

MINUTES

Regular Meeting of Council Wednesday, April 11, 2018 @ 4:30 pm Council Chambers

Present:	P. Farwell T. Pollett R. Anstey G. Brown O. Fudge P. Woodford	Mayor Deputy Mayor Councillor Councillor Councillor Councillor
Advisory and Resource:	D. Chafe G. Brown J. Blackwood N. Newell T. Barron A. Quilty R. Locke K. White E. Fisher	CAO Town Clerk Director of Engineering Director of Recreation & Community Services Director of Municipal Works Fire Chief (A) Development Director Media Coordinator Youth Representative
Regrets:	B. Dove	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Humboldt Tribute

The Mayor explained that hockey jerseys were being worn to the meeting in tribute to the Humboldt hockey team. He expressed his condolences to all concerned that were affected by the tragic accident in Saskatchewan.

Daffodil Month Proclamation

The Mayor proclaimed April 1 – April 30, 2018 as Daffodil Month and encouraged all residents to purchase a daffodil pin and wear it on April 27, 2018.

Volunteer Week Proclamation

The Mayor proclaimed April 15 – April 21, 2018 to be observed as Volunteer Week.

Miles for Smiles Proclamation

The Mayor proclaimed the month of April 2018 to be Child Abuse Month and urged all citizens to work together to help reduce child abuse and neglect significantly in years to come.

Human Values Day Proclamation

The Mayor proclaimed April 24, 2018 as Human Values Day.

3. APPROVAL OF AGENDA

Council reviewed the agenda and approved as attached.

Motion #18-072**Approval of Agenda**

Moved by Councillor Woodford and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on April 11, 2018 be adopted as amended.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL**Motion #18-073****Regular Minutes for Approval**

Moved by Councillor Anstey and seconded by Councillor Woodford that the Minutes from the Regular Meeting of Council on March 21, 2018 be adopted as presented.

In Favour: 6 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 April 2, 2018. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; B. Freeborn, Administrative Coordinator/Director (A).

The following items were discussed:

Ball Hockey Request for Proposals

One expression of interest was received to run the 2018 Summer Ball Hockey Camp at the Steele Community Centre. The expression of interest met the requirements; therefore, the Committee is recommending accepting the proposal and asked the Department to work with the proponent to finalize the dates and the contract.

Motion #18-074

Ball Hockey Requests for Proposals

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Expression of Interest for the 2018 Summer Ball Hockey camp be awarded to the Gander Flyers Hockey School.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Accessible Playground Equipment Update

The Acting Director updated the Committee on the purchasing of the accessible playground equipment that was budgeted for 2018. The Department has \$65,000 budgeted which would be the approximate cost of a two-belt seat unit. However, the Director has applied for funding through the Jumpstart Program; and if successful, will be able to purchase the full play structure along with the swing unit and the rubberized matting.

As soon as the Department gets a response on the application, a decision will be made on what the Department can purchase.

The Director advised that we expect a response to the grant application by June 4, 2018.

Silver Jets - Ice Show Cancellation

Silver Jets Skating Club is asking if the Town of Gander's insurance covers losses to outside organizations as a result of event cancellations arising from incidents such as the recent ammonia leak. Cancellation of their annual ice show cost approximately \$10,000.00.

The Club had to refund the parents for the cost of the costumes and is not sure if they will be able to use all of them next year because they were ordered custom fitted for each skater.

The Acting Director advised that the Town Clerk has sent a letter to the Town's Insurance provider to look into this request. Once we receive an answer, Silver Jets will be notified.

The Acting Director explained that each year the Silver Jets Skating Club and Gander Minor Hockey are given an ice subsidy as part of the Grants, Subsidies and In-kind Services Policy. Minor Hockey receives theirs during Minor Hockey Week and Silver Jets would usually get theirs for the hours needed for the Ice Show. Since the Ice Show was canceled, the Department is recommending that Silver Jets still be given this subsidy which would be 11 hours at a rate of \$107.15 per hour. The total subsidy would total \$1,178.65. The Committee agrees with this suggestion since it is part of policy and is asking that this amount be taken off their ice hours used in March.

