

MINUTES

Regular Meeting of Council Wednesday, November 9, 2016 @ 4:30 pm Council Chambers

Present:	C. Elliott	Mayor
	C. Abbott	Deputy Mayor
	G. Parrott	Councillor
	B. Dove	Councillor
	R. Anstey	Councillor
	W. Lorenzen	Councillor
	S. McBreairty	Councillor
Advisory and Resource:	D. Chafe	Chief Administrative Officer
	G. Brown	Town Clerk
	S. Fisher	Deputy Municipal Clerk
	J. Blackwood	Director of Engineering
	P. Fudge	Fire Chief
	RJ Locke	Director of Development
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works

1. CALL TO ORDER

The Meeting was called to order at 4:28pm.

Motion to Appoint the Director of Municipal Works

The Town has recently gone through a competition to hire a new Director of Municipal Works and is pleased to announce that the Hiring Committee is recommending that Mr. Tony Barron be hired as the new Director of the Municipal Works. Tony is currently employed with the Town of Gander as the Supervisor, Water/Sewer. He has been employed with the Town since 2008.

Motion #16-215

Motion to Appoint the Director of Municipal Works

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that Mr. Tony Barron be hired as the new Director of Municipal Works for the Town of Gander effective November 7, 2017.

In Favour: 7

Opposing: 0

Decision: Motion carried.

2. VISITORS/PRESENTATIONS

International Day of Persons with Disabilities

The Mayor proclaimed December 3, 2016 as the International Day of Persons with Disabilities and the theme for 2016 is “Achieving 17 Goals for the Future We Want”.

National Day of Remembrance and Action on Violence Against Women

The Mayor proclaimed that starting November 25, 2016 until December 10, 2016 “Be a Time of Remembrance and Action on Violence against Women”.

3. MINUTES FOR APPROVAL

Motion #16-216

Minutes for Approval

Moved by Councillor Lorenzen and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on October 19, 2016 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

5. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

The Recreation & Community Living report was presented by Councillor Lorenzen.

The Recreation & Community Living meeting was held on October 31, 2016. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; R. Anstey, Councillor; N. Newell, Director of Recreation & Community Living; M. Tobin, Slab Fest Committee; D. Stairs, Slab Fest Committee.

The following items were discussed:

Delegation – Slab Fest Committee

Representatives from the Slab Fest Committee attended the meeting and presented a report on their event which was held on June 25th at the Airport’s Old Town Site.

They were pleased with the event despite the fact there were a lower number of tickets sold than what they had anticipated. They had an all age's concert featuring diverse NL emerging artists. The Director advised that there were a number of other events held on the same weekend such as the Ride for Sight, a Ball Hockey tournament and the same day that students from Gander Collegiate left on a school trip, which could attribute to the low ticket sales.

The Director advised her Committee that the Ride for Sight is a big event for the Recreation & Community Services Department and recommends not having the Slab Fest event the same time in the future.

The Slab Fest Committee stated that they were pleased with the in-kind support they received from the Airport Staff and the Recreation & Community Services Department. They also stated that they are looking at having their event next year during the month of August.

The Director advised that they should contact the Special Events Coordinator and the Airport Staff to commence preparations for next year. She also advised the Slab Fest Committee to submit their plan and any requests required from the Town of Gander and the Airport and begin from there.

Arts & Culture Swimming Pool

The Director advised that a letter has been sent to the Hon. Al Hawkins, Minister of Transportation & Works regarding the swimming pool closure and requested an update on the assessment of the damages to the building.

Cobb's Pond Rotary Park Boardwalk

The Director and Chair of the Recreation and Community Living Committee met with members of the Rotary Club on October 20th. They discussed issues such as bicycles on the boardwalk. Currently, the policy states that they are not permitted for the safety of all users. It was further discussed to have more signage placed on the trails from Thirsk & Penwell to remind user's entering the boardwalk of the policy. The grand re-opening was also discussed and a decision was made to postpone the opening which was to take place on November 4th to late spring 2017. More details will follow as they become finalized.

