

MINUTES

Regular Meeting of Council
Wednesday, December 6, 2017 @ 4:30 pm
Council Chambers

Present:	P. Farwell	Mayor
	T. Pollett	Deputy Mayor
	G. Brown	Councillor
	R. Anstey	Councillor
	B. Dove	Councillor
	O. Fudge	Councillor
	P. Woodford	Councillor

Advisory and Resource:	D. Chafe	CAO
	G. Brown	Town Clerk
	J. Blackwood	Director of Engineering
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	A. Quilty	Fire Chief (A)
	R. Locke	Development Director

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

International Day of Persons with Disabilities Proclamation

The Mayor proclaimed December 3, 2017 as International Day of Persons with Disabilities in the Town of Gander.

MADD – Project Red Ribbon Day

The Mayor proclaimed December 6, 2017 as Project Red Ribbon Day in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #17-297

Approval of Agenda

Moved by Councillor Anstey and seconded by Councillor Woodford that the Agenda for the Regular Meeting of Council on December 6, 2017 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #17-298

Regular Minutes for Approval

Moved by Councillor Dove and seconded by Councillor Fudge that the Minutes from the Regular Meeting of Council on November 15, 2017 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

The Recreation & Community Living report was presented by Deputy Mayor Pollett.

The Recreation & Community Living meeting was held on November 29, 2017. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

Outdoor Rink

The Director explained that last season the outdoor rink was not as successful as the Department would have liked. The weather was not favorable and it took a lot of work from staff to keep it safe and suitable for the public. It was decided last season that it wasn't worth trying to keep it maintained.

The Committee feels that it should be done again this year and reviewed again after the season. The Director explained that new materials would need to be purchased to build the rink and it will not always take priority throughout the winter season for the Department.

The Special Event Coordinator joined the Committee meeting.

Festival of Flight Review

The Special Event Coordinator updated the Committee on the 2017 Festival of Flight and noted that it was a successful year. The Kitchen Party had a major increase in the number of tickets sold and there were new events held for youth-teenagers called "Escape the Room" and a "Gladiator Challenge". It was decided not to have the Gladiator Challenge next year but to continue with Escape the Room. One of the biggest challenges for the Department has been getting businesses and groups to put a float in the Parade. The interest doesn't seem to be there anymore. Some ideas were discussed such as a "Great Newfoundland Baking Contest" but these will be explored more at a meeting with Council in the New Year.

Overall, the Committee was pleased with the community's involvement in the Festival of Flight and looks forward to working with the Department for ideas and improvements in 2018.

Christmas Lights Scavenger Hunt

The Special Events Coordinator updated the Committee on a new event they are planning this Christmas season to replace the Light up for Christmas. It is a Christmas Scavenger Hunt that will run until Dec 29th. Residents are encouraged to take pictures of the listed Christmas items on the scavenger hunt and submit them to the Department for a chance to win a prize.

The Committee thinks this is a great event for families and friends to participate in. More information can be found on the Town of Gander website, Recreation & Community Services Facebook page as well as by contacting the Department at recreation@gandercanada.com.

Gander Lake Adventure Trail

A letter was reviewed from the Gander Lake Adventure Trail Committee. They are interested in developing a 15 km trail along Gander Lake from the Thomas Howe Demonstration Forest to Little Harbour. They have received funding through a Job Creation Partnership (JCP) and are asking the Town of Gander to assume full liability for this project which includes hiker safety while using the trails.

The Committee had questions surrounding this project such as the full scope of work, long term plan of the project once the funding is complete, as well as defining the Town of Gander's role in this initiative and an opinion on the liability aspect. The Committee asked the Director to look into these concerns before proceeding further.

Delegation – Airials Gymnastics

F. O'Brien and M. Barbour from the Airials Gymnastics met with the Committee to discuss some options for moving their program forward as well as continuing a partnership with the Town of Gander.

