

# MINUTES

Regular Meeting of Council  
Wednesday, December 16, 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>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Christmas Parade Float Winners

The Gander Lions Club presented the Santa Claus Parade awards to the following:

Commercial – Kent Building Supplies  
Non Commercial – Salvation Army  
Family/Neighbourhood – Town of Gander Social Club

### City of Seattle Proclamation

The City of Seattle proclaimed December 7, 2015 as Gander Day in the City of Seattle and also presented the Mayor with a key to the city.

### **3. MINUTES FOR APPROVAL**

#### **Motion #15-265**

#### **Minutes for Approval**

Moved by Deputy Mayor Abbott and seconded by Councillor Parrott that the Minutes from the Regular Meeting of Council on November 25, 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 December 7, 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:

#### **Sports Hall of Fame**

The Director advised the Committee of a recommendation from the Recreation Master Plan regarding changes to the Sports Hall of Fame/Archives. It is recommended that items be moved to other locations in the stadium including the cafeteria and walking track. The Director feels that there is history relating to the residents of Gander and recommended full consideration from Council before making any decision. The Committee would like to refer this item to the next Privileged Meeting of Council.

It was decided to leave as is and the Director will look at other locations throughout the Gander Community Centre.

## Tidy Towns

The Committee would like to recognize the Town of Gander for winning the Tidy Towns Award for population over 5,000. The judges of Tidy Towns were impressed with the Healing Garden at the James Paton Memorial Hospital as well as the Memorial Park Bench/Tree Program. The Recreation & Community Living Committee would like to recognize the hard work by Town staff for the upkeep of municipal parks and grounds, the Gander Rotary for their continued contribution to Cobb's Pond Rotary Park as well as residents & businesses for their lawns and gardens.

## Policy for Parks, Open Spaces and Trails

The Director advised of a recommendation from the Recreation Master Plan for better implementation of policies for parks, open spaces and trails in new developments. Currently this is covered in the Municipal Plan and Development Regulations but it has been recommended that the Town ensure its emphasis, priority, and control over the location and configuration of green spaces, including parks, open spaces and trails in residential neighborhoods. The Committee discussed the importance of this for new subdivisions, especially when working toward affordable housing land development. This is being referred to the next Management meeting for consideration.

## Upcoming events

- Dec 20: Free Christmas Skate with Santa at 2 pm at the Gander Community Centre.
- Dec 21: Gander Community Centre Morning Christmas Coffee Break
- Jan 2 & 3: Gander Flyers vs. Corner Brook Royals
- Jan 8 – 10: Hot Tub Pros Atom Hockey Tournament
- Jan 9 – 16: Minor Hockey Week

## B. Development, Tourism & Culture Committee:

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

The Development, Tourism & Culture Committee was held on December 8, 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.

The following items were discussed:

### **Definition of 1<sup>st</sup> floor Construction**

The Committee reviewed a recommendation from Management regarding the definition of 1<sup>st</sup> floor construction for the purposes of transferring land ownership for Town owned land. Management is recommending removing any reference to “1<sup>st</sup> floor construction” and replacing it with the following: “ownership should be transferred upon shelling in of the 1<sup>st</sup> floor or 2<sup>nd</sup> floor joists are in place for a multi story building.”

This change is required to eliminate conflicting definitions in relation to mandatory building inspections and other policies and agreements.

The Committee agreed with Management’s recommendation and has advised staff to make the necessary changes to the appropriate documents. It will then be presented to Council for the first reading.

Deputy Mayor Abbott left the Council meeting due to conflict of interest.

### **Reduction of Beaverwood Treatment Plant Buffer**

The Committee reviewed a recommendation from the Manager of Economic Development to reduce the buffer around the Beaverwood Treatment Plant from 150 metres to 75 metres. Doing so would open up approximately 2.75 acres of commercial land. The Committee were advised that Management was in agreement with the recommendation.