Freedom of the City re use of Steele Community Centre

A letter was received from 103 SAR Squadron with regard to the Freedom of the City event being held on May 2, 2017. They are requesting the in-kind use of the Steele Community Centre on May 1st & 2nd if the weather does not cooperate in allowing the event to be held outside. The Committee would like the Director to require further information on this event and bring it back to the next Committee meeting.

Boardwalk – Little Cobb’s Pond

The Committee reviewed a request from the Cobb’s Pond Rotary Park Foundation to partner and cost share the replacement of the boardwalk leading to Little Cobb’s Pond. The Committee feels that this is a great project to partner on, especially with the work already completed on the main boardwalk this year. The Director advised that this is being included in the budget process for consideration and will update the Committee as more information becomes available.

Variance Report

The Committee reviewed variance reports for Recreation & Community Services and Tourism and Festival of Flight for the period ending September 30th, 2016.

Overall the Department is \$46,014 under budget. Some of the variances included plant replacement parts being over by \$11,000.00. This was due to unexpected maintenance required on the compressor which needed to be completed. There is a savings on heating oil of \$18,624.00 due to the decrease in oil price and 4% lower consumption. There is also a savings of \$8,000.00 on electrical. The total loss on the Kitchen Party was \$9,500.00 due to lower than budgeted ticket sales. The Committee feels that the positive comments from those that attended the Kitchen Party and ticket sales were in fact successful despite the revenue lost.

All variance reports are referred to the Finance Committee for their consideration.

Canada 150 Celebrations

The Committee discussed Canada 150, which is celebrating Canada’s 150 Anniversary next year. It is aimed to create opportunities for Canadians to participate in local, regional, and national celebrations that contribute to building a sense of pride and attachment to Canada. The Committee discussed celebrations planned for Canada Day and budgeting additional money for the celebrations planned for 2017. The Director advised she will discuss this with the Department to see what can be incorporated for next year.

Upcoming events

- Nov 12 & 13: Kelly Ford Gander Flyers vs. Clarendville Ford Caribous
- Nov 19: Kelly Ford Gander Flyers vs. Grand Falls-Windsor Cataracts

B. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee was held on November 1, 2016. The meeting was chaired by S. McBreairty, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; R. Locke, Development Director; J. Watkins, Constituency Assistant, Gander District.

The following items were discussed:

Delegation – Constituency Assistant, District of Gander

The Chair welcomed the delegation and thanked her for meeting with them.

The delegation provided insight about how the Town of Gander can become more involved in Physician recruitment and retention. She emphasized the fact of creating a consistent line of communication with Central Health's recruitment personnel and any leads they have generated with Physicians interested in coming to Gander.

Also, it is important for doctor's to have a single point of contact where they can access any and all information required about the amenities offered in Gander.

After much discussion, the Committee asked staff to contact Central Health's recruiting department.

Invoice for Approval

The Committee reviewed one invoice for \$ 11,500.00 from Magic Lantern Theatres for consulting fees.

The Director advised the Committee that all goods and services had been received and met the Town's specifications. The Committee recommends that the invoice be forwarded to the Finance Committee for its consideration and recommendation to Council.

Cooper Boulevard Access Request

The Committee considered the recommendation from the Engineering, Planning & Controls Committee to have a traffic analysis completed before approval can be considered for the above-mentioned intersection.

The Director informed the Committee that a delegation from Gander International Airport Authority has been invited to attend the November 23rd Engineering, Planning & Controls Committee meeting to explain the layout and projected traffic patterns for the intersection. This will also enable Committee members the chance to engage the delegation in an effort to address any concerns.

The Director also informed the Committee that the Engineering Department has engaged a traffic consultant to provide a quote for conducting an impact analysis in relation to adding another access within that section of Cooper Boulevard.

Highway Sign Regulations, 1999 Amendment

The Committee reviewed and discussed an item that was forwarded from the Engineering, Planning & Controls Committee. This item was in reference to an amendment made to the provincial Highway Sign Regulations, 1999.