They explained some possible programming options the Department could avail of from Airials such as youth and adult programming, special days that could be incorporated into the Festival of Flight and Winter Carnival, team building programs, summer programming options as well general programming for the community such as Birthday Party rentals. The programs being offered out of their facility is not just gymnastics but inclusive wellness programs for a variety of groups in the community. They would like to work with the Department on a more open partnership.

The Director advised that the Department could help publicize any new programs or ideas the group would like the public to be aware and asked them to forward a list of programs, available times, as well as the cost.

The Airials Gymnastics Club also asked that the Town increase their Community Partnership Grant. Currently this is capped at \$5,000 and they inquired about having the cap increased since there was a surplus this year. They also discussed that if the group is forced to vacate the current space they are occupying, more funding would be needed. The Committee explained it is hard to support an increased grant with the unknown need for funding right now but do understand their concerns.

The Delegation also had concern with the Multi-Plex presentation which was presented during the Public Budget Consultations because it did not meet all of Airials requirements and plans for space.

Upcoming events

- Dec 9: Gander Minor Hockey Initiation Jamboree
- Dec 9: Gander Flyers vs. Clarendville Caribous
- Dec 10: Gander Flyers vs. Grand Falls-Windsor Cataracts
- Dec 12: Arrow Air Memorial Ceremony
- Dec 17: Skate with Santa
- Dec 20: National Lampoon's Christmas Vacation Movie
- Dec 22: Steele Community Centre Christmas Skate/Walkers Coffee Break
- Jan 5-7: Gander Minor Hockey Atom Tournament
- Jan 13: Gander Flyers vs. St. John's Caps
- Jan 14: Gander Flyers vs. Northeast Eagles

B. Public Safety & Protective Services Committee:

The Public Safety & Protective Services Committee report was presented by Councillor Woodford.

The Public Safety & Protective Services Committee was held on November 28, 2017. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; P. Farwell, Mayor; G. Brown, Councillor; O. Fudge, Councillor; A. Quilty, Fire Chief (A); W. Jenkins, Municipal Officer in Charge; L. Small, Administrative Assistant.

The following items were discussed:

Delegation - 22 Cotton Street

The Committee met with the owner of 22 Cotton Street to hear his concerns regarding softballs entering his back yard from ballfield "B" on Elizabeth Drive. He has a grand-daughter living with him now and fears for her safety should a ball strike her while out playing; he had a softball damage his siding as well. He explained that neighbours on both sides of him, who have the same problem, have been collecting balls for years and this is a public safety issue that the Town of Gander needs to address. He would like to see a net installed to prevent the balls from entering his property or discontinue games on that field until a solution is found.

The chair explained that the Town would have to provide netting for the other fields as well and a preliminary estimate came in at \$ 30,000. The Committee assured the owner that Committee would take this matter into consideration, investigate further, and update the resident when more information becomes available.

Neighbourhood Watch-Update

The Municipal Officer in Charge (OIC) updated the Committee members on the most recent meeting held on November 23, 2017. While turnout has been low, it is improving and it is felt that once a block gets started, it will continue to grow throughout town. The Committee was pleased to hear that the residents of Yeager Street are close to start up for their neighbourhood.

The Mayor inquired about the commitment required from residents. The requirements are very minimal and mostly consist of doing what good neighbours do for each other anyway; being mindful of each other's homes when they are away, checking on anything out of the ordinary such as someone looking in car windows and checking door handles, or unauthorized canvassing etc. It also teaches homeowners how to secure their homes.

All residents are urged to join in this community effort to keep the Town of Gander a great place for children, seniors, and all residents to live and play in a safe and carefree environment. Further information is available at neighbourhoodwatch@gandercanada.com, by calling Municipal Enforcement at 256-4065 or the RCMP at 256-6841.

There will be another information session at the end of January or early February and this will be advertised on various media forms.

Ammonia Procedures

Following the fatal ammonia leak in Fernie, BC, the subject of the Town of Gander's emergency procedures for this type of incident was brought forward. The Acting Fire Chief explained that he will be reviewing the plan and will ensure that all personnel at the Civic Centre and Water Treatment Plant are up to date with these procedures and alarms that are in place for early detection.

