

# MINUTES

## Regular Meeting of Council Wednesday, March 2, 2016 @ 4:30 pm Council Chambers

|                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                           |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b>                   | <b>C. Abbott</b><br><b>B. Dove</b><br><b>R. Anstey</b><br><b>G. Parrott</b>                                                                                    | <b>Deputy Mayor</b><br><b>Councillor</b><br><b>Councillor</b><br><b>Councillor</b>                                                                                                                                                                        |
| <b>Advisory and<br/>Resource:</b> | <b>D. Chafe</b><br><b>G. Brown</b><br><b>J. Blackwood</b><br><b>N. Newell</b><br><b>S. Burbridge</b><br><b>R. Locke</b><br><b>P. Fudge</b><br><b>S. Fisher</b> | <b>CAO</b><br><b>Town Clerk</b><br><b>Director of Engineering</b><br><b>Director of Recreation &amp; Community Services</b><br><b>Director of Municipal Works</b><br><b>Director of Development</b><br><b>Fire Chief</b><br><b>Deputy Municipal Clerk</b> |
| <b>Regrets:</b>                   | <b>C. Elliott</b><br><b>S. McBreairty</b><br><b>W. Lorenzen</b>                                                                                                | <b>Mayor</b><br><b>Councillor</b><br><b>Councillor</b>                                                                                                                                                                                                    |

### 1. CALL TO ORDER

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

### 2. VISITORS/PRESENTATIONS

#### World Plumbing Day Proclamation

The Deputy Mayor proclaimed March 11, 2016 as World Plumbing Day in the Town of Gander.

#### Nutrition Month Proclamation

The Deputy Mayor proclaimed March 2016 as Nutrition Month in the Town of Gander.

### 3. MINUTES FOR APPROVAL

#### Motion #16-033

#### Minutes for Approval

Moved by Councillor Anstey and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on February 10, 2016 be adopted as presented.

In Favour: 4      Opposing: 0

**Decision**                      Motion carried.

#### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

#### **5. REPORTS – STANDING COMMITTEES:**

##### **A. Recreation & Community Living:**

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

The Recreation & Community Living meeting was held on February 22, 2016. The meeting was chaired by W. Lorenzen, Councillor. Other members present included: B. Dove, Councillor; R. Anstey, Councillor; N. Newell, Director of Recreation & Community Services.

The following items were discussed:

Delegation: D. Stairs, M. Tobin – Proposed Music & Arts Festival

##### **Delegation – Proposed Music & Arts Festival**

Representatives spoke to the Committee about a potential new outdoor Music Festival for Gander. It would be primarily aimed at youth/teenagers of Gander. They discussed possible ideas for entertainment as well as locations. They also asked if the Town could help with the set-up, provide resources, etc. The Committee advised the representatives that once they determine a budget and how much in-kind assistance would be required to forward it to the Department.

The Delegation left the meeting at 4:35 pm.

##### **Gander Community Tennis Association**

The Director explained that a meeting was held with the Director of Engineering, Director of Recreation and Community Services, Supervisor of Engineering, Facilities Supervisor, Supervisor of Municipal Works and the Chief Administrative Officer as well as Dr. Pat Redmond from the Tennis Association. They all discussed the request of expanding the Tennis Courts at their current site as well as the use of the Land at 99 Memorial Drive for an additional court.

Preliminary work needs to be done by the Engineering Department first to determine if the project can be completed. It was requested that the Director of Recreation & Community Services be notified of all progress relating to the project that involves other departments.

### **Summer Ball Hockey Expression of Interest**

The Committee reviewed the Summer Ball Hockey Expression of Interest and raised some concerns with logistics of the program. The Director will meet with the individual to work out the details of the contract. The Expression of Interest however met all requirements and therefore refers this item to the Finance Committee for their recommendation.

The Special Event Coordinator joined the Committee meeting at 5:05 p.m.

### **Festival of Flight**

The Special Event Coordinator updated the Committee on the current 2016 Festival of Flight progress and will continue to update the Committee/Council as well as the public as more information becomes available.

The Special Event Coordinator left the Committee meeting at 5:15 pm.