After discussion and reviewing buffer requirements for mechanical wastewater treatment plants (minimum 30 metres from commercial/industrial developments), the Committee agrees with the recommendation of reducing the current buffer from 150 metres to 75 metres and have forwarded the item to the Engineering, Planning & Controls Committee for their review and recommendation to Council.

Deputy Mayor Abbott returned to the Council meeting.

### **Aviation Museum Report**

The Committee reviewed the 2014 and 2015 visitor and bus tour statistics for the North Atlantic Aviation Museum.

The statistics show that the total visitors increased from 6027 in 2014 to 7991 currently in 2015 and that the total bus tours increased from 32 in 2014 to 66 currently in 2015.

The Committee is pleased with these growth rates and expects this trend to continue for 2016.

## **15<sup>th</sup> Annual Joe & Clarice Goodyear Business Achievement Awards Recipients**

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

- **Sweetapple Accounting Group - Joe & Clarice Goodyear Business Achievement Award**
- **Gander Family Dental Clinic - Business of the Year**
- **Johnny's Convenience & Gas Bar - Customer Service Award**
- **Easton, Hillier, Lawrence, Preston Law Office - Helping Hands Award**
- **Petroleum and Environmental Services Inc. - Environmental Award**
- **Russell's Welding and Fabrication - Small Business Award**

The Committee would also like to extend congratulations to all 39 nominees for their hard work and dedication in growing our regional economy.

We would also like to acknowledge Emily Balsom of Gander and Zachery Broderick of Gambo for both receiving scholarships from the Gander and Area Chamber of Commerce.

### **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 December 8, 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:

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

The Committee reviewed and discussed the Minutes of its November 17<sup>th</sup> meeting. No changes were required.

#### **Shared Services Agreement**

The CAO presented the Committee with the final version of a Shared Services Agreement between the Town Council of Gander and the Gander International Airport Authority Inc. Contrary to some speculation, this agreement is not an amalgamation of the Town and Airport but rather the formalization of a cooperative approach to the sharing of services and resources.

We anticipate improved operational efficiencies for both organizations and significant future savings for both parties by focusing on our core competencies, eliminating the duplication of assets and co-locating operations.

I am pleased to advise that:

**Motion #15-266**  
**Shared Services Agreement**

Moved by Deputy Mayor Abbott and seconded by Councillor McBreairty that the Town Council of Gander enter into a ten-year Shared Services Agreement with the Gander International Airport Authority Inc. as per the terms and conditions as presented in the attached agreement.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The official signing of the new agreement will take place at 11:30 am on December 17<sup>th</sup> at the Town Hall.

**Community Partnership Fund**

The Committee reviewed a draft of new policy for the establishment and administration of a new Community Partnership Fund. The new fund will replace some of the grants currently made available under Council’s current Grants, Subsidies and In-kind Services policy. The new policy details the eligibility, application and reporting requirements for grants awarded under this fund. More defined criteria will improve the overall accountability for the groups and organizations that will benefit from the fund.

The policy states that in order to be eligible for funding applicants must:

- Be a registered charity or non-profit organization based at, and operating out, of Gander;
- Have an established Board of Directors;
- Have been operating continually for at least two years;
- Open membership or participation to all residents of Gander;
- Provide programs or services specifically intended for youth;
- Be carrying a verified bank balance of not more than \$25,000 (operating);
- Have no outstanding debts or financial obligations with the Town of Gander.

If adopted, this new policy will take effect in 2017.

The Committee is pleased to present the new Community Partnership Fund policy to Council for its first reading.

## **Federation of Canadian Municipalities (FCM)**

The Government of Canada recently delivered its Speech from the Throne in which they outlined what the new government intends to prioritize in the coming months, and how it intends to work with Parliament, and all orders of government to deliver 'for the middle class'.

The FCM has asked the federal Government to focus on strengthening the economy and improving the quality of life through investments in transit, social infrastructure and green infrastructure. The Committee supports the FCM's position and is hopeful that the Trudeau Government honours its commitment to communities.

Councilor Lorenzen left the Committee meeting at 4:45 pm.