The amendment intends to provide more autonomy to municipalities to regulate commercial signage along provincially maintained and constructed roadways located within a municipal planning area.

One of the approval criteria is that the highway or portion thereof, is to have a speed limit less than 60 kilometres per hour.

The Director advised the Committee that there are currently no provincial roadways within the Town of Gander's planning area that would fall within the amended regulations.

Variance Report Ending September 30th, 2016

The Committee reviewed the department's variance report ending September 30th, 2016 which shows a savings of \$27,727.00. These savings can be mostly attributed to savings in the Travel-Business, and Travel-Training budgets. The Committee is pleased with the Department's financial standing.

C. Governance & Community Engagement:

The Governance & Community Engagement Committee report was presented by Deputy Mayor Abbott.

The Governance & Community Engagement Committee meeting was held on November 1, 2016. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; S. McBrearty, Councillor; D. Chafe, CAO.

The following items were discussed:

Council's Rules of Procedure – Second Reading

The Committee was presented with proposed amendments to Council's Rules of Procedure for its second reading.

Earlier this year, Council indicated that they would like the ability to establish Citizen Advisory Committees to advise Council on matters and issues under consideration. To this end, it was necessary for Council to amend its Rules of Procedures as follows:

Under Section 35 (c) – Special Committees - the Committee is recommending the following addition:

Citizen Advisory Committee:

A Citizen Advisory Committee is a body that provides non-binding strategic advice to Council or a Standing Committee of Council on matters and issues under consideration by Council. They may be established for a number of reasons including to investigate specific opportunities or to lead special community initiatives. Citizen Advisory Committees may be ongoing or for special short term projects.

These Committees are made up primarily of citizens and should be representative of the community. A Councillor liaison may be assigned to sit on the Committee.

A second change arises from a citizen's recent inquiry regarding the posting of Council Minutes following each public meeting. Council's Rules of Procedure currently requires that Minutes be posted within three (3) working day of a Council meeting.

While this is achievable under ideal circumstances, there are many instances when Minutes cannot be properly prepared and reviewed in such a short period. The Committee feels that increasing the requirement from three (3) to seven (7) working days is more practical.

The Committee is recommending that Section 11 – Minutes - be amended to reflect this change.

There were five other minor changes correcting typographical errors, grammar and terminology. A full listing of the proposed amendments is attached.

The Committee requested an additional amendment as follows:

Under Section 12 - Agenda - Public and Committee Meetings - the addition of the following statement:

The Agenda of each meeting must be adopted by Council or the Committee prior to the discussion of any item on said agenda.

The Committee presents the proposed amendments to Council's Rules of Procedure to Council for its second and final reading.

Motion #16-217**Council's Rules of Procedure**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty approval of the amendments to Council's Rules of Procedure be adopted as presented.

In Favour: 7

Opposing: 0

Decision: Motion carried.

Shared Services Agreement

In 2015 the Town entered into a Shared Services Agreement with the Gander International Airport Authority. This Agreement was founded on a principle of cooperation that would ultimately lead to cost savings from improved operational efficiencies. Key benefits for the Town were the proposed co-location of municipal operations at the Authority's maintenance facility and the sharing of a senior management position. In exchange, the Town agreed to provide snow clearing and general road maintenance for the Authority's groundside roads infrastructure.

During the implementation of the Agreement, a Technical Committee was tasked with identifying the logistical, operational and cost requirements for co-location of Town and Airport operations.

The findings of the Committee indicate that an investment of just over four million (\$4M) would be required. Council currently faces a forty-five million dollars (\$45M) investment for a new wastewater treatment facility and up to an additional five million dollars (\$5M) for the expansion of the Steele Community Centre.

Given these immediate and substantive investment commitments, Council could not support the cost of co-location at this time and asked that the Shared Services Agreement be amended accordingly.