Garbage Regulations

The Committee reviewed the following proposed garbage regulation changes:

- Add the definition of Enforcement Officer
- Add the definition of Facility and containers
- Clarify the definition of Container and Receptacles
- Removing section 4 (b) and (e) regarding placement of containers and replacing it with 4 (d) which defines types of receptacles and placement of them
- Corrected Section 6 - Ashes and Soot
- Minor grammatical & numerical corrections

These changes are presented to Council for the first reading. If any person has any objection or concerns, they must be submitted in writing to the Public Works Department or Town Hall on or before Dec. 15th, 2017.

ATV Bylaws

The Municipal Officer in Charge (OIC) inquired whether this Council was prepared to continue with the ATV Bylaws the way they currently exist; more specifically keeping section 3(c) in place which states:

“ Subject to subsection (2) a person may operate or otherwise move a vehicle upon a designated trail as per schedule 1, to this by-law and may take the most direct route to and from the trail providing all conditions of these regulations are met. “

The previous Council did not approve the ATV Sub-Committee's recommendation to remove section 3 (c) and Municipal enforcement have been experiencing difficulty enforcing the bylaw.

This item was deferred until the next Committee meeting for further discussion and review of the OIC's new proposed changes.

Fire Hall- Long Time Service Awards

The Acting Fire Chief provided the Committee with a list of Volunteer Service Awards that were presented at the Fire Fighters Ball on November 18th. They were presented to:

Wayne Whitehorn- 40 years
Owen Whalen – 25 Years
Ken Samson – 25 years
Joe Mayo – 15 Years
Todd Clark – 15 years
Chris Barnes – 10 Years
Terry Nippard – 10 years
Justin Ford – 5 years
Eithne Daly – 5 years

Council would like to extend a sincere thank you and congratulations to all those who have served the Town of Gander by giving so generously of their time and dedication to keep residents safe.

Gander Firettes- Donation

The Acting Fire Chief also acknowledged a \$ 500 donation received from the Gander Firettes at the Fire Fighter's Ball. The Fire Hall is currently fundraising for the purchase of a water rescue boat and these funds will be used to assist the Fire Hall in this effort.

60 Km Speed Zone on TCH

The Chair inquired about the 60 km speed zone signs on the TCH and the signage associated with the new change. Another sign is required for drivers heading east, just past the Orange Store, as it is likely most people will assume this stretch of highway is 100 km zone as before.

The Municipal Officer in Charge informed the Committee that she has been in contact with the Department of Transportation on this issue and is waiting to hear back from them on the matter. Council will be updated accordingly.

C. Public Works & Services Committee:

The Public Works & Services Committee report was presented by Councillor Fudge.

The Public Works & Services Committee meeting was held on November 29, 2017. The meeting was chaired by O. Fudge, Councillor. Other members present included: R. Anstey, Councillor; T. Pollett, Deputy Mayor; B. Dove, Councillor; P. Woodford, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Delegation – 30 Cotton Street

The owner of 30 Cotton Street met with the Committee to discuss the costs incurred to repair a water leak at his property. He believes the leak was caused by water restoration upon completion of water line maintenance in the vicinity. It was previously determined the leak was not caused by water restoration, but the line was deteriorated to the point of failure, and for this reason the responsibility would lie with the property owner, adhering to Policy MW029 – Water Callouts.

Brought to the attention of the Committee were his concerns with Policy MW029, and how it applies to the circumstance of strict liability. He felt taxes paid for water and sewer services should cover all associated costs and suggests the Town be responsible for any water leaks and repairs outside the home or building structure. He requested Council revisit Policy MW029 and consider amending it to reflect the suggested changes.

The Committee explained water and sewer taxes help to cover the expense for the service provided; that being infrastructure maintenance and repair to and from properties. This would include treatment and maintenance within the plants and pump houses. This service should not be confused with the repair of privately owned pipes that connect to the Towns infrastructure. The Committee reiterated the necessity of setting a clear boundary that separates private and Town property that would remain consistent throughout. This boundary is set during the development stage. At the time water and sewer mains are installed, a service line is also installed to the curb stop at each property boundary. It is the responsibility of the property owner to cover all costs associated to connect into the Town infrastructure. This responsibility will remain with the owner for any costs incurred thereafter.