## **Housing Support Officer**

The Committee discussed the need for a fulltime Housing Support Officer position in the community. The Committee has asked that, upon their appointment, a letter be written to the new Minister of Child Youth and Family Services asking that a Housing Support Officer be located in the community.

The Committee would also like Council to direct correspondence to the various new Provincial Government Ministers outlining our requirements for support on a number of issues including the wastewater treatment plant funding, affordable housing, healthcare, public safety and seniors care. Premier Ball will be copied on all items.

## **Parking Advisory**

On Saturday, November 14<sup>th</sup> the Gander Arts and Culture Centre, and the Gander Community Centre played host to three large events. This resulted in significant parking challenges for residents and participants. While there is little that can be done in terms of more parking spaces the Committee has asked that for similar future instances, the public be advised of potential parking issues via social media and other appropriate means. This will allow individuals to make alternate transportation arrangements if they so choose.

## **Strategic Plan Review**

The Committee would like to schedule a special meeting of Council to review the Strategic Plan. Over the past year, Council and staff have been implementing or working towards many of the recommendations set out in the plan. This meeting will provide an overall update on our progress while also allowing any necessary adjustments. The meeting will be scheduled for January.

**D. Engineering, Planning & Controls:**

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

The Engineering, Planning & Controls Committee meeting was held on December 9, 2015. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: S. McBreairty, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

The Previous Minutes were reviewed and approved as presented.

**Correspondence – 22 Kent Place**

The Committee reviewed correspondence as well as a drawing provided from the resident of 22 Kent Place requesting to exchange a portion of his property for a portion of Town owned land which he had previously requested to purchase and his request was denied by Council. The resident is also requesting that the Town erect a fence between the trail way and his property.

At this time, Council is aware that the resident has made an appeal with the Newfoundland Regional Appeal Board regarding Council's most recent refusal to permit purchase of land and the construction of a fence near 22 Kent Place.

Given the fact that the resident is currently going through the appeal process, the Committee is not recommending moving forward with the request for the land exchange or erecting a fence until such a time as a decision is reached from the Newfoundland Regional Appeal Board. The Committee is recommending a letter be written to the resident informing him of Council's decision.

**Mitchell Street Extension**

The Committee reviewed three proposed layouts from Cecon Development Corporation for the Mitchell Street extension. This extension would involve a temporary paved cul-de-sac with curb and gutter at the end of Mitchell Street in order to complete that section of their property. The end of this temporary cul-de-sac would be left open to accommodate future expansion. The

The Committee is recommending that project # 15109, drawing #1 was the preferred orientation provided the building line of lot #129 be brought in line with the remainder of the street. This common building line would ensure that in the event the roadway is extended, no house would have a unique setback following that extension.



The Director advised that he had met with representatives from the Municipal Works department to discuss the options from a snow clearing and maintenance perspective and they were in agreement with the preferred layout.

Committee is recommending that any approved plans have a common building line to ensure when the roadway is extended there are no properties with unique roadway setbacks.

The Director advised that he would meet with the Director of Municipal Works to ensure that any approved plan would work from a snow clearing and maintenance perspective.

### **Release of GIS Data**

The Committee was presented, for its second reading, a draft agreement for the purpose of sharing digital data information with other organizations.

The Committee is in agreement with the proposed document as presented and feels this will provide important information for new businesses and external organizations.

### **Motion #15-267**

#### **Release of GIS Data**

Moved by Councillor Parrott and seconded by Councillor Dove approval of the Release of Digital Data Agreement as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Discretionary Notice – 34-36 Elizabeth Drive**

The Town Council of Gander has received an application to occupy the building at the above noted address as a Place of Worship for a small congregation.

It is noted that this area is zoned **Commercial General** and **Place of Worship** is permitted as a Discretionary Use under the Town of Gander Development Regulations.

This discretionary notice has been advertised and no objections have been received by advertised deadline.