The Committee was advised that the CAO along with the Director of Finance and the Supervisor of Special Projects meet with representatives of the Gander International Airport Authority to discuss the amendment and are recommending the following changes:

Under “Airport Covenants”;

Delete items 10 and 11 which currently state:

10. Provide access to four (4) bays and other associated space in the Airport’s Maintenance Depot more particularly described in Schedule “A”.
11. While ostensibly a salaried employee of the airport authority, that the Director of Infrastructure and Operations will aim to divide his/her time evenly between both organizations.

And replace them with:

10. Provide annual brush cutting services along Town road ways to the maximum 4,000 metres annually beginning in 2017.
11. Cover all Town expenses related to participation at the annual International Council of Shopping Centre conference.

Under “Town Covenants”;

Delete items 6 and 7 which currently state:

6. Provide regular operational line maintenance on groundside water and sewer infrastructure.
7. Provide regular road maintenance including grading, patching and line painting on the roads described in item #4.

The Committee agrees with the changes as presented.

Motion #16-218**Shared Services Agreement**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Shared Services Agreement between the Town of Gander and the Gander International Airport Authority be amended as described herein.

In Favour: 7

Opposing: 0

Decision: Motion carried.

Preparing New or Amending Existing Policy

The Committee reviewed the proposed amendments to the Preparing New or Amending Existing Policy. Changes include the deletion of the “Purpose” section and the renaming of the policy to “Preparing/Amending Policy”. These changes are proposed as a part of an administrative initiative to standardize the format and naming of Town policy and do not change the intent or directives of the policy. The Committee agreed with the proposed amendments.

Motion #16-219

Preparing New or Amending Existing Policy

Moved by Deputy Mayor Abbott and seconded by Councillor McBairty that the proposed amendments to the Preparing New or Amending Existing Policy be adopted as presented.

In Favour: 7

Opposing: 0

Decision: Motion carried.

Municipalities Newfoundland and Labrador Workshop

Councillor McBairty indicated that she will be participating in a Municipalities Newfoundland and Labrador (MNL) workshop focusing on Best Practices in Community/Industry Benefit Agreements. The workshop is being held in St. John’s from November 15th-17th, 2016.

D. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on November 2, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBairty, Councillor; B. Dove, Councillor; R. Anstey, Councillor; G. Regular, Supervisor of Technical Services; R.J. Locke, Director of Economic Development; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

Little Cobb’s Pond Residential Subdivision – RFP

The Director of Engineering informed the Committee that the Engineering Department has been working closely with the Economic Development and Recreation Departments to develop a Request for Proposal for Cobb’s Pond Residential Land Assembly.

The Supervisor of Technical Services presented to the Committee a conceptual lot layout for the proposed subdivision which included single, double and row housing units, as well as, the possibility of condominiums. The RFP is designed to help address the concern of affordable housing in the Town of Gander and an overview of the project was also presented to the Affordable Housing Committee.

The Committee is pleased with the proposed RFP and is in agreement with the release of the document and is looking forward to the review process once all proposals have been received.

The Supervisor of Technical Services and the Director of Economic Development left the Committee meeting.

64-66 Elizabeth Drive – Loading Dock

The Director advised that he had recently met with the property owner of 64-66 Elizabeth Drive to discuss options for a loading dock at the rear of that property. The owner indicated the area in which he would like to construct the loading ramp and also suggested the possibility of a folding loading dock with a lift gate.

The Director raised concerns that if the loading dock was constructed as planned it may interfere with future maintenance of a sanitary sewer line in that area and that it could also restrict access for emergency service vehicles and snow clearing operations.

The Committee was in agreement and is recommending forwarding this proposal to both Public Safety and Municipal Works for their review and subsequent recommendations.

Departmental Variance Report

The Committee reviewed the Departmental Variance Report to September 30, 2016. The Director advised that the Engineering Department is \$67,759.00 under budget due to a delay in replacing a position, the cancellation in hiring of a seasonal technician, building permits generated higher revenues than projected, as well as, savings from travel and training expenses.

The Committee refers this report to the Finance Committee for their review.