The Committee does not recommend amending Policy MW029 – Water Callouts at this time, and costs incurred to repair the water leak remain the responsibility of the property owner.

Community Bonfire

The Director brought to the attention of the Committee concerns with the current location of the community bonfire. The fire was smoldering for days following the event, causing an unpleasant environment for those in the vicinity.

The Committee discussed the issue and felt it is a good area to host a community bonfire. It is easily accessible by the public and the site is also used as a drop off location for the residents to dispose their trees and branches. This refuse provides a clean resource to fuel the bonfire.

The Committee recognized the concerns of a smoldering fire in the neighborhood and recommends separating the pile to limit the size of the fire. As a result, the fire will burn out overnight and alleviate the smoldering issues.

Chipping of the trees and branches not used for the Community bonfire is recommended as it can be used to enhance the aesthetics throughout the Town.

Transfer Station Dates

The Director presented the Committee with the proposed Transfer Station dates for 2018. Continuing with the schedule for 2017, the Town will host a total of twenty (20) events throughout the year. The winter months will host one (1) event per month, while the summer/fall months will host two (2) events per month. The Month of April will host three (3) events in anticipation that it will alleviate the amount of curbside refuse during the annual spring clean-up.

The Committee is in agreement with the proposed dates and recommends scheduling twenty (20) Transfer Station events for 2018.

Emergency Electric Motor Repair – Gander Lake Pump house

The Director informed the Committee of an electric motor failure at the Gander Lake pump house. This motor is approaching the end of its lifespan as it has been in service for more than thirty (30) years. It is undetermined at this time if the motor is repairable or will require replacement. The approximate cost to repair is \$7,000.00 while the replacement cost is \$17,000.00. The motor has been previously repaired in 2017. The Director is requesting approval to purchase a new motor if required. There are sufficient savings in the Municipal Capital Works budget to cover the cost of a new motor.

Motion #17-299

Emergency Electric Motor Repair – Gander Lake Pump house

Moved by Councillor Fudge and seconded by Councillor Brown that the Municipal Works Department be given authorization to purchase a new electric motor for the Gander Lake Pump house, if necessary.

In Favour: 7 Opposing: 0

Decision: Motion carried.

D. Development, Tourism & Culture Committee:

The Development, Tourism & Culture Committee report was presented by G. Brown, Councillor.

The Development, Tourism & Culture Committee meeting was held on November 29, 2017. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; P. Farwell, Mayor; P. Woodford, Councillor; O. Fudge, Councillor; B. Dove, Councillor; R. Locke, Economic Development Director.

The following items were discussed:

Gander Heritage Advisory Committee: September 21st, 2017 Minutes

The Committee reviewed the Minutes of the September 21st, 2017 meeting of the Gander Heritage Advisory Committee.

The Committee is pleased with the progress and commitment of the Heritage Advisory Committee and is looking forward to receiving further information regarding a proposed work plan and the possibility of incorporating the Gander Heritage Advisory Committee.

HBB Application – 87 Forester Street

The Committee reviewed an application from 87 Forester Street.

WHEREAS an application has been received from “J&R Snow Removal” to operate a home-based office for residential snow removal services.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objection received by the deadline date of November 28th, 2017 and it meets all of the Town of Gander’s Development Regulations.

Motion #17-300

HBB Application – 87 Forester Road

Moved by Councillor Brown and seconded by Councillor Dove that “J&R Snow Removal” be permitted to operate a home-based office for residential snow removal services from 87 Forester Street.

In Favour: 7 Opposing: 0

Decision: Motion carried.

