

# MINUTES

Regular Meeting of Council  
Wednesday, November 25, 2015 @ 4:30 pm  
Council Chambers

<b>Present:</b>	<b>C. Elliott</b>	<b>Mayor</b>
	<b>C. Abbott</b>	<b>Deputy Mayor</b>
	<b>W. Lorenzen</b>	<b>Councillor</b>
	<b>G. Parrott</b>	<b>Councillor</b>
	<b>B. Dove</b>	<b>Councillor</b>
	<b>R. Anstey</b>	<b>Councillor</b>
	<b>S. McBreairty</b>	<b>Councillor</b>

<b>Advisory and Resource:</b>	<b>D. Chafe</b>	<b>CAO</b>
	<b>G. Brown</b>	<b>Town Clerk</b>
	<b>J. Blackwood</b>	<b>Director of Engineering</b>
	<b>N. Newell</b>	<b>Director of Recreation &amp; Community Services</b>
	<b>P. Fudge</b>	<b>Fire Chief</b>
	<b>S. Burbridge</b>	<b>Director of Municipal Works</b>
	<b>S. Fisher</b>	<b>Deputy Municipal Clerk</b>
<b>E. Laite</b>	<b>Youth Representative</b>	

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### **Raelene White – Volunteer Services at JPMH**

Ms. White attended the Council meeting to and made a presentation encouraging residents to volunteer at the James Paton Memorial Hospital.

### **Sarah Brown, Special Olympics of Canada Award**

The Mayor presented Sarah Brown with an award for the Athlete of the Year for Special Olympics.

### **Tidy Towns Winner**

The Mayor stated that the Town of Gander is the 2015 Tidy Towns Winner.

### 3. MINUTES FOR APPROVAL

#### Motion #15-250

#### Minutes for Approval

Moved by Councillor Parrott and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on November 4, 2015 be adopted as presented.

In Favour: 7      Opposing: 0

**Decision**                      Motion carried.

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

### 6. 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 November 16, 2015. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; R. Anstey, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

#### Variance Report

The Committee reviewed the third quarter variance reports for Recreation and the Tourism & Festival of Flight. The Director advised that there were some new items purchased that was not budgeted for 2015 that were necessary for the operation of the Community Centre. These included parts for the compressor plant and the hook up of the new Zamboni. Also, the revenue generated from the musical ride was not as high as budgeted. The Committee refers this to the Finance Committee for their consideration.

#### Cobb's Pond Boardwalk Closure

Council would like to advise the public that as of Monday, Nov 9<sup>th</sup> the Boardwalk is closed for construction. The boardwalk will remain closed to the public for the remainder of the fall/winter as this necessary work is completed. Your patience and cooperation is appreciated.

## **Cobb's Pond Boardwalk Funding**

The Gander Rotary Cobb's Pond Foundation has agreed to provide additional boardwalk funding in the amount of \$43,000.00 which represents half of the cost that the boardwalk tender is over budget. The Town would like to thank the Rotary for their continued support of Cobb's Pond projects.

## **Outdoor Rink**

The Director advised the Committee of the current plans for the outdoor rink for the winter of 2016. She explained that it is very time consuming for the Department and often times the winter weather can ruin the rink. The Director advised that after discussing this with the Facilities Supervisor, they are planning to build one bigger outdoor rink at the ball field as opposed to the two rinks last year. The Department will plan the logistics of the rink in the next month; and when the weather cooperates, it will be open for the winter.

The Committee believes that the outdoor rink is important for residents of the community and agrees with suggestions brought forward by the Department. The Director advised that public notices will be made available when the rink is open. If residents have any questions or concerns, they can contact the Department at 651-5927 or by emailing [recreation@gandercanada.com](mailto:recreation@gandercanada.com).

## **Budget 2016**

The Committee reviewed all budget requests for the Recreation & Community Services Department for 2016 with the Director. These included new spending requests, capital out of revenue requests, major capital requests, and proposed cuts for 2016. After much discussion, all items were categorized by priority and suggestions were given to the Director for further consideration.

## **Upcoming events**

Nov 28 & 29 - Gander Flyers vs. GFW Cataracts. For information on tickets, please call 651-5931.

Dec 4 – 6 - Comfort Inn Female Hockey Tournament.