Development Application – 21 Carr Crescent

Notice is hereby given that the Town Council of Gander has received an application to occupy the property at the above noted address to store imported vehicles for resale.

It is noted that this area is zoned **Industrial General** and **Automobile Sales Establishment** is permitted as a Discretionary Use under the Town of Gander Development Regulations.

The Director advised that the application has been advertised and no objections have been received however the closing date was not until Friday November 4, 2016.

The Committee is in agreement with the application, as presented. .

Motion #16-220

Development Application – 21 Carr Crescent

Moved by Councillor Parrott and seconded by Deputy Mayor Abbott approval for the Discretionary Use application for 21 Carr Crescent pending no objections were received by the advertised deadline.

In Favour: 7

Opposing: 0

Decision: Motion carried.

73 Yeager Street

The Committee reviewed correspondence from Solicitors that have been retained by the owners of the above noted property indicating that the Town had failed to make reasonable efforts to correct the destruction of a green belt area behind that residential property.

The Director informed the Committee that when Yeager extension was under construction, some vegetation was removed, in error, beyond the subdivision limits by the sub-contractor. Since then, some residents have been utilizing this area for personal use such as, storing equipment, trailers, vehicles, etc. The Director informed the Committee that the area in question is zoned open space recreation and by definition is designed for use by the general public for passive recreation and gardens and not for the storage of personal belongings. The Director also advised that Town staff has, under the direction of Council, re-planted trees in efforts to reinstate the area.

After a lengthy discussion, the Committee recommends that this item be forwarded to Municipal Enforcement in an effort to ensure that the area is being used as intended and that any infractions are dealt with in a timely manner.

E. Public Works & Services:

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

The Public Works & Services Committee was held on November 1, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Parrott, Councillor; B. Dove, Councillor; P. Fudge, Fire Chief; J. Blackwood, Director of Municipal Works (A); D. Moulton, Manager of Special Projects; T. Barron, Supervisor, Water/Sewer; W. Jenkins, Municipal Officer In Charge; L. Small, Administrative Assistant; G. Whitt, Administrative Support Clerk.

Delegation – NL Snowmobile Federation

The Committee met with a representative of the NL Snowmobile Federation to discuss a request to utilize the Town's excavator to assist in extending the groomed trail located at Third Pond, Indian Bay Waters. This trail will connect Gander to the Kittiwake Trail System.

The Committee raised their concerns with the scope of work involved and the time required for the equipment to be utilized. It was agreed the distance and time required could possibly put the town in a vulnerable position should an emergency arise where the excavator is required, and also delay ongoing work within the town.

The Committee discussed the options and agreed that, given the anticipated scope of work and location of the job site, it would be in the best interest of the town to consider a monetary donation rather than a donation of equipment.

The Committee agreed that in lieu of an Equipment Loan Agreement the Town of Gander consider a monetary donation that would allow the group to rent a piece of equipment. The donation amount will be recommended after a cost estimate to complete the section of trail is carried out.

The NL Snowmobile Federation Representative left the Committee meeting.

Garbage and Refuse Regulation Change – 2nd Reading

The Committee reviewed the proposed changes to the current Garbage and Refuse Regulations. The changes as indicated will bring the current regulations up to date and include the following:

Remove the collection of garden waste from special clean-ups.

- Require garbage to be covered all year.
- Make changes to reflect current practice with types of bags.
- Require sorting of different types of material during special clean-ups.
- Require C & D material to have nails removed or bent into wood.

Motion #16-221**Garbage and Refuse Regulations Change**

Moved by Councillor Anstey and seconded by Councillor Lorenzen that the proposed changes to the Garbage and Refuse Regulations be adopted as presented.

In Favour: 7

Opposing: 0

Decision: Motion Carried.

Variance ReportsFire and Police

The Committee reviewed the Municipal Enforcement and Fire Department variance reports to September 30, 2016.

The Fire Department was under budget by \$ 35,064 due to the elimination of hiring two firefighters and \$16,000 was saved in honourariums due to low numbers of volunteer firefighters.