17th Annual Joe & Clarice Goodyear Business Achievement Award recipients

The Committee would like to extend congratulations to the winners of this year’s Joe and Clarice Goodyear Business Achievement Awards. Six businesses received awards as follows:

- Steele Hotels - Joe & Clarice Goodyear Business Achievement Award
- Comfort Inn - Business of the Year
- CARSTAR Gander- Customer Service Award
- Easton Hillier Lawrence Innes- Helping Hands Award
- DMG Consulting Ltd. - Environmental Award
- Washed Ashore Antiques & Coffee Bar - Small Business Award

Congratulatory letters will be sent to the award recipients.

The Committee would also like to extend congratulations to all 48 nominees for their hard work and dedication in growing our regional economy.

The Committee would also like to acknowledge Mary Murphy of Gander Collegiate and Carrie Lee West of Phoenix Academy in Carmanville for both receiving scholarships from the Gander and Area Chamber of Commerce.

The Mayor stated that a short while ago, Mister T's was nominated for the President's Excellence Award. They travelled to Nova Scotia to attend the Atlantic Convenience Stores Association's 9th Annual Retail Convenience Awards Gala and they won.

Legalization of Marijuana

In response to the recent announcement of the provincial government regarding the rules and regulations for the consumption, disbursement and legal sales of marijuana, the Committee asked the Director to research the potential roles and responsibilities expected from a municipality.

Some regulatory items to potentially consider would be: permitting process, taxation, zoning and enforcement.

This is all in an effort to be pro-active in anticipation of inquiries and the potential operational impact on the municipality as a whole.

Municipalities Newfoundland Labrador (MNL) request: Banning of single-use plastic bags

The Committee reviewed correspondence from MNL in which they are requesting that each municipality in the province write their local MHA highlighting the necessity of a provincial ban on single-use plastic bags.

The intent of this letter is to stop the provincial government from downloading the regulation and enforcement of this ban onto municipalities. It is important for the provincial government to understand that most municipalities lack the capacity to implement and enforce this ban locally.

Motion #17-301**Municipalities Newfoundland Labrador (MNL) request: Banning of single-use plastic bags**

Moved by Councillor Brown and seconded by Councillor Woodford that Council write a letter to the Province highlighting the necessity of the provincial government to implement a province wide ban on single-use plastic bags.

In Favour: 7 Opposing: 0

Decision: Motion carried.

EVAS Air Press Release

The Committee reviewed a news release from EVAS Air announcing their expansion of an air charter service from Gander to Fogo Island. In addition, EVAS Air will offer a hop on-hop off shuttle service from the main terminal building to desired destinations throughout Gander.

Upon request, EVAS Air is also making aircraft available to both medical transfers and private charters.

The Committee extends congratulations to EVAS Air on the successful expansion of their business.

Art Procurement Program

Council reminded residents that the Town is accepting submissions this week, December 4-8, for the Town of Gander's 2017 Art Procurement Program. Details can be found online on our Facebook and Twitter pages, as well as the "Public Notices" section of our website, www.gandercanada.com.

E. Engineering, Planning & Controls:

The Engineering, Planning & Controls Committee report was presented by Councillor Anstey.

The Engineering, Planning & Controls Committee meeting was held on November 30, 2017. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; P. Farwell, Mayor; B. Dove, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Accessory Building Regulations – 2nd Reading

The Committee reviewed revisions to the Accessory Building Regulations for its second and final reading. The revisions to this regulation will see the removal of Council's discretion on accessory buildings in residential zones.

The Director of Engineering advised that no objections or concerns have been received.

Motion #17-302

Accessory Building Regulations – 2nd Reading

Moved by Councillor Anstey and seconded by Councillor Brown that revisions to the Town of Gander's Accessory Building Regulations be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Municipal Plan Amendment #20, 2017 & Development Regulations #26, 2017

As requested by Council, the proposed Municipal Plan Amendment # 20, 2017 and Development Regulations Amendment # 26, 2017 is now ready for adoption.

This amendment proposes to add an **Animal** classification to the Discretionary Use classes of the **Commercial General** Zone.

An Open House was held on November 14, 2017 in the Council Chambers at the Town Hall. There were 2 attendees, exclusive of staff and Council.