Dec 5 - Santa Claus Parade at 6 pm.

Dec 12 & 13: Gander Flyers vs. Clarendville Caribous.

Dec 20 - Free Christmas Skate with Santa at 2 pm at the Gander Community Centre.

## **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 17, 2015. The meeting was chaired by S. McBreairty, Councillor. Other members present included: R. Anstey, Councillor; W. Lorenzen, Councillor; R. Locke, Manager of Economic Development; D. Quinton, Economic Development Officer.

The following items were discussed:

### **Meeting Update – Affordable Housing Steering Committee**

An Affordable Housing Steering Committee meeting was held on November 5<sup>th</sup>.

Staff were advised that a representative from Canada Mortgage and Housing Corporation agreed to become a member of the Affordable Housing Steering Committee. The Steering Committee felt that additional representation from the housing development and financial sectors would be an asset as we progress through the necessary steps for preparing and issuing a Request for Proposals for an affordable housing development.

The Committee discussed the importance of having a mixed density housing development as opposed to one particular type of housing. Doing so, would create a development that would service various target markets.

The Committee asked staff to continue to work with partners and stakeholders to move this initiative forward.

### **Variance Report: September 30<sup>th</sup>, 2015**

The Committee reviewed the department's variance report ending September 30<sup>th</sup>, 2015 which shows a savings of \$28,632.00. These savings can be mostly attributed to savings in the Travel-Business, Travel-Training and Outdoor Market 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 17, 2015. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: S. McBreairty, Councillor; W. Lorenzen, Councillor; D. Chafe, CAO.

The following items were discussed:

#### **Delegation – Gander Women’s Centre**

Ms. Sandra Kellar, Executive Director of the Gander Women’s Centre presented an overview of their Mental Health First Aid training course that they offer employers. The program is designed to educate employees on how to identify when a co-worker is developing a mental health problem and the appropriate steps to take to support that individual until they can avail of professional care.

The Committee recognizes that life-work issues are increasingly causing stress for individuals and that this stress can lead to mental health issues. Management has been asked to explore the benefits of this training as a part of the Town’s overall occupational, health and safety program and make recommendations during the 2016 budget planning process if appropriate.

#### **Review of Previous Minutes**

The Committee reviewed and discussed the minutes from its October 27<sup>th</sup> meeting. No changes were requested or required.

During the review the Committee discussed the recent virtual question and answer Twitter session that took place on November 12<sup>th</sup>. While a limited number of residents actively participated in the session, there is a strong indication that many more followed the discussions. The Committee feels that this first session was successful and that interest and participation in this type of community/council engagement will grow over time. Council will be holding further sessions next year.

#### **Illness, Birth and Bereavement Policy**

The Committee discussed the Illness, Birth and Bereavement Policy and its administration as it pertains to the illness or death of a former Councillor, dignitary or employee. The Committee has asked management to develop protocols for identifying these instances and coordinating the Town’s response per this policy.

## **Municipalities Newfoundland and Labrador (MNL) Regional Governance Framework**

MNL has advised Council of upcoming facilitated sessions on regionalization. While the Committee feels that these sessions would be beneficial, they also believe that the Town should take a more proactive approach to regional cooperation. Management has been asked for input and recommendations on coordinating a meeting of regional municipal leaders, both elected and staff, to discuss opportunities for working together for the betterment of the region as a whole.

### **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 18, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBreairty, Councillor; J. Blackwood, Director of Engineering.

The following items were discussed:

### **Correspondence – 73 Yeager Street**

The Committee reviewed correspondence from the resident of 73 Yeager Street in which he expressed his concerns regarding the Town owned land at the rear of his property. He is concerned with the amount of trees that have been cleared as well as he has noted this area was being used by local residents for various activities, including storage of utility trailers, recreation, and as a general extension to their respective properties. The resident was also concerned that he had attempted to reinstate the property by planting trees which he claims were later removed by undisclosed individuals.

The Director advised that the area in question is zoned open space recreation and that the vast majority of the clearing was done by the developer. While clearing the land, the developer or their assigns, had gone outside of the limits of construction and encroached on Town owned land.