The Committee also suggested that the Department notify Silver Jets Skating Club on any possible events being held where they can fundraise to recover some of their funds.

Steele Community Centre Plant Update

The Acting Director advised the Committee that they are awaiting the arrival of the authorized service technicians to assess the ammonia leak. They are scheduled to arrive in Gander today, Monday, April 2nd and an update will be provided on the repairs and the cost once it is received.

The Committee asked if the Department had any ideas on how to recover the loss of approximately \$12,000 in revenues. The Director noted that they could look at some options to make up some of this loss, however, it would probably be too late to rent the building for an event or conference as these types of events are usually organized 6 months to a year in advance. The Director will ask the Special Events and Community Events Coordinators to look into some options.

Cimco has since assessed the plant and are preparing an order for the replacement parts. The company Manager will be coming out to meet with staff to discuss the matter.

Upcoming Events

- a) April 28 – May 5: Drop off for Gigantic Yard Sale on May 5th.

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 March 27, 2018. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; A. Quilty, Fire Chief (A); J. Mayo, Fire Chief (A) – Volunteer; W. Jenkins, Municipal Enforcement Officer in Charge; L. Small Administrative Assistant.

The following items were discussed:

Councillor Brown left the Council meeting.

Vehicle Replacement

At the previous Committee meeting, the Municipal Officer in Charge (OIC) requested a change to the vehicle replacement for the Department and the Committee agreed that she should select the vehicle that is deemed most practical for the requirements of the Department while remaining within budget.

After receiving further information on two types of vehicles, it was determined that the preferred vehicle would go over budget by approximately \$ 8000.00. The OIC is now requesting the extra funds to proceed with the purchase as the Standing Offer Agreement for the Town's vehicles will expire on March 31, 2018; after that date the cost may increase.

The Committee requested more information from the OIC, before making a final decision, and forwards this item to the Planning, Priorities and Communications meeting on Wed, March 28 for further discussion before the Standing Offer agreement deadline has passed.

Councillor Brown returned.

Intersection at Cooper & Memorial Drive

At a previous meeting, the subject of traffic lights at the Memorial/Cooper intersection was brought forward. The Committee reviewed statistics from Gander Fire Rescue and the RCMP on the number of accidents from the last two years at various town intersections. As indicated in the attached document, the Memorial/Cooper intersection ranks third in number of accidents but other factors, such as injuries and the types of accident (pedestrian etc.) were not included.

The Committee considered factors such as whether traffic lights would solve the problem, the current posted speed, the proximity of the ATV trail, and the potential impact of increased traffic from the Eastgate development. It was agreed that the speed on Cooper Boulevard should be reduced to 40 km/hr and that the traffic lights be considered in the 2019 budget process.

The Committee forwards this item to the Engineering Department for their input and will place this item on the Public Safety and Protective Services agenda in the near future.

Transfer of Training Funds

The Municipal Officer in Charge (OIC) requested that, \$2,500, which had been initially budgeted for Reporting Software training but cannot be utilized this year, now be transferred to purchase supplies for “Use of Force” training. The new Municipal Officer is a *Use of Force, Pressure Point Control Tactics and Knife Defense Instructor* and with the right tools can update the other team members.

The Committee agreed and advised the OIC to proceed with the purchase of equipment and supplies for “Use of Force” training.

Youth Crime Prevention Initiatives

It was brought forward to the Committee members that there are community groups and organizations throughout the Town of Gander who have information that may be of use with respect to Crime Prevention, more specifically youth crime prevention.

The Town Council can engage these groups by meeting with them to determine Council’s role and how we can be of assistance. For example, it could be providing a venue for public forums on a variety of topics from sexual assault to drug use awareness.

The Committee agreed and will invite various groups to meet with the Committee and discuss the issue.

