Byrd Avenue Removal Order**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that a removal order be issued for 100 Byrd Avenue requesting the vehicles and storage containers be removed.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Sidewalk Safety**

The Committee reviewed a complaint regarding the clearing of sidewalks in front of Gander Academy. In the email, the resident claims there is a safety issue when they are not completed early enough in the mornings for children who walk to school.

The Committee forwards this item to the Municipal Works Committee to review the Town Snow Plan for sidewalk maintenance and determine if there are any changes required to the current schedule.

### **LED Traffic Lights/Snow**

The Committee raised concerns about the LED traffic lights and what the process is for having them uncovered after a snowfall, if required. If there is an issue at an intersection, the Municipal Works Department should be notified immediately.

### **School Bus Stop at Mr. T's**

The Committee has seen concerns raised once again on the safety of the bus stop located near Mr. T's on Edinburgh Avenue. This is a very high traffic area and the location may need to be re-visited. It was also noted that the bus is not completely exiting the intersection when it comes to a stop and traffic backs up as a result. The Fire Chief will contact the School Board to look for possible solutions.

### **Use of Force Training**

The Committee feels it is important and would like to see *Use of Force* training available for Municipal Enforcement Officers.

Another contact has become available and the Committee will investigate this while the Town is waiting to hear back from our MHA on the response from the Department of Justice. That department had been contacted previously requesting the MEO's join with Wildlife Officers for this training, but the request was turned down.

### **Ice Rescue Training**

The Fire Chief advised the Committee that an Ice Rescue Training Course was held on January 16<sup>th</sup> & 17<sup>th</sup> at Jonathan's Pond. Ten Fire Fighters received certification bringing the total to 21 Firefighters trained for this type of response.

The Fire Chief, MEO and Administrative Assistant left the Committee meeting at 10:55 am.

The HR Supervisor joined the Committee meeting.

**HUMAN RESOURCES**

**Use of Town Vehicles Policy**

The policy was reviewed by the Committee and advised that no further changes were required.

**Motion #15-018**

**Use of Town Vehicles Policy**

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Use of Town Vehicle Policy, P003 be adopted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Working Alone Policy**

The HR Supervisor explained the Working Alone Policy along with its hazard assessment form. The Committee concurred with the policy as presented.

**Motion #15-019**

**Working Alone Policy**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that the Working Alone Policy be adopted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Director of Recreation & Community Services**

The Committee was updated with the status of the new Director of Recreation and Community Services. The Hiring Committee has recommended that the Town appoint Ms. Nicole Newell.

**Motion #15-020****Director of Recreation & Community Services**

Moved by Councillor Lorenzen and seconded by Councillor Parrott that Nicole Newell be hired as the Director of Recreation and Community Services effective February 9, 2015.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The Committee would like to welcome Ms. Newell to the team and ask that both residents and employees support Nicole as she transitions into her new position. Nicole's combined education and work experience will prove beneficial for the Recreation and Community Services department as we move forward with implementing the recreational objectives set out in the Town's Strategic Plan.

**Certificates**

The HR Supervisor wished to recognize and congratulate the following two employees on their recent educational accomplishments.

Boyd Hawco achieved his certificate for Level III Waste Water Treatment System Operator and Jeremy Whelan achieved his Heavy Duty Equipment Technician Certificate. Congratulations to you both on a job well done.

**B. Parks & Recreation Committee:**

The Parks and Recreation Committee report was presented by Councillor McBreairty.

The Parks and Recreation Committee was held on January 26, 2015. The meeting was chaired by S. McBreairty, Councillor. Other members present included: C. Abbott, Deputy Mayor; R. Anstey, Councillor; B. Freeborn, Director of Recreation and Community Services (A).

Delegation: Rev. John Watton, Captain Pam Pinkson, Pastor Ralph Benson, Gander Ministerial Association

The following items were discussed:

**Delegation: Ministerial Association**

Delegates from the Ministerial Association attended the meeting to discuss the policy around hosting events such as gospel music at Cobb's Pond Rotary Park. The Association would like to book the park for churches to host gospel music a few Sunday nights during the summer. The Committee advised that they would take this into consideration while developing the new policy and get back to them in the near future.