**Motion #15-268**

**Discretionary Notice – 34-36 Elizabeth Drive**

Moved by Councillor Parrott and seconded by Councillor Dove approval for the discretionary use application for 34-36 Elizabeth Drive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

Deputy Mayor Abbott left the Committee meeting at 2:21 due to conflict of interest.

Deputy Mayor Abbott left the Council meeting due to conflict of interest.

**Reduction of Beaverwood Sewage Treatment Plant Buffer**

The Committee reviewed a request that has been forwarded from the Economic Development Department requesting that the buffer around the Beaverwood Treatment Plant be reduced from 150 metres to 75 metres. Doing so would open up approximately 2.75 acres of commercial land.

The Director of Engineering informed the Committee that this area may potentially be an option for the Town's new Sewage Treatment Plant and there are currently several transmission mains that run through that area and any development at this time could restrict the options available for the new Sewage Treatment Facility.

The Director is recommending that the request for reducing the buffer around the Beaverwood Treatment Plant be placed on hold until a secure location for the new Sewage Treatment is determined.

The Committee is in agreement with this recommendation and will relay this information back to Economic Development Committee.

Deputy Mayor Abbott joined the meeting at 2:30 p.m.

Deputy Mayor Abbott returned to the Council meeting.

**Policy Manual**

The Director of Engineering informed the Committee that upon the division of the Municipal Works and Engineering Departments, several policies would require new policy numbers as well as modifications to reflect which department is responsible for that policy. The Director is requesting Council's approval to move forward with the modifications.

The Committee is in agreement with this request and recommends presenting the revised policies to Management for discussion.

### **Emergency Vehicle Access – Cul-De-Sacs**

The Committee had a discussion with regards to having an emergency vehicle access on cul-de-sacs. The issue was raised when the Town received a complaint from a local resident after barricades were erected in the Quimby Place trail way.

The Director of Engineering provided a list of cul-de-sacs within the Town of Gander that had emergency vehicle access and the Committee had a general discussion about the purpose of these accesses and the level to which they should be maintained.

The Committee is requesting that the Director of Engineering speak with the Fire Chief and other outside organizations to determine if there is a Provincial Regulation addressing this type of access and bring that information forward at the next meeting for discussion.

### **Discussions with Ministers**

Deputy Mayor Abbott relayed to the Committee that in the upcoming months, Council will be engaging both Provincial and Federal Governments to discuss potential development within the Town of Gander. He indicated that letters will be sent and meetings will be requested to discuss items of concern with each respective government official.

The Committee is requesting that the Director of Engineering, along with his staff, compile a list of agenda items specific to that department and the work that they would be normally engaged in, for discussion during the scheduled meetings.

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

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

The Public Works & Services Committee was held on December 9, 2015. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; P. Fudge, Fire Chief; S. Burbridge, Director of Public Works; G. Whitt, Administrative Support Clerk; L. Small, Administrative Assistant; W. Jenkins, MEO Supervisor.

Delegation: K. Murphy and K. Loveys, Broadening Horizons

The following items were discussed:

## **Delegation - Broadening Horizons**

The Committee welcomed the Program Manager and the Supervisor of Broadening Horizons to the meeting to discuss the future of their recycling program. They wanted the Committee to know that their program is about much more than recycling; it also provides employment opportunities for individuals with disabilities. There are currently two fulltime and six part time staff employed in the recycling program with these individuals supported by five fulltime support staff.

The Program Manager advised that Broadening Horizons is currently collecting approximately 21% fewer recyclable beverage containers since the implementation of the Central Newfoundland Waste Management program and that they discontinued curbside collection of cardboard in March of this year. However, they continue to do cardboard collection services for commercial enterprises on a fee-for-service basis.

With changes resulting from the opening of the Central Newfoundland Waste Management facility, the organization has been exploring alternative means of generating revenue. One of the things they are looking at doing is to reinstate curbside collection of cardboard/paper.

The Program Manager stated that the continued support from Council is essential to the operation of the recycling program. They are also requesting that Council consider providing a \$20,000.00 grant to aid in the purchase of a new collection vehicle.

The delegation left the Committee meeting at 4:50pm.