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 April 4, 2018. The meeting was chaired by O. Fudge, Councillor. Other members present included: G. Brown, Councillor; T. Pollett, Deputy Mayor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

41 – 43 Yeager Street – T’railway Access

The Director reviewed correspondence from the resident of 41 Yeager Street requesting the T’railway access trail located at 41 – 43 Yeager Street be deemed a non motorized, pedestrian walking trail only.

In his correspondence the resident referred to an issue with flooding of the property during a winter thaw in 2015. The Director informed the Committee the Town has since installed an additional culvert in the area to alleviate potential flooding during winter thaws. The resident was advised to contact the Town if this corrective action did not resolve the problem. It is recommended the resident continue to monitor the area and inform the Town of any issues that arise that would require further investigation. It would be verified at that time any potential flooding risk that may be caused by an ice dam created by snow pack from the use of motorized vehicles on the access trail.

The Committee agrees and recommends the resident continue to monitor the area for potential risk of flooding during a spring thaw, forwarding concerns to the Public Works Department for investigation. It was suggested the resident be informed Council is currently conducting an extensive review of ALL trails within the Town and will recommend those suitable for pedestrian and, or, motorized vehicle traffic when completed, keeping consistency throughout.

Overweight Commercial Vehicles on Town Streets

The Director brought to the attention of the Committee concerns with overweight commercial vehicles on Town streets. The potential to cause extensive damage to asphalt is great, especially in areas of new construction. It is recommended Council consider the installation of commercial weigh scales to enforce a maximum allowable weight on Town streets. Limiting the overload will have a direct and immediate impact on the condition of streets, and will further increase the lifespan of the asphalt.

The Committee agrees with the Directors concerns and directed staff to investigate the approach used by other municipalities in addressing the issue of overweight commercial vehicles on Town streets.

No Cutting Signs on Town Property

The Committee discussed the matter of residents cutting trees that have blown over on Town owned property, and if NO CUTTING signs should be placed in the green spaces throughout Town.

The Committee did not feel it was necessary to place NO CUTTING signs in the green spaces within the Town, as there are no issues with illegal cutting reported at this time. It was suggested that signs be erected in the area surrounding Cobb's Pond Rotary Park.

Staff were directed to follow up with Natural Resources to discuss a cutting permit for Cobb's Pond that was recently issued.

Motion #18-075**No Cutting Signs on Town Property**

Moved by Councillor Fudge and seconded by Councillor Anstey that NO CUTTING signs be erected at various points in the green space surrounding Cobb's Pond.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Residents are reminded of the NO CUTTING rule in ALL green spaces within the Town of Gander. Should there be a safety concern with a tree blown over on Town green space, residents are advised to report the matter to the Public Works and Services Department.

D. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee meeting was held on April 4, 2018. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; R. Anstey, Councillor; O. Fudge, Councillor; R. Locke, Development Director, B. Williams, Tourism Development Officer.

The following items were discussed:

Naming of Buildings and Facilities Policy-2nd and Final Reading

The Committee reviewed the proposed changes to the Naming of Buildings and Facilities Policy and presents it to Council for its 2nd and final reading. This policy required a name change to *Community Legacy Naming Policy*. The new name will better reflect the overall intent of the policy which is to allow for Town owned assets (other than streets) to be named after prominent community citizens.

Motion #18-076**Naming of Buildings and Facilities Policy-2nd and Final Reading**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Naming of Buildings and Facilities Policy name be changed to Community Legacy Naming Policy, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

HBB Application- 31 Henley Street

The Committee reviewed an application from the resident of 31 Henley Street.

WHEREAS an application has been received from “BodyMind Yoga” to operate a home-based office for off-site yoga classes and workshops.

AND WHEREAS the advertising and discretionary use notices were posted with no formal objections received by the deadline date of March 29th, 2018 and it meets all of the Town of Gander’s Development Regulations.