The Committee is recommending that local residents be notified that the land is owned by the Town of Gander and that they are not permitted to alter the state of that land without prior approval from the Town. The Committee is also recommending that the Municipal Works Department, through Civic Enhancement, commence to transplant native trees from surrounding areas at the rear of the property of 73 Yeager Street in an attempt to reinstate, to some degree, its original state prior to development.

**Daily Force Account – Blackwood Drive**

Recently a resident on Blackwood Drive had encountered a sewer blockage and contacted a local plumbing company who determined that the blockage was in the sewer lateral on Town owned land just prior to the main line. As a contractor was working in the area, in that timeframe, the Director, through their consulting Engineers, requested that the contractor expose the area in question to look for possible causes for the blockage. It was subsequently determined that there was foreign material in the line which came from the residential property.

The Committee reviewed the force account invoice, submitted by the contractor, and at this time is recommending it be forwarded to the Municipal Works Committee for their review and subsequent recommendation to the Finance Department.

**Illegal Shed – 62 Raynham Avenue**

The Director advised that his staff had recently sent out a letter to the resident of 62 Raynham Avenue indicating that he had placed an accessory building, behind the above noted property, on Town owned land and without a permit. The Letter stated a timeline to have it removed after which, if he did not comply, the Town would use its own forces to have the structure removed at the cost of the homeowner.

The homeowner has subsequently come to the Town and has made an application for an accessory building and has relocated the structure so that it is solely contained on his property.

**Correspondence – Memorial Drive**

The Committee reviewed correspondence from a resident of Memorial Drive indicating that because of recent construction activity in that area, a portion of his driveway, directly adjacent to the new roadway, was temporarily constructed of compacted class A. The homeowner stated that he was having problems using his snow blower to clear this portion of his driveway and asked if there was anything Council was willing to do to assist.

The Director advised that he had walked this area with the contractor the week previous and because of the short construction season, the driveways were unable to be reinstated to their original state. The contractor had placed compacted class A in the portion of the driveways that had been disturbed as a temporary measure until next construction season at which time they will be reinstated to their original state. Given the time of year there is nothing further that could be done to improve on the quality of this temporary patching.

The Committee is recommending that a letter be written to the homeowner explaining the circumstances and thanking them for their cooperation.

## **Variance Report**

The Committee reviewed the Engineering Departmental Variance Report up to September 30, 2015. It is to be noted that at this time, the adjusted variance for the department was \$3,294.00 over budget, and that some of the variance is as a result of the building permits being slightly less than budgeted in the 2015 budget process.

## **Correspondence – 22 Kent Place**

The Committee reviewed correspondence received just prior to the Committee meeting from the resident of 22 Kent Place.

The Committee had a general discussion and is recommending it be brought forward to the next Engineering Committee meeting for further discussion after the department has had the opportunity to review and make a recommendation regarding the contents of the letter.

## **E. Public Works & Services:**

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

The Public Works & Services Committee was held on November 18, 2015. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; G. Parrott, Councillor; P. Fudge, Fire Chief; S. Burbridge, Director of Public Works; G. Whitt, Administrative Support Clerk; L. Small, Administrative Assistant; W. Jenkins, MEO Supervisor.

The following items were discussed:

## **Delegation- RCMP**

The Committee met with RCMP Staff Sergeant Roger Flynn to discuss policing operations and issues for our community. Staff Sergeant Flynn advised that the RCMP are operating with a full complement of officers and are actively engaged in all aspects of their policing responsibilities. Staff Sergeant Flynn also took the opportunity to stress the importance of the working relationship between the RCMP and our Municipal Enforcement Officers.

There have been a number of ongoing issues which are a priority for the RCMP including break and enters, and some traffic issues. The Committee thanked Staff Sergeant Flynn for attending and have invited him back on a quarterly basis.

The RCMP Staff Sargent left the meeting at 4:10 pm.

### **Previous Minutes Review**

The previous minutes were approved as presented.

### **Invoices**

The Committee reviewed four invoices for approval and the Director advised that all goods and services had been received and met the Town's specifications.

The Committee recommends that these invoices be forwarded to the Finance Committee for its consideration.

### **Third Quarter Variance Report- Public Safety**

The Committee reviewed the Variance report for the period of July 1 to September 30, 2015 and had no concerns at this time.