**Gander Community Tennis Association MOU**

The Town has been working with the Gander Community Tennis Association to find a piece of land suitable for their organization to build an indoor tennis court. The Municipal Works Department suggested a number of possible sites and all parties have come to an agreement on the most appropriate site being on the north side of the new road Penney Street. The Memorandum of Understanding has been drafted as attached and is forwarded to the Finance for their review and recommendation.

**Summer Hockey School Expression of Interest**

An expression of interest was received from two parties to host a hockey school during the summers of 2015-2017. Since there are two weeks available during the first two years, both hockey schools will be accepted for the week that they bid on. The one week available in 2017 will be awarded to Rick Sheppard as this was the highest bid. This is forwarded to the Finance Committee for their review and consideration.

**Cobb's Pond Rotary Park Boardwalk**

The Municipal Works Department met with representatives of the Canadian Engineering Flight (CEF) to determine if they would be able to provide some assistance with the construction of the new boardwalk at Cobb's Pond Rotary Park. They advised that they can contribute up to 14 days labor towards projects and would be very interested in being involved in this one. Since this is such a large project, it was decided that the best option would be to go to tender for the construction of the first phase. The Town would still like to involve CEF and are suggesting that we designate a section of the trail in the second phase and ask CEF to complete it from start to finish.

The Committee will be meeting with Rotary in the near future to discuss this project further.

## **Use of Electronic Devices in Change Rooms and Washroom of Town Facilities Policy**

The Committee would like to make a few minor changes to this policy before the second reading. The intent of the policy is that patrons are unable to use their phones while in a dressing room or washroom; however, persons may have the device stored in their bag, coat, etc. For example, if a person receives an emergency call, they can take their phone out of their bag and step outside the dressing room to answer it.

Also, it would like the list of electronic devices removed as the sentence stating all devices containing cameras or video are prohibited is sufficient.

The policy as attached is put forth for the second and final reading.

### **Motion #15-021**

## **Use of Electronic Devices in Change Rooms and Washroom of Town Facilities Policy**

Moved by Councillor McBreairty and seconded by Councillor Parrott adoption of Policy #R012 as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Gander Track**

A letter was received from the Gander Track Association asking if the town would consider allocating a piece of land behind St. Paul's and Gander Collegiate for a proposed new running track. The land does not currently belong to the Town but negotiations are ongoing with the Provincial Government. Once the land is turned over to the Town, the Committee will revisit the request.

## **Departmental Changes**

The CAO presented the Committee with a recommendation for changes to the Department's organizational structure which are intended to better utilize staff resources.

The Recreation Programmer position will be replaced with a Community Events Coordinator whose responsibilities will be to work with community stakeholder groups and residents to develop and implement recreation and leisure programs.

The Administrative Assistant's role will be expanded to include more scheduling, logistical and financial responsibilities and will change in title to Administrative Coordinator.

The proposed changes will also see some adjustments in the roles and responsibilities of the Director, the Facilities Operations Coordinator and Special Events Coordinator job descriptions.

There will be no increased payroll or administrative costs associated with these changes.

The Committee discussed the proposed changes and believes that their implementation will go a long way in improving overall operations.

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

The Economic Development Committee report was presented by Councillor McBreairty.

The Economic Development Committee meeting was held on January 27, 2015. The meeting was chaired by R. Anstey, Councillor. Other members present included: S. McBreairty, Councillor; B. Dove, Councillor; R. Locke, Manager of Economic Development.

The following items were discussed:

#### **Changes to HBB Regulations**

The Committee reviewed proposed changes to the Home Based Business regulations as attached. The Committee would like Council to note the addition of letter "u" in Section II since the first reading. The Committee is presenting the changes to Council for their 2nd reading and adoption.

#### **Motion #15-022**

#### **Changes to HBB Regulations**

Moved by Councillor McBreairty and seconded by Councillor Dove adoption of the revised Home-Based Business Regulations as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.



## **Sale of Land by the Town**

The Committee reviewed a memo from the Director of Finance referencing an amendment to the Municipalities Act 1999 in relation the Town of Gander's current practice of selling commercial land.

To meet the requirements of the Act, and to continue with the Town's current Land Sale Policy, the Director of Finance is recommending that we advertise all commercial land for sale at the beginning of each year. Interested parties would then be provided an equal opportunity to purchase the land at our current appraised value.