Motion #18-077**HBB Application-31 Henley Street**

Moved by Councillor Brown and seconded by Councillor Woodford that “BodyMind Yoga” be permitted to operate a home-based office for off-site yoga classes and workshops from 31 Henley Street.

In Favour: 6 Opposed: 0

Decision: Motion carried.

HBB Application- 3 Jackson Place

The Committee reviewed an application from the resident of 3 Jackson Place.

WHEREAS an application has been received from “Walter & Hrolf’s” to operate a one client home-based personal service dog grooming business.

AND WHEREAS the advertising and discretionary use notices were posted with 3 formal objections received by the deadline date of March 29th, 2018 and it meets all of the Town of Gander’s Development Regulations

Motion #18-078**HBB Application-3 Jackson Place**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that “Walter & Hrolf’s” be permitted to operate a one client home-based personal service dog grooming business from 3 Jackson Place.

In Favour: 6 Opposed: 0

Decision: Motion carried.

The Committee would like to advise that significant consideration was given to the objections received however; the applicant provided additional documentation individually addressing each development standard and their commitment to follow the Home-Based Business Regulations. The Committee is confident that the applicant will alleviate concerns raised through the objections.

The Committee asked staff to send letters to the concerned residents outlining how the applicant plans to alleviate identified issues and the formal process to register a complaint if it becomes evident that the operator is not in compliance with the Home-Based Business Regulations.

If any residents are aware of registered Home-Based Businesses that are not following the appropriate regulations, we encourage them to contact our Development Department at 651-5910. Residents can view a copy of our Home-Based Regulations on our website (www.gandercanada.com) within the “Publications and Forms” section.

Update: Tourism Development Officer

The Tourism Development Officer provided the Committee with an update regarding activities and initiatives that have been initiated since being hired in late March. Some activities and tasks include the following:

- Updating of the tourist map
- Meeting with local tourism stakeholders and governmental agencies
- Researching funding opportunities for potential tourism initiatives
- Investigating ways to enhance the “sense of arrival” as visitors enter Gander

The Committee asked that an update on tourism activities be provided at each Committee meeting.

Come From Away Signage

The Committee discussed the lack of “sense of arrival” and overall visual appeal at various points of entry coming into the Town of Gander. With the overwhelming success of “Come From Away” and the expected increase in tourist visitation from individuals who have seen the play, the Committee asked staff to research options to enhance our “sense of arrival”.

One option could be the incorporation of “Come From Away” into signage at various entry points. The Committee asked staff to contact the “Come from Away” production team to see how we can use their logo in the promotion of our community.

Some important points of entry identified were as follows:

- The Gander International Airport
- The Tourist Chalet

- East and West along the Trans Canada Highway
- Route 330 (Gander Bay Road)

Deputy Mayor Pollett and Councillor Anstey left the Committee meeting.

Gander Heritage Advisory Committee Minutes

The Committee reviewed the Gander Heritage Advisory Committee (GHAC) minutes. They are pleased with the Committee's progress and encourage an open line of communication as they move forward.

In addition, the Committee is excited that the GHAC is looking into the possibility of becoming incorporated as well as the liability and future sustainability of the Aviation History Trails.

Chamber of Commerce-2018 Board of Directors

The Committee reviewed a news release issued by the Gander & Area Chamber of Commerce which announced their newly elected Board of Directors. The Committee would like to extend congratulations to the 2018 board.

The Committee is looking forward to working with the new board and maintaining a positive and productive working relationship.

The Committee has asked staff to prepare a congratulatory letter to the 2018 Gander & Area Chamber of Commerce Board of Directors.

E. Engineering, Planning & Controls:

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

The Engineering, Planning & Controls Committee meeting was held on April 5, 2018. The meeting was chaired by R. Anstey, Councillor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; J. Blackwood, Director of Engineering; G. Regular, Supervisor of Technical Services; S. Moulton, Executive Administrative Assistant.