### **3 Way Stops-Raynham Avenue**

Due to recent on-line correspondence, the Committee once again discussed the 3-way stop on Raynham Avenue. At the time of the installation, Committee had stated that this was to be a trial until the spring of 2016. It was reiterated that the stop signs will remain in place until March 31, 2016, at which time another review will take place.

**The Fire Chief, his assistant and the Municipal Enforcement Officer left the Committee meeting.**

### **Illegal Dumping**

It has been brought to the attention of the Committee of illegal dumping of garbage on Boot Pond Road. After discussion, the Committee suggested the area be checked to see if the area in question falls within the Town of Gander Boundary.

The Director of Public Works will investigate whether this on Town of Gander or Airport Property, and will respond to the initial correspondence.

### **Household Hazardous Waste Day**

The Committee reviewed the Central Newfoundland Waste Management Hazardous Waste Day Report. It detailed the total amount of Hazardous Waste collected and with all positive remarks from residents the day was deemed a success.

## **Snow Plan Changes – Summary**

The Director of Municipal Works presented the proposed changes to the 2015-16 Snow Plan. Changes include the addition of Town owned parking lots and the service road behind Block 4.

The Committee wished to advise that lawn markers are to be placed no closer than 1 meter from curb/sidewalk consistently throughout Town. This will help ensure minimal lawn damage while ensuring that snow-clearing operators can effectively clear entire road widths and the tops of catch basins. This is particularly important in time of heavy snow melt or rain as blocked catch basins can and do lead to isolated incidents of flooding.

## **Variance Report – Public Works & Services**

The Director of Public Works & Services presented the Variance Report for the Department. The budget variance is presently around \$75,000 but it is anticipated that that figure will decline over the next month. It is anticipated that the Department will come within 1% of the planned budget once all accounts activity is concluded.

The Director of Public Works reviewed the proposed 2016 budget for the Department and gave a briefing on priorities. The importance of preventative maintenance measures and inspections of capital projects were emphasized as those areas will generate greatest cost savings.

## **Snow Clearing – Blackwood Drive**

Following the recent snowfall, the residents of Blackwood Drive complained of gravel being plowed into the driveways from roadway repairs, as well as difficulty in snow blowing along cuts that had been made to their own paved driveways. There were also concerns raised over potential difficulties in salting this route over the winter

Based on feedback from the Engineering Department, it has been confirmed that the contractor will step up to provide snow clearing assistance as well as ice control (sanding) along this route through the winter months. This will be in addition to the regular snow control provided through the Town's resources. Operators will exercise caution so as to minimize the amount of gravel and debris deposited in residential driveways.

## **Sewer Blockage – Blackwood Drive**

The resident at 51 Blackwood Drive reported a sewer blockage and had a plumber investigate; it was determined the blockage was outside his property. Based on the assessment of the plumber, the blockage was located near a recent excavation on the street.

In an effort to expedite the repair, the Town asked the contractor on site to excavate on the blockage so as to identify and rectify the problem. Following the excavation it was determined the blockage was caused by the homeowner disposing items not suitable for the domestic sewer laterals.

The Town has been invoiced \$3525.85 for the remedial work that was carried out on site by the contractor. While this blockage was likely the result of items disposed of by the resident, it is not recommended that the owner be held accountable for this amount.

The Committee felt that normal procedures were not followed in this instance and that the owner has already incurred expenses to have his lateral inspected by his plumbing company.

The Committee forwarded the item to the Finance Committee for consideration.

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

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

The Finance & Administration Committee was held on November 19, 2015. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; C. Elliott, Mayor; G. Brown, Director of Finance; D. Chafe, CAO; S. Fisher, HR Supervisor.

The following items were discussed:

#### **NAV CANADA Tax Agreement**

The Town and NAV CANADA has been in a dispute since 2007 over the taxation of their property in Gander. The dispute arises as a result of the Special Purpose Legislation introduced by the Province which has been fought twice by NAV CANADA and they have won both times in court. The Mayor and Director of Finance met with NAV CANADA and they proposed that a tax agreement be put in place as opposed to charging taxes based on assessed value. They are proposing that the Town would receive \$8 per itinerant flight landing at Gander International Airport. This would equate to essentially the same level of revenue we would receive now if the revised assessment stays as is. There will be an escalator clause in the agreement whereby the \$8 will be changed each year by the same percentage as the commercial property tax changes.