The Committee is in agreement with the Director of Finance's recommendation given, that it meets all requirements set forth in the Municipalities Act, 1999.

## **Municipal & Intergovernmental Affairs – Correspondence**

At its previous Committee meeting, the Committee were advised of an investment announced by the Department of Municipal & Intergovernmental Affairs to support the Affordable Housing Agreement and asked staff to obtain further information. The Committee was advised that applications have already been received and processed for the five year period from 2015-2019. The application deadline was September 22, 2014 though Council did not receive the information until November 2014.

## **Municipal & Intergovernmental Affairs – Correspondence**

At its previous meeting, the Committee was also advised of another funding announcement by the Municipal & Intergovernmental for support through the Provincial Homelessness Fund and asked staff to obtain further information. The Committee were advised that local groups are aware of this funding program and some have already received funding towards various initiatives.

## **2014 Building Statistics**

The 2014 Building Statistics were reviewed by the Committee for the period of January 1 to December 31. The report identified a reduction in the total number of construction permits issued from 374 in 2013 to 329 for this year. With that said, the overall value of construction declined only 2% for this period.

The most notable reduction was in the area of "Commercial Other" which could include renovations, additions, etc. 2013 saw a total of 50 permits issued for approximately \$2.6 million whereas in 2014, 44 permits worth approximately \$1.1 million.

The Committee noted new residential construction permits increased 20% to 84 units in 2014. The overall residential permit value increased approximately \$450,000 in 2014. The Committee felt that these numbers were quite positive and considering the options for residential development currently available, they are optimistic heading into 2015.

**HBB Application-114 Morgan Drive**

The Committee reviewed an application from the resident of 114 Morgan Drive.

WHEREAS an application has been received from Bio Central Inc. to operate a mobile consulting business.

AND WHEREAS the advertising and discretionary use notices were posted with no objections received by the deadline date of January 14<sup>th</sup>, 2014 and it meets all of the Town of Gander's Development Regulations.

**Motion #15-023**

**HBB Application – 114 Morgan Drive**

Moved Councillor McBreairty and seconded by Councillor Dove that Bio Central Inc. be permitted to operate a mobile consulting business from 114 Morgan Drive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**D. Tourism Committee:**

The Tourism Committee report was presented by Councillor Dove.

The Tourism Committee meeting was held on January 27, 2015. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; B. Freeborn, Director of Recreation & Community Services (A); K. Sceviour, Special Event Coordinator.

The following items were discussed:

**Appleton Winterfest re Advertising**

An advertising request letter from the Appleton Winterfest Committee was reviewed. The Committee agreed to sponsor Appleton \$100.00 for their booklet and wish them every success on their 23rd annual event.

### **Botwood Kinsmen Club re Advertising**

The Botwood Kinsmen Club will be hosting the Spring Zone Convention here in Gander from March 20-22, 2015. The Committee will be purchasing a full page ad at a cost of \$100.00 to support this convention and to thank them for choosing Gander.

### **Rideout Enterprises re Advertising**

A letter from Rideout Enterprises requesting sponsorship of a presentation by Jeremy Bennett was discussed. Mr. Bennett is on a cross island tour promoting mental health by offering free sessions on “The Secrets to Beating Anxiety” and will be here at Hotel Gander on March 8, 2015 at 7:00pm. It was agreed that this does not meet the criteria for our advertising budget, however may fall under the mandate of the newly formed Health and Wellness Committee so it will be forwarded to them for their discussion.

### **Canada Day Challenge**

The Department of Canadian Heritage are inviting youth between the ages of 8 and 18 who live in Canada to express their pride in being Canadian by submitting an entry inspired by the theme: STRONG. PROUD. FREE.

Youth can enter the contest in the categories; DRAW IT - submitting a poster, SNAP IT – submitting a digital photograph or WRITE IT – submitting a piece of creative writing. Nine national finalists will win an all-expenses paid trip to Ottawa to celebrate Canada Day on Parliament Hill and one lucky winner from the Write it category will be invited to spend a week in Ottawa with Encounters Canada. The deadline for entering is March 20th, 2015 and for more information visit [www.challenge.pch.gc.ca](http://www.challenge.pch.gc.ca).