The following items were discussed:

Shipping Containers as Accessory Buildings

At its last meeting, the Committee discussed the increasing use of shipping containers and trailers as storage units and accessory buildings. Engineering staff were asked to consult with other municipalities on how or if they regulate the use of container type units for storage purposes.

Of the municipalities responding, none allowed residential use of the shipping containers but most allowed or didn't regulate non-residential use. The Supervisor of Technical Services offered points for consideration should the Committee feel that regulations are warranted. The Committee agreed that regulations governing the use of shipping containers and trailers are required and asked that Engineering staff prepare a draft regulation for Council's consideration. The Committee is also requesting that Engineering staff report back on the existing use of container type units and advise the Committee how the proposed regulations would affect these.

The Committee would appreciate feedback from anyone that is currently using these containers. Comments or concerns should be directed to the Engineering Department. The department can be reached at 651-5915 or by email info@gandercanada.com.

Crosswalk – Golden Years Estates

Engineering staff have been asked to prepare a cost estimate to install a crosswalk or additional sidewalk and crosswalk combinations adjacent to the Golden Years Estate property. Estimates are to be forwarded to the Public Safety and Protective Services for review.

Municipal Plan Amendment-Status Report

The Committee reviewed the status of the six plan amendments currently underway and noted their various stages of progression. It was noted that there were no changes in the Municipal Plan Amendment Status Report since its last review on Thursday March 15, 2018. The Committee is pleased with the status report.

Councillor Woodford left the Council meeting due to conflict of interest as he lives on Payette Street

Spruce Court Phase 14A

The Committee reviewed a development application for Spruce Court Phase 14-A subdivision. Following discussion, the Committee agreed with the submitted application subject to conditions indicated on the "approved as noted" stamped plans. The Committee expressed concerns with the extension of this street prior to the connection of Penwell Avenue as Payette Street was not designed as a collector street. The Committee recommends that prior to any future development which will add traffic onto Payette Street a traffic analysis be carried out to determine the effect of the proposed configuration.

Motion #18-079**Spruce Court Phase 14A**

Moved by Councillor Anstey and seconded by Councillor Fudge that the Development Application for Spruce Court Phase 14-A, dated March 27th, 2018 be approved as submitted, subject to conditions as noted on the approved plans.

In Favour: 5 Opposed: 0

Decision: Motion carried.

Councillor Woodford returned.

Accessible Parking-Town Owned Parking Lots

The Supervisor of Technical Services advised the Committee that new Provincial Buildings Accessibility regulations will come into effect on April 23, 2018, which will include an increase in the percentage of accessible parking lots required. The Act applies to all new and renovated facilities however there is no legislative requirement for Council to comply with the Provincial Government's new regulations on existing facilities as they are considered non-conforming. The Committee reviewed the current accessible parking at Town owned parking lots, discussed the implications of increasing the number of lots at each site and made recommendations for the placement of additional Accessible Parking lots. The Committee forwards this to the Municipal Works Department for their action.

Intersection/Accident Statistics

The Committee discussed the installation of traffic lights at the Memorial/Cooper intersection as well as the possibility of decreasing the speed limit to help minimize incidents at this intersection. It was noted that Cooper Boulevard is an arterial road and that it is important to keep traffic moving in an efficient manner.

The Committee would like to see a full traffic study including pedestrian and motor vehicle movements at this intersection prior to any changes being made. The Committee forwards this item to the Public Safety and Protective Services Committee for their review and recommendation to Council.

SPCA Discretionary Use

The Committee reviewed an application from the SPCA to construct and operate a new shelter at 100 Baird Place. The proposed site is located in an area zoned **Commercial General** and **Animal** uses are permitted as a Discretionary Use under the Town of Gander Development Regulations. There were no objections received by the advertised deadline.

Motion #18-080**SPCA Discretionary Use**

Moved by Councillor Anstey and seconded by Councillor Brown approval of the Discretionary Notice for 100 Baird Place as attached.

In Favour: 6

Opposed: 0

Decision: Motion carried.