The Municipal Enforcement Department is under budget as well due to the delay in hiring the third officer and the Use of Force Training costing less than anticipated. Fine collections are down this quarter by \$12,000 however, the Town is owed \$ 248,789.00 in uncollected fines to Dec 31, 2015.

Public Works

The Committee reviewed the Public Works and Services Variance Report to the end of September 2016. The Department is presently under budget by \$11,117.00 at this time.

It is anticipated the remainder of 2016 will remain within budget.

The Supervisor of Water/Sewer left the Committee meeting.

Fire Fighter Training & Recruiting

The Fire Chief reported that recruiting and interviewing has concluded and there will be twelve fire fighters beginning their probationary training program the week of Nov 2nd. The training will carry on for the next 7 months.

Rescue Truck

The Fire Chief advised the Committee that the Rescue Truck is now out of service due to maintenance issues. This vehicle is 25 years old and the repairs required would be time consuming and very expensive. The new Rescue Truck is due to be delivered in December and he felt the cost of repairs does not warrant fixing the current vehicle. He will contact the manufacturer of the new vehicle to determine if the delivery date for the new Rescue truck can be moved up.

The Fire Chief, MEO in Charge and the Administrative Assistant left the Committee meeting.

The Supervisor, Water/Sewer returned to the Committee meeting.

Snow Plan - Shared Services Agreement

The Committee was informed that the Town of Gander will retain snow clearing operations on the Airport Route for the upcoming season.

The Acting Director of Municipal Works returned to the Committee meeting.

Backhoe Buster

The Manager of Special Projects informed the Committee that the budgeted amount for the Backhoe Buster was underestimated.

As the global capital spending in the Public Works department is under budget there are adequate funds to cover the overage on the buster.

Dickins Street Trees

The Acting Director of Municipal Works presented the Committee with correspondence from a developer on Dickins Street requesting that the Town of Gander supply and install trees similar to other businesses in the area, as outlined in the development regulations.

The Committee discussed and recommends the Civic Enhancement Committee supply and plant the trees at this location.

F. Finance & Administration:

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

The Finance & Administration Committee was held on November 4, 2016. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; G. Parrott, Councillor; G. Brown, Director of Finance.

The following items were discussed:

Invoice for ApprovalOperatingAS RECOMMENDED BY THE DEVELOPMENT TOURISM & CULTURE COMMITTEE NOVEMBER 1, 2016

1. Magic Lantern Theatres	11,500.00
00-600-1000-7210, consulting fees	
Budget 20,000 Spent to date 4,386	

Total operating invoice for approval \$ 11,500.00

The Director of Finance advised that the invoice met the policies of the Town of Gander.

Motion #16-222**Invoice for Approval**

Moved by Councillor Dove and seconded by Councillor Parrott that the invoice be paid as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Managerial and Administrative Assistants Annual Leave Requests Policy

The Committee reviewed the proposed changes to the Managerial and Administrative Assistants Annual Leave Requests Policy. It was noted that the changes are essentially name changes and there is no change to the intent of the policy itself.

Motion #16-223**Managerial and Administrative Assistants Annual Leave Requests Policy**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott approval of the proposed changes to the Managerial and Administrative Assistants Annual Leave Requests Policy as presented.

In Favour: 7

Opposing: 0

Decision: Motion carried.

Central Newfoundland Waste Management (CNWM)

The Committee reviewed correspondence from CNWM regarding their 2017 fees. It shows that next year the fee for curbside collection will remain the same however the tipping fee will increase from \$132 to \$136 per tonne which will cost the Town of Gander an extra \$10,000 annually.

Diamond Municipal Solutions Award

At a recent Diamond Municipal Conference, the Town of Gander was presented with the Diamond 2016 Client Award Winner - Team Work and Collaboration Excellence Award. Diamond is the operating software used by the Town and many other municipalities throughout the country. There were approximately 200 delegates at the conference.