### **Gander Minor Hockey Association (GMHA) Hospitality Rooms**

An email was received from the President of GMHA outlining the group's frustration of not being permitted to have hospitality rooms during hockey tournaments. The Director advised that this has been an issue in the last six weeks due to more hockey tournaments. She also explained to the Committee that in January 2015 the canteen operator wrote a letter for Council outlining his frustration about hospitality rooms during tournaments as the amount of food being brought into the building was taking business away from his canteen. Council agreed, at the time, that providing free food for the teams when the operator is open is unfair. They did however agree to allow GMHA to provide some items such as cookies, fruit/veggie trays and coffee. No hot foods or sandwiches were to be permitted in the 15/16 ice season.

At a User Group meeting on June 25/15, the Director made it very clear to Minor Hockey and Figure Skating about Council's decision. There were no comments or suggestions made to the Director regarding this decision at the beginning of the season but since January, it has been a problem. The Committee discussed both sides of this concern and feels that since it has been in place all year, it is only fair that it continue for the remainder of the season. The Director also advised the Committee that many other stadiums around the province do not allow hospitality rooms so this is not something Gander has implemented alone.

## **Cobb's Pond Drawings**

The Committee reviewed and agreed on drawings for the design of a new sign for the trail at Cobb's Pond Rotary Park.

## **Tender – Compact Tractor**

The Committee reviewed the tender summary for the Compact Tractor. The Director advised that the piece of equipment and attachments provided are what the Department is requesting. She also explained that this piece of equipment will help make maintenance more efficient and can be used all year round. The Committee recommends purchasing this piece of equipment and refers it to the Finance Committee for their review.

## **Upcoming events**

- Mar 4 - 5: Cy Hoskins Hockey Tournament
- Mar 10 - 12: DFO Hockey Tournament – Memory of Leon Slaney
- Mar 18 - 20: Provincial Female U15 Mega Hockey Tournament

## **B. Development, Tourism & Culture Committee:**

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

The Development, Tourism & Culture Committee was held on February 23, 2016. The meeting was chaired by S. McBairty, Councillor. Other members present included: W. Lorenzen, Councillor; R. Anstey, Councillor; R. Locke, Manager of Economic Development.

The following items were discussed:

## **College of the North Atlantic (CNA) Delegation Update**

The Committee was advised that the local Campus Coordinator of CNA was contacted and invited to attend this meeting as a delegation. As instructed, the invitation was then forwarded to CNA's Vice President of Industry & Community Engagement.

Staff has contacted this individual and they have advised that they are tentatively available for the March 15<sup>th</sup> Committee meeting.

The Committee suggested the following as sample discussion topics:

- Current programming offered at the College (including any new planned programs)
- Past programs offered through Gander Campus and reasons for elimination
- Programming capacities/inefficiencies
- Enrollment numbers (increase or decrease)
- How programming is decided for each campus
- Funding allocation for future programming
- Opportunities for Gander campus
- Possible assistance required
- How programming is promoted

Staff will continue to correspond with this delegation for next Committee meeting.

### **Movie Theatre Feasible Study**

Staff advised the Committee that the department has prepared and submitted funding assistance requests to both the Community Business Development Corporation and the provincial department of Business Tourism, Culture & Rural Development.

The Committee asked staff to keep them updated on the proceedings of these request.

### **Horizons Magazine Advertisement**

Staff presented to the Committee the opportunity to advertise in Transcontinental's "Horizon's" Magazine. The cost for the ad ranges from \$1000-\$4000 depending on ad size.

This is an unbudgeted item and as such must be declined.

### **Business Tax Classification Review**

In an effort to communicate more effectively and inform the public, the Committee has directed staff to review the manner in which businesses are placed in the appropriate business tax classes. This review is carried out periodically to ensure the town is comparable and competitive with similar municipalities.

Staff will consult with municipalities during this process with the goal of maintaining a business tax classification system that is fair and equitable for the local business community.

It is important to note that this review will have no impact on the business tax rates set forth in the 2016 budget.

Staff will carry out this review throughout 2016 and present findings before the 2017 budgeting process.

### **C. Governance & Community Engagement:**

The Governance & Community Engagement Committee report was presented by Councillor Dove.

The Governance & Community Engagement Committee meeting was held on February 23, 2016. The meeting was chaired by C. Abbott, Deputy Mayor. Other members present included: W. Lorenzen, Councillor; S. McBreairty, Councillor; D. Chafe, CAO.