Broadening Horizons and Council have had a successful and mutually beneficial partnership for the past eleven years. More importantly, the program has helped provide important employment and life skills development opportunities for special needs individuals. Council is prepared to work with the organization as it explores new revenue opportunities and is recommending continued support for 2016.

## **Previous Minutes Review**

The previous minutes were approved as presented.

## **Invoices**

The Committee reviewed one invoice. The Director advised that all goods and services had been received and met the Town's specifications.

The Committee recommends payment of this invoice and forwards it to the Finance Committee for its consideration.

## **Commonwealth War Graves Cemetery Commission**

The Committee reviewed a request to provide grounds maintenance at the Commonwealth War Graves Cemetery. Its current condition is at a sub-standard level and requires a maintenance program that will ensure the grounds are properly maintained.

The Committee directed staff to identify the required maintenance, its anticipated cost as well as opportunities for recovering those costs and report its findings back to a future Committee meeting.

The CAO joined the Committee meeting.

## **Correspondence - Residential Break and Enter**

The Committee reviewed correspondence from a homeowner who was a recent victim of a break and enter. Council is aware of the increased break and enters in recent months and has met with law enforcement officials to discuss potential solutions to this issue.

Our Municipal Enforcement Officers and the RCMP will be working closely together to increase surveillance throughout the community and to discuss community based programs that have proved effective in the past in deterring such activities.

## **Correspondence - TCH/Magee Road Intersection**

The Committee reviewed a letter from a resident who lamented that although the Provincial Government says the THC/Magee Road intersection is up to standards, that standards may not be good enough in this location.

The Committee will be contacting the new Provincial Cabinet on this matter and as well, will be requesting a meeting with the our new MHA.

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

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

The Finance & Administration Committee was held on December 10, 2015. The meeting was chaired by B. Dove, Councillor. Other members present included: C. Abbott, Deputy Mayor; G. Brown, Director of Finance; D. Chafe, CAO.

The following items were discussed:

## Invoices for Approval

### Operating

- |                                    |           |
|------------------------------------|-----------|
| 1. Stewart McKelvey                | 14,733.57 |
| 00-120-1000-7220, legal fees       |           |
| Budget 65,000 Spent to date 70,250 |           |

### AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE MEETING DECEMBER 9<sup>TH</sup>, 2015

- |   |           |
|---|-----------|
| 2. Central Newfoundland Waste Management          | 25,258.88 |
| 00-430-1000-7007 total tipping fees November 2015 |           |
| Budget 345,000 Spent to date 280,372              |           |

Total operating invoices for approval \$39,992.45

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

### **Motion #15-269**

#### **Invoices for Approval**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **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 #15-270**  
**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.

**2016 Council On Call List**

Each year Council has to adopt an On Call List for Council to ensure there is Council representation within the community at any particular time in case of an emergency.

**Motion #15-271**  
**2016 Council On Call List**

Moved by Councillor Dove and seconded by Councillor Lorenzen adoption of the 2016 Council On Call List as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Tender for Digital Color Copier**

The Committee reviewed the tender results for the Digital Color Copier for which three bids were received. The lowest bid that met the specifications was from Central Office Equipment Ltd.

**Motion #15-272**  
**Tender for Digital Color Copier**

Moved by Councillor Dove and seconded by Councillor Parrott that the Town enter into a 35 month lease with Central Office Equipment Ltd. for a photocopier.

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 30, 2015. The meeting was chaired by G. Parrott, Councillor. Other members present included: N. Newell, Director of Recreation & Community Services; P. Fudge, Fire Chief; D. Moulton, Public Works Supervisor; G. Regular, Technical Services Supervisor; WL Jenkins, MEO Supervisor; L. Small, Administrative Assistant.

Delegation: C. Tulk, Dept. of Business, Culture, Tourism and Rural Development

The following items were discussed:

### **Delegation - Department of Business, Culture, Tourism and Rural Development**

The Committee met with Mr. Chris Tuck of the Department of Business, Culture, Tourism and Rural Development. The Chair began by explaining the Committee's current status with regards to trails in and around Gander and some problems that have been encountered.