### **Thomas Amusements**

Thomas Amusements is requesting the use of the Gander Community Centre Parking Lot from July 28th – August 3, 2015. The Committee agreed to this request as the relationship with this company has always been a positive and Thomas Amusements are a wonderful supporter of the Festival of Flight.

### **SnoBreak 2015**

The Committee reviewed the attached draft schedule for SnoBreak 2015 and the proposed budget. There are some new events being hosted this year such as a family bonspiel at the Curling Club, a Run, Jump and Play event at the Airials Gymnastics Club, a Seniors Tea at the Centre and much more!

We are also changing up the snow sculpture contest to incorporate the 50th Anniversary of the Canadian Flag! As this is an important milestone in Canada's history, we are inviting families to get out in the snow and show us your creative side by putting your own twist on a Canadian Flag made of snow. You can sculpt it, paint it, whatever is best for you! To enter your creation, just email a picture to ksceviour@gandercanada.com. Prizes will be awarded for 1st, 2nd and 3rd place.

A full schedule for SnoBreak 2015 can be found on our website [www.gandercanada.com](http://www.gandercanada.com) and for more information, please contact the Recreation Department at 651-5927.

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

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

The Municipal Works & Services Committee was held on January 28, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; S. Burbridge, Director of Municipal Works; J. Boland, Planning & Control Technican.

Delegation: J. Williams, Broadening Horizons; J. Moss, Broadening Horizons; K. Loveys , Broadening Horizons and G. Williams, Resident

The following items were discussed:

#### **MUNICIPAL WORKS**

### **Central Newfoundland Waste Management – Recycling & Garbage Program**

The Committee reviewed correspondence from the Central Newfoundland Waste Management indicating they are ready to launch a new curbside recycling and garbage program for all residents in Central Newfoundland.

This is the first of its kind in Newfoundland and Labrador, which is a mandatory program having a positive impact to keep waste out of the central regional landfill.

In general,

- Waste will be sorted at the residence in two streams
- Recyclables will be placed in blue transparent bags (full list of recyclables to be available from Central Waste in a couple of weeks)
- Household garbage will be placed in clear transparent bags with two small privacy(non-transparent bags) for disposal of sensitive materials
- Pre-Launch of the program is scheduled for the end of January

- Promotional packages will be mailed to each residence by mid-February. This will include details of what is classed as recyclables, sample bags, schedule etc.
- Information will also be available through radio, print, TV, and website
- Program will commence on March 2<sup>nd</sup>
- Full compliance is expected by March 30<sup>th</sup>
- Black bags will no longer be accepted and will not be collected after March 30<sup>th</sup>
- Central Waste has split stream collection trucks and are prepared for the implementation of this program
- Central Waste Management encourages residents to continue to use their green Depots

### **Sidewalk Safety/Snow Plan**

The Committee had a general discussion after receiving correspondence forwarded from the Public Safety Committee with regards to a recent complaint concerning sidewalks in or around the school zone on Fraser Road.

The Committee reviewed the Town of Gander's snow plan to see how sidewalks were addressed in that plan. The Director of Municipal Works relayed to the Committee how the plan is implemented operationally. He indicated that supervisors visit the site routinely to assess the conditions, and when warranted operational procedures are carried out to ensure the safety of walking pedestrians are upheld.

The Committee was comfortable with the implementation of the snow plan at this time and is recommending it be revisited during the annual review of the document prior to the start of next season.

### **Use of Property Markers**

The Committee discussed the increasing use of property markers by residents in the Town of Gander and the impact that it has on snow clearing operations. The Committee is recommending that it be monitored throughout this winter season and be addressed in the 2016 snow plan review for the Town of Gander.

## **ENGINEERING**

### **Agreement for use of Digital Infrastructure Mapping Data**

The Committee reviewed a document that the Town is proposing to use for the sharing of digital data information with other organizations where it would benefit the Town of Gander.

The Committee is in agreement with the document and feels that it would be an asset to organizations looking to do business within the Town and could be used as a tool to help market the Municipality. The Committee is recommending this be forwarded to the Finance Committee for review of the fee structure.

### **Property Grading Guidelines and Regulations**

The Director presented to Committee the proposed changes to the property grading regulations and guidelines for its first reading. The changes made were minimal in scope and made in an attempt to make the information within the two documents more consistent and easier to understand for users.