The following items were discussed:

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

The Committee reviewed and discussed the minutes from their meeting of February 2, 2016. No changes were required.

#### **Regional Meeting**

Late last year the Committee asked that staff arrange a meeting with officials from neighboring communities to discuss broader regional issues and to identify opportunities for potential cooperation. The CAO indicated that staff has been working on arranging the meeting but an unexpected medical absence by a staff person has slowed the process. While the Committee fully supports the moving forward with exploring regional cooperation they felt it would be prudent to postpone this meeting until after the Provincial Budget is tabled. The Committee suspects that a part of the provincial strategy for fiscal renewal will include a focus on regionalization and would like to insure that any activities we undertake would be consistent with their plan. This item has been deferred for future discussion.

#### **Budget Interaction Software**

Each year Council and staff spend hundreds of hours planning and preparing our municipal budget. A part of that process includes consultations with stakeholder groups such as the Chamber of Commerce. Council would like to increase public engagement in the budget process and has asked staff to review a piece of interactive budgeting software which would allow residents to see the cost of existing and new programs and services and the challenges of developing a balanced budget. This item has been referred to the Management Committee for review and recommendation to Council.

## External Communications

Council's five year strategic plan places a significant emphasis on communications; specifically external communications. The 2016 budget has provisions for enhancing external communications through the adoption of online and mobile device friendly applications, and an enhanced online presence. Building on existing plans, the Committee will be working closely with staff to develop a comprehensive external communications strategy.

## 2016 Strategic Priorities

Council recently met and reviewed our five year strategic plan. Although many of 2015 goals were achieved or are ongoing, we were unable to achieve everything we had hoped to. Some items depended on external funding while others simply fell to the wayside in the presence of unanticipated higher priorities. Council has set the following strategic priorities for 2016;

### Organizational

- Develop and implement an internal communications plan
- Develop and implement an external communications plan
- Conduct a comprehensive review of policies and procedures linked to customer service

### Operational

- Identify additional facility and time capacities for event hosting
- Coordinate with the Gander International Airport Authority to meet commercial land needs for continued retail development
- Empower and resource the Heritage Committee under the direction of the Development Committee
- Develop a Comprehensive Tourism Asset Inventory
- Collect all outstanding taxes
- Review the business tax classification system

### Infrastructure

- Enhancement of the Town's wastewater containment and treatment infrastructure
- Conceptual Plan for the second ice surface including additional non-ice related recreation activity

## Municipalities Newfoundland and Labrador

Municipalities Newfoundland and Labrador is currently working on or exploring a number of initiatives including one focused on mental health for elected officials and respectful workplace policies and practices. Another topic being discussed is the implementation of a minimum tax on residential and commercial properties located within local service districts.

Many of the services afford those within a Local Service Districts are provided or subsidized by the provincial government while those living within a municipality pay property tax for these same services.

## **Federation of Canadian Municipalities**

The Federation of Canadian Municipalities recently shared its Federal Budget Submission for 2016. The document details a number of items and initiatives that Canadian municipalities agree should be priorities for the federal government. Priorities include jobs and growth, ensuring quality affordable housing, reviewing and expanding municipal transit systems, planning and building a sustainable future and fostering safe and vibrant communities. The Committee fully supports these priorities and is hopeful that the 2016 Federal Budget will reflect the same.

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

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

The Engineering, Planning & Controls Committee meeting was held on February 24, 2016. The meeting was chaired by G. Parrott, Councillor. Other members present included: C. Abbott, Deputy Mayor; S. McBairty, Councillor; J. Blackwood, Director of Engineering; J. Hillier, Administrative Assistant.

The following items were discussed:

The Previous Minutes were reviewed and approved as presented.

### **Mandatory Inspections Revisions – 2<sup>nd</sup> Reading**

The Committee reviewed the Mandatory Inspection guidelines for its second and final reading.

The Director advised that no objections have been received by the Engineering Department.

#### **Motion #16-034**

### **Mandatory Inspections Revisions – 2<sup>nd</sup> Reading**

Moved by Councillor Parrott and seconded by Councillor Dove that the revisions for the Mandatory Inspections be approved as presented.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.