The Director of Finance advised that even with the lower assessment NAV CANADA is still appealing it. They feel their property is worth approximately half of what the revised assessment states. If the tax agreement is agreed on they will drop their appeals.

The Director advised that we could set up a separate business class for NAV CANADA and charge a higher mill rate; however, given the history it is quite likely they would then take us to court accusing us of discriminatory practices and circumventing the assessment appeal process. If the agreement is entered into, at least we will have some security as to what our revenue will be and will not continue to fight this matter into the courts.

The Finance Committee is recommending that we go ahead and accept the NAV CANADA proposal.

### **Motion #15-251**

#### **NAV CANADA Tax Agreement**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that the Town of Gander enter into a tax agreement with NAV CANADA, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Invoices for Approval**

#### CAPITAL

#### AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE NOVEMBER 18<sup>TH</sup>, 2015

- |  |            |
|--|------------|
| 1. Crosbie Industrial Services Ltd.                  | 108,582.46 |
| 01-540-0080-9130, Supply & Sewer Lining Installation |            |
| Contract 106,016 Spent to date zero                  |            |

Total capital invoice for approval \$108,582.46

#### Operating

#### AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE NOVEMBER 18<sup>TH</sup>, 2015

- |   |            |
|---|------------|
| 2. Central Newfoundland Waste Management        | 26,089.70  |
| 00-430-1000-7007 total tipping fees for October |            |
| Budget 345,000 Spent to date 228,929            |            |
| 3. Avalon Coal Salt & Oil Ltd.                  | 124,153.10 |
| 00-000-0070-1405, road salt                     |            |
| Budget Inventory Spent to date                  |            |

4. HiTech Communications 16,176.76  
00-560-6100-5400, replace/repair damages  
Budget 9,000 Spent to date 26,509

Total operating invoices for approval \$166,419.56

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

**Motion #15-252**  
**Invoices for Approval**

Moved by Councillor Dove and seconded by Councillor Lorenzen that the invoices be paid as presented.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Advancement of Leave Policy**

The Committee reviewed the proposed Advancement of Leave Policy. This is a new Policy which would set down guidelines upon which staff would be advanced leave if for whatever reason their leave entitlements have been exhausted.

**Motion #15-253**  
**Advancement of Leave Policy**

Moved by Councillor Dove and seconded by Councillor Anstey adoption of the Advancement of Leave Policy, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Protective Clothing Policy**

The Committee reviewed proposed changes to the Protective Clothing Policy. Changes were made to clean up the Policy to make it more easily understood, as well as to take out items that are now covered under the Collective Agreement.

**Motion #15-254**  
**Protective Clothing Policy**

Moved by Councillor Dove and seconded by Councillor Parrott adoption of the revised Protective Clothing Policy, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Part-Time, Seasonal, and Temporary Employee Benefits Policy**

The Committee reviewed proposed revisions to the Part-Time, Seasonal, and Temporary Employee Benefits Policy. The changes required are as a result of changes to the Town's pension plan from a Defined Contribution Plan to a Group RRSP. There are also some changes to clarify who exactly is covered under the Policy, as well as changes required as a result of the implementation of the Flexibility Benefits Plan in 2015.

**Motion #15-255**  
**Part-Time, Seasonal, and Temporary Employee Benefits Policy**

Moved by Councillor Dove and seconded by Councillor Parrott adoption of the Part-Time, Seasonal, and Temporary Employee Benefits Policy, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Continuation of Benefits While On Leave Policy**

The Committee reviewed the proposed changes to the Continuation of Benefits While On Leave Policy. This Policy outlines benefit entitlement while on leave and who is responsible for paying the premiums. Majority of the changes are housekeeping issues. There is one substantial change arising from our recent adoption of the Flexibility Plans. The change is that if someone was off on maternity or paternity leave, they will only be responsible for the employee share of premium cost and not the employers and the employees, as was the case in the current Policy.

**Motion #15-256**  
**Continuation of Benefits While On Leave Policy**

Moved by Councillor Dove and seconded by Councillor McBairty adoption of the Continuation of Benefits While On Leave Policy, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The HR Supervisor left the Committee meeting.