The Committee recommends all of Council as well as the residents of the Town of Gander to review the proposed changes. Those who may be affected or have concerns with the proposed changes, are asked to contact the Engineering Department prior to the next round of Committee meetings.

### **Property on Penwell**

The Committee reviewed a request from an individual who had recently purchased a piece of property on Penwell Avenue. The individual wishes to enter into a development agreement with the Town of Gander for the subdivision of these lots, as well as installation of water and sewer infrastructures so they can be serviced as residential building lots. This request does not meet the existing Town of Gander's guidelines and is also outside the Department of Environment and Conservation guidelines for infrastructure installation. The individual is requesting to Council to forgive or alter their regulations to permit the proposal as attached.

The Committee had a general discussion and is not recommending approval at this time to change or overlook the existing regulations. The proponent will be contacted and advised of Council's decision.

### **Refund of Fees**

The Director of Engineering presented to the Committee a proposed permit cancellation and refund form. This form would allow Town staff, when processing a permit, to quantify the level of effort put into the processing of that permit. If for some reason the permit is not approved or is cancelled, the proponent will be refunded a portion or the entire fee expended on the permit fee or development application fee.

The Committee is in agreement with this form and sees great merit therefore, forwards it to the Finance Committee for its review and consideration.

## **WSP – Site Access Review**

Following recent discussions regarding the intersections at Shoppers Drug Mart, Airport Boulevard at Bennett Drive, the Committee was presented with a report, prepared by WSP Group. The report indicated proposed changes to street painting in and around that area to help facilitate safer access, more specifically, line hatching in the center lane.

The Committee was in agreement with the document as presented indicating it meets the tac standards and to some degree, the intent of the traffic study that was prepared for the Town of Gander by EXP awhile back. The Committee forwards this to the Public Safety Committee for their review and subsequent action.

## **Cansel Survey Equipment**

The Committee reviewed a request from the Cansel Survey Equipment GPS Network indicating they wish to install an antenna at the Town of Gander municipal building. Cansel Survey Equipment is a provider of integrated software, hardware training, and professional services over 18 offices coast to coast in Canada. They host and manage the largest publicly owned GPS network in the world known as Can Net. Can Net is a series of GPS receivers connected to provide GPS accuracy in a 1 centimeter range for surveyors in government, construction companies, and GIS Technicians. More information about the company can be found on their website at [www.can.net.ca](http://www.can.net.ca)

Their proposal would see the installation of a GPS reference station on the Town of Gander Building at 100 Elizabeth Drive. This proposal is being offered to multiple municipalities throughout Newfoundland and Labrador in order to extend the network across the entire Province. It would benefit the Town of Gander with regards to free access subscriptions for the use by Town staff and would work with the current Town of Gander's GPS survey equipment so that no upgrades would be required.

The Committee feels that this would be of great value for organizations within the Town of Gander and would help promote economic growth.

The Committee recommends the Engineering Department move forward with Can Net to help secure an agreement for the installation for this infrastructure.

## **Plan Amendment- Rear of Mitchell Street**

The Director of Engineering left the meeting at that time for the discussion and the Town's Planning and Control Technician, John Boland, joined the meeting.

The Committee reviewed a request from the homeowner of 11 Mitchell Street within the Town of Gander to rezone rear land currently owned by Crown land to residential medium density.

The Committee had a lengthy discussion about the application as presented and one issue that was raised regarding the encroachment this would have on the wetlands stewardship zone. Therefore, the Committee recommends the boundaries be realigned to ensure there is no encroachment upon the wetland stewardship zone. In addition, the Town's secured easement on the storm sewer drainage to the rear of these properties be aligned as well.

The Committee is recommending that the Director of Engineering contact the local developer to request from them an easement on the storm sewer prior to that land being transferred to the Town. Also the Committee recommends the grading plan in that area be expanded to include this area so there are no negative impacts with water issues from re-grading the properties.

#### **F. Finance & Administration Committee:**

The Finance and Administration Committee report was presented by Deputy Mayor Abbott.

The Finance & Administration Committee was held on January 29, 2015. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: G. Parrott, Councillor; W. Lorenzen, Councillor; K. Hiscock, Director of Finance (A); D. Chafe, CAO.