Motion #17-303

Municipal Plan Amendment #20, 2017 & Development Regulations #26, 2017

Moved by Councillor Anstey and seconded by Councillor Woodford that the proposed Municipal Plan Amendment # 20, 2017 and Development Regulations Amendment # 26, 2017 be adopted under Section 16(i) of the Rural and Urban Planning Act.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Read Street Change Order

The Committee reviewed a contract change order for additional quantities for Read Street in the amount of \$27,789.85.

The Director advised the Committee that Municipal Affairs has reviewed this change order and indicated their approval since the amount is within the approved budget.

The Committee recommends approval for the change order in the amount of \$27,789.85 and forwards this to the Finance Committee for their review and consideration.

Commercial Landscaping Regulations

The Committee had a discussion regarding commercial landscaping regulations. It has been noted that some businesses, within the Town, are not complying with the regulation while many other businesses have completed their landscaping as per the regulation.

The Director advised that this issue will be closely monitored by the engineering staff and that non-compliant properties have been forwarded to the Town's Deputy Municipal Clerk for follow up and subsequent action.

F. Finance & Administration:

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

The Finance & Administration Committee was held on November 30, 2017. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; T. Pollett, Deputy Mayor; P. Farwell, Mayor; O. Fudge, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Lakeview Courts Cooperative

Representatives from Lakeview Courts Cooperative joined the meeting. They were led by Reverend Candow. He made a presentation to the Committee regarding the Trailer Park lands.

The Lakeview Courts Cooperative is a group of residents of the Trailer Park who are looking at forming a cooperative in order to purchase the business from Killam Investments. They had approached Council earlier this year asking it to guarantee a loan for them to purchase the property from the current owner. At that time, Council advised that under the Municipalities Act, we did not have the authority to do what they are asking us to do.

This time, they are presenting a somewhat different proposal. They are asking the Town to purchase the land from the current owner. The Town would then enter into a Lease Agreement with the Coop whereby the Coop would pay the Town monthly rent equal to the cost of financing the purchase of the property. The Coop in turn would sublease the land to the individual tenants of the Trailer Park. The land rent would be collected and forwarded to the Town to make the payments on the loan for purchasing the property.

The Director of Finance was asked to see what the legalities of the matter were and report back to Council for further consideration.

Adult Materials Display Regulations – Second Reading

The Adult Materials Display Regulations are presented for the second reading. The only change in the regulations is that the age at which an individual is allowed to enter a store whose principal business is the provision or display of adult materials has been reduced from 19 years of age to 18 years of age.

Motion #17-304

Adult Materials Display Regulations – Second Reading

Moved by Councillor Dove and seconded by Deputy Mayor Pollett that the Town adopt the Adult Materials Display Regulations, as amended.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2018 Committee Schedule

The Committee reviewed the 2018 Committee Schedule and the first Public Meeting of Council will be held on Wednesday, January 17 at 4:30pm.

Motion #17-305

2018 Committee Schedule

Moved by Councillor Dove and seconded by Councillor Anstey adoption of the 2018 Meeting Schedule, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Municipal Assessment Agency

The Committee reviewed correspondence from the Municipal Assessment Agency. In their memo, they indicate that their fees for 2018 will be reduced by \$1 per parcel of property. The fee per parcel will be reduced from \$28 to \$27. The Agency provides property assessment services to the Town and our annual bill is approximately \$140,000. The reduction in the fee will save the Town of Gander \$5,100 in 2018.

Personal Days Leave Benefit Program

Three years ago, the Town changed its sick and family responsibility policies. These two types of leave were eliminated and replaced with personal days. Each employee receives 8 personal leave days per year and when the Policy was adopted, there was no recognition of what happened to these days if an individual ceased employment with the Town. It is being recommended that these days be paid out upon termination.

Motion #17-306

Personal Days Leave Benefit Program

Moved by Councillor Dove and seconded by Councillor Woodford that the Town accept the revised Personal Days Leave Benefit Program, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Acting Fire Chief

The Town's Fire Chief, Paul Fudge, will be out of the office indefinitely for personal reasons and an Acting Chief has to be appointed.