The Committee had a discussion about how revisions and regulation changes are communicated to the public and the Committee feels that there should be provisions in place to provide the best possible way to inform the public on changes that are occurring whether it's through social media or website etc.

The Committee is requesting this be brought forward at the next Governance and Community Engagement Committee meeting for their thoughts and recommendations.

### **Discretionary Notice – 10 Roe Avenue**

The Town Council of Gander has received an application to occupy the building at 10 Roe Avenue for the purpose of operating an Auto Repair Centre.

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

The application was advertised and no objections were received by the advertised deadline of 12:00 noon February 23, 2016.

### **Motion #16-035**

#### **Discretionary Notice – 10 Roe Avenue**

Moved by Councillor Parrott and seconded by Councillor Anstey approval for the discretionary use as attached.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **Subdivision of Land – Magee Road and Penwell Avenue**

The Director of Engineering relayed to the Committee that a local developer has made an application to develop a section of land on the corner of Magee Road and Penwell Avenue for the purpose of residential development.

The developer has submitted a set of construction drawings for developing these lots and is requesting approval in principal from Council to proceed with the development. The Director advised that the Engineering Department has requested additional information from the developer and upon receipt of that information and after receiving approval from Council, the Engineering Department will begin a thorough review to ensure compliance with the Town of Gander's Development Regulations.

In addition, the Director assured the Committee that the Town and the developer will enter into a legal development agreement prior to commencement of the proposed subdivision.

The Committee is in agreement with the development and is recommending approval pending it meets all of the Town of Gander's Development Regulations.

### **Discretionary Notice – 18 Rowsell Boulevard**

The Town Council of Gander has received an application to renovate and occupy the building at 18 Rowsell Boulevard for the purpose of operating a Day Care Centre.

It is noted that this area is zoned **Commercial Local** and **Child Care** is permitted as a Discretionary Use under the Town of Gander Development Regulations.

This application was advertised and no objections were received by the advertised deadline of 12:00 noon February 23, 2016.

### **Motion #16-036**

#### **Discretionary Notice – 18 Rowsell Boulevard**

Moved by Councillor Parrott and seconded by Councillor Dove the approval for the discretionary use attached.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **Tender – Supply of GPS Surveying Equipment**

The Committee reviewed the results of the tender for the supply of **GPS Surveying Equipment**. Four (4) tenders were received and the Director advises that the lowest of the tenders that met the specifications was submitted by **Leica Geosystems**.

The Committee recommends that the tender for the supply of **GPS Surveying equipment** be awarded to **Leica Geosystems** and refers the tender to the Finance Committee for its consideration.

### **Chloramination Study**

The Committee reviewed the final report of the Chloramination Study that was prepared by DMG Consulting Ltd. as attached.

The Committee had a lengthy discussion regarding whether or not chloramines should be introduced into the Town's drinking water on a long term basis. The Committee is not willing to make a definite recommendation to move forward at this time and is requesting the Director of Engineering, as well as, the Municipal Works Department, organize to meet with the Department of Environment to provide additional information before a final decision can be made.

For more information regarding the Chloramination Study, please visit our website at [www.gandercanada.com](http://www.gandercanada.com).

### **Accessory Building Regulations**

The Committee discussed the current Accessory Building Regulations, more specifically, the allowed percentages for an accessory building on residential and commercial properties.

The existing regulation states that the requirements are the same for both residential and commercial areas and the Committee feels that commercial areas within Town should have a separate requirement for an accessory building.

The Director of Engineering has requested that he be given the opportunity to discuss this proposed change with this staff and advises he will have a recommendation from the Engineering Department which he will bring forward at the next Engineering Committee meeting.

The Committee is in agreement with the Director's request.

### **Landscaping – Airport Boulevard**

The Committee reviewed plans for the reconstruction of a portion of Airport Boulevard from the intersection of Bennett Drive to Cooper Boulevard.

In accordance with the Town of Gander's Landscaping Regulations, the Engineering Department is proposing to add landscaping at the back of the curb in this area on Town owned property. The Committee was in agreement with the plans as attached and encouraged the department to proceed as discussed.