Mr. Tuck explained in his experience helping communities develop their trailways, he has seen some of the same issues that Gander is experiencing and they are common across the Province.

His suggested that the Town of Gander hire a consultant to do an RFP which will provide a solid foundation to move forward with. They will do the research necessary to produce a final design based on the Committee's specifications which can include a clause stating any new developments going in are to provide a trailway access and maintain it.

The Committee inquired about funding possibilities and Mr. Tuck advised that he is available to assist by referring our request to the Rural Development branch of his Department. He also suggested that we contact ACOA and added that the tourism development factor should be the starting point for funding requests.

Mr. Tuck left the Committee meeting at 9:43 am.

The Committee continued its discussion and agreed that hiring a consultant would be a good idea; however it would need to be included in the 2016 Budget. The Director of Recreation & Community Services will meet with the Director of Finance to discuss this. She will also contact the Town's Consulting Firm to get an estimated cost to bring forward.

The Fire Chief and the Director of Recreation & Community Services will meet with the Economic Development Department seeking their assistance with the ACOA contract suggestion.



## Review of Previous Minutes

The previous minutes were approved as presented.

## Adjournment/Next Meeting

The current meeting time is not working for some Committee members so a new time and date will be put in place and sent to all members via email; the new schedule will begin in January of the New Year.

### 7. ADMINISTRATION

None.

### 8. CORRESPONDENCE

#### Gander International Airport's FlyGander Magazine

The Town Clerk received correspondence regarding Gander International Airport's FlyGander Magazine which has received an honourable mention in the newsletters category at the recent Airport Council International's 2015 Excellence in Airport Marketing Awards.

### 9. NEW BUSINESS

#### Waste Transfer Station Tender

Tenders were called for the operation of the Town's waste transfer station on McCurdy Drive for a six month period and two bids were received. The lowest bid that met tender specifications was from MTL Disposal.

#### Motion #15-273

#### Waste Transfer Station Tender

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for operation of the waste transfer station be awarded to MTL Disposal at a price of \$3,325.59/event, HST included.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Refugee Support Update**

Councillor McBreairty indicated that the group continues to work together on the crisis and indicated that they are currently focusing on finances which include changing the target amount initially set.

**2016 Budget**

Councillor Dove presented the 2016 Operating and Capital Budget.

**Motion #15-274**

**2016 Tax Rates and Fees**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott approval of the various 2016 Tax Rates and Fees which have been established within this Budget, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Motion #15-275**

**Due Date for Payment of All Taxes**

Moved by Councillor Dove and seconded by Councillor Anstey that March 31, 2016, be established as the due date for payment of all taxes.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Motion #15-276**

**Interest Rate on Arrears**

Moved by Councillor Dove and seconded by Councillor Parrott that all taxes that are in arrears after March 31, 2016, will be charged a simple interest rate of 12% per annum and will be charged at the end of the month. For those property owners who elect to pay their property tax monthly by post-dated cheque or pre-authorized bank payment, the due date is the last banking day of the month in which the tax is payable and will be considered overdue if unpaid after the end of the month and the simple interest rate will be set at 12% per annum. All other invoices, including those issued because of supplementary assessments, are due 30 days from the date of issue and all invoices in arrears at the end of the month following the issuance will be subject to simple interest charges of 12% per annum.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Motion #15-277**  
**5-Year Capital Plan**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Motion #15-278**  
**2016 Operating & Capital Budget**

Moved by Councillor Dove and seconded by Deputy Mayor Abbott adoption of the 2016 Operating & Capital Budgets as presented.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Art Procurement Program**

Councillor McBairty made reference to the art currently being displayed in Council chambers and advised that more information with respect to the winners will be forthcoming in the new year.

**10. ADJOURNMENT**

**Motion #15-279**  
**Adjournment**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:50pm.

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**C. Elliott, Mayor**

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**G. Brown, Town Clerk**