### **Tax Refund Request – 43 Brown Crescent**

At the last Council meeting, the resident of 43 Brown Crescent wrote Council advising that his property had been over assessed since 1999 because the Assessment Agency had the incorrect dimensions of his house. He had asked that Council refund any tax overpayments since 1999. Council decided, at that time, that it would refund the resident for six years overpayment of taxes. Under contract law, six years is generally as far as one could go back for a claim.

While the Committee sympathizes with the resident, it is not prepared to recommend changing the decision made at the last meeting.

Mayor Elliott left the Committee meeting.

### **Property Tax Reduction**

The Committee reviewed one residential property tax reduction application which has been submitted in accordance with Council’s policy on tax reductions for residential property. The Director advised that the application met the requirements of Council Policy and recommended approval.

#### **Motion #15-257**

#### **Property Tax Reduction**

Moved by Councillor Dove and seconded by Councillor Parrott that the one property tax reduction application be approved as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Purchasing Cards**

Administration staff has been investigating the possibility of using Purchasing Cards for its purchases under \$1,000. These cards were popular through the municipal world as it takes significantly less time to process a purchase using the card versus the traditional way of requisitions and purchase orders which the Town currently uses. In 2014, 91% of the Town’s purchases were for under \$1,000 and only 9% of the purchases were for items over \$1,000.

Even though the vast majority of purchases were for items under \$1,000, they only accounted for 20% of our spending. Administration feels that purchasing cards is a more efficient way to go and is asking for Council's permission to investigate means to implement a purchasing card plan for the Town of Gander.

The Finance Committee felt this was a good suggestion and staff is directed to continue with investigating the implementation of purchasing cards.

**Tender for Transfer Switch**

The Committee reviewed the tender results for the Transfer Switch for which three bids were received.

**Motion #15-258**

**Tender for Transfer Switch**

Moved by Councillor Dove and seconded by Councillor Parrott that the tender for the Transfer Switch be awarded to Eco Contracting at a price of \$11,016.37 HST inclusive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

This is an unbudgeted item.

**Tender for Emergency Generator/Controller**

The Town has recently replaced its Emergency Generator/Controller making our old 1972 generator surplus. Tenders were called for the sale of the old generator and no bids were received. Since that time, we have received an offer of \$500 from a resident to purchase the generator.

**Motion #15-259**

**Tender for Emergency Generator/Controller**

Moved by Councillor Dove and seconded by Councillor Parrott that the 1972 Emergency Generator/Controller be sold to Ron Stroud at a price of \$500 plus tax.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## Variance Report to September 2015

The Committee reviewed the Variance Report to the end of September 2015. At the end of September, the Town is projecting a deficit of \$1,948,640. This is obviously a significant deficit and is of major concern to Council. There are two major reasons for the deficit which are as a result of court decisions the last few months.

The first is the decision by the court that the Provincial Special Purpose Assessment Taxation legislation was illegal. This cost the Town approximately \$575,000 in a refund that we have to repay to NAV CANADA for the last three years. The second court decision that had a significant impact on the Town's finances was the decision that it did not have the authority to bill local businesses for the cost of maintaining Town owned parking lots. The cost is not finalized on this yet but it is estimated to be approximately \$1.5 million.

Because of the size of the proposed deficit, the Finance Committee is recommending that we ask Government to be allowed to recover this deficit over a five year period. The Town is in the process of completing its 2016 budget and it is being recommended that this request be made to Government at this time.

### Motion #15-260

#### Permission to Recover Deficit

Moved by Councillor Dove and seconded by Deputy Mayor Abbott that pursuant to Section 79 (5) of the Municipalities Act, the Town request that it be permitted to recover its estimated deficit of \$2 million over a five year period commencing in 2016.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### F. ATV & Trails Sub-Committee:

The ATV & Trails Sub-Committee report was presented by Councillor Lorenzen:

The ATV & Trails Sub-Committee was held on November 9, 2015. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: G. Parrott, Councillor; N. Newell, Director of Recreation & Community Services; P. Fudge, Fire Chief; S. Burbridge, Public Works Director; D. Moulton, Public Works Supervisor; G. Regular, Technical Services Supervisor; WL Jenkins, MEO Supervisor; L. Small, Administrative Assistant.