Tender – Infrastructure Upgrading 2018 Contract #1 Griffin Place

The Committee reviewed the tender results for Infrastructure Upgrading 2018 Contract #1 Griffin Place. Three tenders were received and the Director advises that the lowest of the tenders that met the specifications was submitted by ***B & M Paving (1983) Ltd.***

The Committee recommends that Tender #18-05 Infrastructure Upgrading 2018 Contract #1 Griffin Place be awarded to ***B & M Paving (1983) Ltd.*** and refers the tender to the Finance and Administration Committee for its consideration and recommendation to Council.

Memorial Drive Reconstruction

The Committee discussed correspondence from the resident of 127 Memorial Drive. The resident indicated that he had previously lived at 27 Memorial Drive when that street was reconstructed. It is his understanding that similar work is scheduled to be undertaken at the west end of Memorial in this construction season. The resident is suggesting that public meeting be held to discuss the scope of work to be carried out and if the public will be given the opportunity to have input on the project.

The Director advised that correspondence will be forwarded to each homeowner affected by the proposed work indicating the timelines and general scope to be undertaken. After receiving the letter, any property owner that has questions or concerns can call or come into the Engineering Department for discussion at their convenience. The Committee was pleased with this approach and does not feel that public meeting is required.

F. Finance & Administration:

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

The Finance & Administration Committee meeting was held on April 9th, 2018. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Brown, Councillor; O. Fudge, Councillor; T. Pollett, Deputy Mayor; D. Chafe, CAO; G. Brown, Director of Finance.

The following items were discussed:

Order Update

The Committee reviewed the status of orders issued and has a concern with the demolition orders on Elizabeth Drive. The concern is that some of the orders have been appealed. The process once appealed is that the Central Newfoundland Regional Appeal Board would hold a hearing to review the appeal before making a decision on it. The problem we have is that there is currently no Central Regional Appeal Board in place to hold the hearing as the Province has not appointed people to fill vacancies on the Board.

The Committee does not feel that this is not acceptable and the Province should be written encouraging them to get Regional Appeal Boards in place as soon as possible.

Motion #18-081

Order Update

Moved by Councillor Brown and seconded by Councillor Fudge that the Town write the Provincial Government expressing its dissatisfaction with the fact there is no Central Regional Appeal Board in place and encouraging Government to do so as soon as possible.

In Favour: 6

Opposing: 0

Decision: Motion carried.

Anti-Harassment and Respectful Workplace Policy – 1st Reading

The Committee reviewed the Anti-Harassment and Respectful Workplace Policy which is being presented for its first reading. The Policy outlines Council's position with regard to discrimination, harassment or violence in the workplace which will not be tolerated. Anyone wishing to have any input on the Policy should contact the Town Clerk's Office at 651-5901 or gbrown@gandercanada.com.

Workplace Incidents Policy– 1st Reading

The Committee reviewed the proposed revisions to the Workplace Incidents Policy. This Policy outlines the chain of events that need to take place if there is a Workplace Incident with regard to reporting the issue. If anyone is interested in commenting on a Policy they should contact the Town Clerk's Office at 651-5901 or gbrown@gandercanada.com.

Residential Property Tax Reductions & Exemptions Policy – 1st Reading

The Committee reviewed the proposed changes to the Residential Property Tax Reductions & Exemptions Policy which is being presented for its first reading. Essentially the changes would remove the exemption for church owned properties and church owned properties would only be entitled to the exemptions as outlined under the Municipalities Act. This Policy would come into effect in 2019.

At that time, churches would be exempt as well as the principal residence of the priest in charge of the church.

If anyone is interested in commenting on a Policy they should contact the Town Clerk's Office at 651-5901 or gbrown@gandercanada.com.

Acting Assignments and Appointments Policy

The Committee reviewed the proposed new Acting Assignments and Appointments Policy which is being brought forward for its second reading. The Policy outlines the process for coverage of Senior Management and Supervisory staff positions in the absence of the incumbent.