Motion #17-307

Acting Fire Chief

Moved by Councillor Dove and seconded by Councillor Fudge that the Fire Inspector, Addison Quilty, be appointed the position of Fire Chief between November 27 – December 15, 2017.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Read Street Change Order #2

The Committee reviewed a recommendation from the Engineering Committee that Change Order #2 for Read Street project be approved.

Motion #17-308

Read Street Change Order #2

Moved by Councillor Dove and seconded by Councillor Brown that Change Order #2 for Contract #3 – Read Street be approved in the amount of \$26,789.85 HST.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Banking Request for Proposals

The Committee called a Request for Proposals for Banking Services and five bids were received. The preferred bidder for these services is the Royal Bank of Canada.

Motion #17-309

Banking Request for Proposals

Moved by Councillor Dove and seconded by Councillor Anstey that the Banking Services Contract be awarded to the Royal Bank of Canada for years 2018 thru 2021.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Mayor Farwell and Councillors Anstey and Woodford left the Council meeting due to conflict of interest. Deputy Mayor Pollett took the Chair.

Fees Charged to Non-Profit Organizations

Earlier this year, Council had a couple of occasions where they exempted non-profits from permit fees charged by Council. At that time, the organizations had to write a letter to Council requesting that they be exempted from the fee on a case by case basis. It was felt that if Council was prepared to do this, it should be a Policy that covers all non-profits and not be done on a case by case basis.

Motion #17-310**Fees Charged to Non-Profit Organizations**

Moved by Councillor Dove and seconded by Councillor Brown that non-profit organizations be exempt from Town of Gander's permit fees.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Mayor Farwell and Councillors Anstey and Woodford returned to the Council meeting. Mayor Farwell assumed the Chair.

G. Other Reports:

None

7. ADMINISTRATION**Induction to Hall of Fame**

The Mayor advised Council that on November 16, 2017 he represented the Town at the Newfoundland and Labrador Volunteer Hall of Fame induction ceremony. The Town of Gander, along with 5 other municipalities in the region were inducted for their humanitarian efforts during 911, specifically the hosting of the approximately 6,700 passengers stranded in the region anywhere from 3 to 5 days.

8. CORRESPONDENCE

None

9. NEW BUSINESS**2018 Budget**

Councillor Dove presented the 2018 Operating and Capital Budgets.

Motion #17-311**2018 Tax Rates and Fees**

Moved by Councillor Dove and seconded by Councillor Woodford approval of the various Tax Rates, Rental Rates and Fees for 2018 which have been established within this Budget, as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-312

Due Date for Payment of All Taxes

Moved by Councillor Dove and seconded by Councillor Brown that March 31, 2018, be established as the due date for payment of all taxes.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-313

Interest Rate on Arrears

Moved by Councillor Dove and seconded by Councillor Woodford that all taxes that are in arrears after March 31, 2018, will be charged a simple interest rate of 12% per annum and will be charged at the end of the month. For those property owners who elect to pay their property tax monthly by post-dated cheque or pre-authorized bank payment, the due date is the last banking day of the month in which the tax is payable and will be considered overdue if unpaid after the end of the month and the simple interest rate will be set at 12% per annum. All other invoices, including those issued because of supplementary assessments, are due 30 days from the date of issue and all invoices in arrears at the end of the month following the issuance will be subject to simple interest charges of 12% per annum.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-314

5-Year Capital Plan

Moved by Councillor Dove and seconded by Councillor Anstey adoption of the 5-Year Capital Plan as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #17-315
2018 Operating & Capital Budget

Moved by Councillor Dove and seconded by Councillor Brown adoption of the 2018 Operating & Capital Budgets as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor wished the residents a Merry Christmas and Happy New Year.

10. ADJOURNMENT

Motion #17-316
Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:55pm.

P. Farwell, Mayor

G. Brown, Town Clerk