The following items were discussed:

#### **Invoices for Approval**

##### OPERATING

- |  |           |
|--|-----------|
| 1. Stewart McKelvey  | 18,829.59 |
| 00-120-1000-7220 legal fees                                |           |
| Budget (2014) 65000 Spent to date 27,128                   |           |
| 2. Diamond Software Inc.                                   | 43,639.57 |
| 00-120-1000-7010, Annual Enhancement renewal /support fees |           |
| Budget 62,000 Spent to date 20,918                         |           |
| 3. WorkTech Inc.   | 18,401.70 |
| 00-120-1000-7010, Annual Enhancement renewal /support fees |           |
| Budget 62,000 Spent to date 20,918                         |           |

Total operating invoices for approval

\$80,870.86



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

**Motion #15-024**  
**Invoices for Approval**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the invoices be paid as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Purchasing Policy**

Management requested that the Purchasing Procedures Policy # F010 be amended for a trial period of six months in which the requirement to obtain three quotes on purchases be changed from \$500 to \$1000. The Committee felt that this request was justifiable since other municipalities have similar limits.

**Motion #15-025**  
**Purchasing Policy**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the Purchasing Procedures Policy # F010 be amended for a trial period of six months as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Signing of Financial and Legal Documents**

Management requested that the Signing of Financial and Legal Documents policy # A009 be amended so that in the absence of the Director of Finance/Town Clerk, the Accounting Supervisor will sign all financial documents and the Deputy Municipal Clerk will sign all legal documents. In the absence of all three the Chief Administrative Officer will be appointed on behalf of Management.

**Motion #15-026**

**Signing of Financial and Legal Documents**

Moved by Deputy Mayor Abbott and seconded by Councillor Dove that the Signing of Financial and Legal Documents policy # A009 be amended as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**HBB Taxation**

The Economic Development Committee requested that a new tax class be added for Home Based Personal Service which includes, but are not limited to, hairdressers, estheticians, and beauty parlors and related to be assessed at 9.30 mill rates with a minimum tax of \$500.

**Motion #15-027**

**HBB Taxation**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the new tax class be added for Home Based Personal Service as attached.

In Favour: 6      Opposing: 6

**Decision:** Motion carried.

**Expression of Interest – Summer Ice Rental**

The Committee reviewed the results of the expression of interest for summer ice rental in which two bids were received.

**Motion #15-028**

**Expression of Interest – Summer Ice Rental**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that both bids be awarded for the first two years and Rick Sheppard be awarded for the third year.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**MOU – Gander Community Tennis Association**

The Finance Committee reviewed a Memorandum of Understanding between the Town and the Gander Community Tennis Association regarding the construction and operation of an indoor tennis facility referred by the Recreation Committee for their consideration.

**Motion #15-029**

**MOU – Gander Community Tennis Association**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that Town and the Gander Community Tennis Association enter into a Memorandum of Understanding for the construction and operation of an indoor tennis facility, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Agreement – GIAA and the Town**

The Committee reviewed an agreement between the Town and the Gander International Airport Authority regarding the contracting out of professional services to the Town on a one year trial basis.

**Motion #15-030**

**Agreement – GIAA and the Town**

Moved by Deputy Mayor Abbott and seconded by Councillor Lorenzen that the Town and the Gander International Airport Authority enter into an agreement for the contracting of professional services on a one year trial basis, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**6. ADMINISTRATION**

None.

**7. CORRESPONDENCE**

None.

## 8. NEW BUSINESS

### Professional Grading Change Order #3

The Director of Engineering advised that while work was being carried out on project number 17-MYCW-15-00040, Infrastructure upgrades, it was determined that additional rock fill was required for the installation of the trunk sewer and new lift station due to the high water table and bog like conditions. Because of the additional scope of work the consulting Engineers are recommending that the attached Change Order be approved to compensate for the additional put forward by the contractor.

#### Motion #15-031

#### Professional Grading Change Order #3

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott that Change Order #3 for project number 17-MYCW-15-00040 for Professional Grading and Contracting Ltd. in the amount of \$45,129.38, HST inclusive be approved as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 9. ADJOURNMENT

#### Motion #15-032

#### Adjournment

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

| The meeting adjourned at 5:45pm.

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**C. Elliott, Mayor**

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**S. Fisher, Town Clerk (A)**