Motion #18-082

Acting Assignments and Appointments Policy

Moved by Councillor Brown and seconded by Deputy Mayor Pollett adoption of the Acting Assignments and Appointments Policy, as attached.

In Favour: 6

Opposing: 0

Decision: Motion carried.

Interest Write Off Request

The Committee reviewed a request that interest charges be written off on their account. They were under the impression that their bank was paying their taxes through their mortgage which was not correct. While the Committee sympathizes with the property owners, it does not feel the interest should be written off in this case. The issue is one of a misunderstanding between the property owners and the bank and should be dealt with by those two parties.

Property Tax Reductions

The Committee reviewed five residential tax reduction applications which were submitted in accordance with Council's policy on tax reductions for residential property.

Motion #18-083

Property Tax Reductions

Moved by Councillor Brown and seconded by Councillor Anstey that the five property tax reductions be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

SPCA Development Fee

The Committee reviewed a request from the SPCA that the \$50 Development Application Fee for their new building on Baird Place be written off. In the past, Council has exempted non-profit organizations from various development fees.

Motion #18-084

SPCA Development Fee

Moved by Councillor Brown and seconded by Councillor Anstey that the Gander and Area SPCA not be charged a Development Application fee for the property being constructed at 100 Baird Place.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender – Fire Alarm Systems and Monitoring Panels

The Committee reviewed the tender results for Fire Alarm Systems and Monitoring Panels.

Motion #18-085**Tender - Fire Alarm Systems and Monitoring Panels**

Moved by Councillor Brown and seconded by Councillor Fudge that the 3 Year Maintenance Service Agreement for Fire Alarm Systems and Monitoring Panels be awarded to Troy Fire and Life Safety, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender - Alarm Transmitters and Receivers

The Committee reviewed the tender results for Alarm Transmitters and Receivers. Four bids were received. The preferred bidder was from Troy Fire and Life Safety.

Motion #18-086**Tender - Alarm Transmitters and Receivers**

Moved by Councillor Brown and seconded by Councillor Anstey that the tender results for Alarm Transmitters and Receivers be awarded to Troy Fire and Life Safety, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Tender - Infrastructure Upgrading – Griffin Place

The Committee reviewed the tender for Griffin Place Infrastructure Upgrading for which three bids were received. The preferred bidder was B&M Paving (1983) Ltd.

Motion #18-087**Tender – Infrastructure Upgrading – Griffin Place**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the tender for Griffin Place Infrastructure Upgrading be awarded to B&M Paving (1983) Ltd. at a price of \$228,075.48 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The bid is \$89,153.55 under budget and the project is being funded through the Gas Tax Program.

Standing Offer – Electrical Maintenance

The Committee reviewed the Standing Offer results for Electrical Maintenance for which three bids were received.

Motion #18-088

Standing Offer – Electrical Maintenance

Moved by Councillor Brown and seconded by Councillor Fudge that the Standing Offer for Electrical Maintenance be accepted, as attached.

In Favour: 6

Opposing: 0

Decision: Motion carried.

Water Plant Loan Renewal

The Town of Gander had a 15 year loan from the Royal Bank to cover a portion of its cost of constructing our Water Plant on Armstrong Blvd. The loan is to be repaid over a 15 year period; however, the interest rate is up for renewal after 10 years. The bank has indicated that the new rate on the loan would be 3.26%. This is lower than the current loan rate of 4.79% and will save the Town approximately \$4,000 per year in interest charges.

Motion #18-089

Water Plant Loan Renewal

Moved by Councillor Brown and seconded by Councillor Anstey that the Town renew its Water Plant loan with the Royal Bank of Canada in the amount of \$534,271 to be repaid over a five year period at an interest rate of 3.26%.

In Favour: 6

Opposing: 0

Decision: Motion carried.

G. Other Reports:

None

7. ADMINISTRATION

None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS

None.

Motion #18-090

Adjournment

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 6:00 p.m.

P. Farwell, Mayor

G. Brown, Town Clerk