The following items were discussed:

## Review of Previous Minutes

During the review of the previous minutes the following items were discussed:

- The Committee continues to receive correspondence from the owner of 15 Quimby who is experiencing many problems with ATV traffic crossing his property. Complaints have been received from other areas in town as well where homes are adjacent to the trails. The Committee may need to identify the main feeder trails and offer residents in those areas some property options such as a variance on fence heights. The owner of 15 Quimby will be contacted advising him of the Committee's process and future opportunities for him to voice his concerns in the New Year.

Council discussed specifically this ongoing issue and Councillor Lorenzen stated that this is a unique situation where there is a feeder trail from other residential areas.

### **Motion #15-261**

#### **15 Quimby Place Trail**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that Council direct Public Works to access the most effective way and to close this trail to motorized vehicles.

In Favour:     5           Opposing:     2

Councillors Anstey and McBreairty voted against the motion.

**Decision:**     Motion carried.

- The Chair inquired whether the Town should proceed with the proposed permitting system for ATV's. The permit could have a small fee attached with the proceeds going towards maintenance of the trails. These permits would require the applicant to produce a valid driver's license, registration and insurance and will indicate the trail access point for that resident. The purpose is to give the resident a trail access in their area only that will also reduce the street distance they have to travel to get to it.
- There are some feeder trails in the area where the new school is being constructed and unfortunately these will have to be closed off as there is no lead from these to a main trail; there is also one going across the old Raynham Ballfield.

The area known as the Dungeon Trail will be designated as a walking trail only and the one at the end of Curtiss Avenue, where the old playground used to be, will be multi-use.

The trail from Carr Crescent leading out to the Goose Restaurant will be an ATV only trail. The map will be updated accordingly at the Engineering Department.

- The area between the Toyota and Kia car dealerships would be a good corridor for relocation of a section of the trail in that area. The Supervisor of Public Works will check into the land leasing and ownership of this piece of property.
- The chair asked if any funds had been identified for signage. The cost for 25 signs would be approximately \$ 10, 000, not including labour costs. The Committee agreed that this should be included in the Public Works and Services Budget request for 2016.

### **Strategic Timeline for Multi Use Trail**

The Director of Recreation brought forward the current strategic timeline for discussion and updates. The Committee agreed that the Policies and Regulations should be in place by the end January of 2016 and the development and upgrading plan should be completed by the spring of 2017. The timeline will be adjusted accordingly.

### **Community Groups Input.**

The Committee agreed that the Chamber of Commerce and the Department of Business, Tourism, Culture and Rural Development, will be invited to the next meeting in November. The December meeting will include other outside representatives such as the Snowmobile Club.

### **Other**

The Director of Public Works questioned whether the Committee was working at identifying the walking trails as much as the multi- use areas. It was felt that anything inside the trail that circumvents the town should be designated as a walking trail; this is indicated in blue on the current map.

## **7. ADMINISTRATION**

None.

## **8. CORRESPONDENCE**

None.

## 9. NEW BUSINESS

### 2016 Meeting Schedule

As 2015 is coming to an end Council has to set its meeting schedule for 2016. It is being proposed that Committee meetings commence on the week of January 11<sup>th</sup> -15<sup>th</sup> and that the first public Council meeting in the New Year be held on January 20, 2016. The times and days of the week for the various meetings will stay the same with one exception. It is being proposed to change the meeting time of the Development Committee meeting from noon to 2:00 pm.

#### **Motion #15-262**

##### **2016 Meeting Schedule**

Moved by Councillor Dove and seconded by Councillor Parrott that the 2016 meeting schedule be adopted as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### Force Account – Blackwood Drive

The Municipal Works and Engineering Committees discussed work carried out by the contractor on Blackwood Drive to correct a sewer blockage and are recommending payment.

#### **Motion #15-263**

##### **Force Account – Blackwood Drive**

Moved by Councillor Dove and seconded by Councillor McBairty that the Force Account billing to clean out a sewer blockage on Blackwood Drive from Professional Grading and Contracting Ltd. in the amount of \$3,525.85 be approved.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### Refugee Planning Meeting

Councillor McBairty noted that there is a Refugee Planning Meeting on November 26 @ 7pm in the Council Chambers. There is a Committee formed with one Council member to deal with issue.

## 10. ADJOURNMENT

### Motion #15-264

#### Adjournment

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:30pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**