The Committee would like to congratulate staff, especially John Roul and Kelly Hiscock on receiving the award. It indicates the amount of hard work and dedication our staff shows in trying to continue to upgrade the software that we use on a daily basis.

Property Tax Reduction

The Committee reviewed one residential tax reduction application which is submitted in accordance with Council's policy on tax reductions for residential property.

Motion #16-224**Property Tax Reduction**

Moved by Councillor Dove and seconded by Councillor Lorenzen that the one property tax reduction be approved as presented.

In Favour: 7

Opposing: 0

Decision: Motion carried.

NL Snowmobile Federation

The Committee reviewed the recommendation from Public Works that the Town make a donation to assist with the construction of a groomed trail to connect Gander to the Kittiwake Trail system. As Council is currently into the final stages of its budget process for 2017 the Finance Committee is recommending that this item be added to the list of items for consideration in the 2017 budget.

Quarterly Variance Report

The Committee reviewed the Variance Report to September 30th, 2016. At the end of September we are projecting a surplus on operations for 2016 of \$143,062. This, in conjunction, with the \$400,000 budgeted to eliminate our deficit will reduce the projected deficit from 1.665M to 1.123M at the end of 2016.

Major variances for this year included the following:

1. Wages are \$167,400 under budget due to a combination of vacancies and new positions not being filled.
2. Legal fees are expected to be \$24,000 over budget as a result of the cancellation of hiring the legal counsel position.
3. Heavy vehicle equipment maintenance is \$33,000 over budget due to unanticipated repairs.
4. Utility cost at the Community Centre is \$26,624 under budget due to decreased consumption and lower pricing.
5. Fuel cost is \$25,200 under budget due to a reduction in price.

The Committee is pleased to see that all the departments were under budget on their operating budgets to date in 2016.

Capital Budget

The Committee also reviewed the Capital Budget for 2016 at the end of September and noted that the Town will be \$21,831 under budget. Our anticipated cost for the capital program for 2016 is now 4.051M.

6. ADMINISTRATION

None

7. CORRESPONDENCE

Prime Minister

The Town Clerk read correspondence received by the Prime Minister in which he congratulated Mayor Elliott for his years of services with the Town Council of Gander.

8. NEW BUSINESS

No Christmas Advertising in stores until after Remembrance Day

Council raised concern that Christmas advertising in stores prior to Remembrance Day should not be supported as it takes away from the meaning of Remembrance Day.

Motion #16-225

No Christmas Advertising in stores until after Remembrance Day

Moved by Councillor McBreaity and seconded by Councillor Parrott that the Town of Gander write a letter to the Premier and Prime Minister requesting support in encouraging business owners to not participate in Christmas advertising prior to Remembrance Day.

In Favour: 7

Opposing: 0

Decision: Motion carried.

Severance Pay

In its contracts with staff the Town has a policy to pay severance pay to those with more than 10 years of service. The amount payable to a staff member is one weeks pay per year of service. Management is recommending that the Town put a program in place whereby staff can request payment of their severance pay now and in return would no longer participate in the severance plan.

From the Town's perspective this is beneficial as it will reduce our severance liability in future years.

Motion #16-226
Severance Pay

Moved by Councillor Dove and seconded by Councillor Lorenzen that permission be given to Management to develop a program that will allow staff to opt out of the severance pay clause of their employment contracts.

In Favour: 7

Opposing: 0

Decision: Motion carried.

Sonya Maloney – Owner of Jumping Bean Coffee

Council would like to congratulate Sonja Maloney, Owner of Jumping Bean Coffee, Property Guys and Ultra Clear Water & Brewing Centre (formerly) on receiving Newfoundland and Labrador's Organization of Women Entrepreneurs (NLOWE) 2016 Youth Entrepreneur Award. The award was presented to Ms. Maloney at NLOWE's Awards Banquet held in St. John's on October 27th, 2016.

10. ADJOURNMENT**Motion #16-227**
Adjournment

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

In Favour: 7

Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:31pm.

C. Elliott, Mayor

G. Brown, Town Clerk