**E. Public Works & Services:**

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

The Public Works & Services Committee was held on February 23, 2016. The meeting was chaired by R. Anstey, Councillor. Other members present included: B. Dove, Councillor; G. Parrott, Councillor; P. Fudge, Fire Chief; D. Moulton, Supervisor of Public Works; G. Whitt, Administrative Support Clerk; W. Jenkins, Municipal Officer in Charge.

The following items were discussed:

**Review of Previous Minutes**

The previous minutes were reviewed and approved as presented.

The MEO Supervisor joined the meeting.

**Busy Bee Cabs**

In January of this year, Busy Bee Cabs requested changes to their fares and zone map. The requested changes include:

1. To divide Zone 1 into two sections, one section remaining at the present rate of \$ 6.00 and the other section having a rate of \$8.00
2. The Present Zone 2 to increase from \$ 8.00 to \$ 10.00
3. Re-word the wait time policy to reflect that the "Waiting Time" rate is \$ 25. 00 per hour. Stops less than 3 minutes are \$ 1.00 and \$ 2.00 for every 5 minutes after that.
4. Return trips that double back have a charge of a fare and one half.

The Committee presents these changes to Council and the public for the first reading. If anyone has any objection, they must present it in writing on or before March 10, 2016.

**Garbage Regulation – Section 9**

The Committee reviewed a request from the Fire Department to have the garbage regulations reflect that all non-residential (private collection) garbage containers and receptacles be placed no less than 25 feet from any building structure.

The National Fire Code of Canada Section 2.4, 3.2 & 3.3 and provincial requirements already have this in place and the Fire Department would like to add it to our Garbage By-Law to ensure compliance for safety and esthetics purposes.

Municipalities can waive such requirements when certain conditions do not permit compliance and this would be at the discretion of the Fire Inspector.

The Committee recommends that the Town of Gander Garbage Regulation Section 7 be revised to include

***“All non-residential (private collection) garbage containers/receptacles shall be placed no less than 25 feet from any building structure.”***

The Committee presents these changes to Council and the public for the first reading. If anyone has any objection, they must present it in writing on or before March 10, 2016.

### **Invoices for Approval**

The Committee reviewed one invoice from Central NL Waste Management for waste collection services and tipping fees. The Supervisor of Municipal Works advised that all goods and services have been received and meet the Town's specifications.

The Committee recommends that the invoice be paid and forwards it to the Finance Committee for its consideration.

### **ATV Sub-Committee**

The ATV Sub Committee and the Department of Recreation and Community Services will be conducting an online survey for residents on ATV/UTV & Snowmobile Use. The survey will be available online as of March 3, 2016 with a follow-up public consultation meeting to discuss the survey results. Meeting dates will be confirmed at a later date.

### **Annual Statistics – Fire & Police**

The Fire Chief presented 2015 statistics for our public safety operations. Municipal Enforcement staff responded to 922 calls for by-laws and legal orders along with issuing 1275 citations.

The Fire Department responded to 170 calls in 2015 and completed 250 Inspections which include fire, wood, oxygen and consultations as well.

### **Commonwealth War Graves Agreement**

The Supervisor of Municipal Works presented the proposed agreement for the Care and Maintenance of Graves in the Commonwealth War Cemetery.

There are approximately 100 graves and grounds to maintain. Maintenance will be performed during the 2016 season from May to November. The aim is to provide the highest standard of Maintenance.

The Committee recommends proceeding with the Agreement commencing May 2016 and forwards it to the Finance Committee for its consideration.

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

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

The Finance & Administration Committee was held on February 25, 2016. The meeting was chaired by B. Dove, Councillor. Other members present included: G. Parrott, Councillor; C. Abbott, Deputy Mayor; G. Brown, Director of Finance.

The following items were discussed:

### **Invoices for Approval**

#### Operating

- |                                                                 |           |
|-----------------------------------------------------------------|-----------|
| 1. WorkTech Inc.                                                | 19,137.78 |
| 00-120-1000-7010, Annual maintenance renewal                    |           |
| (Note credit received for \$5876 net cost of renewal 13,261.78) |           |
| Budget 71,000 Spent to date 3223                                |           |

#### AS RECOMMENDED BY THE PUBLIC WORKS & SERVICES COMMITTEE FEBRUARY 23, 2016

|                                                  |           |
|--------------------------------------------------|-----------|
| Central Newfoundland Waste Management            | 27,958.92 |
| 00-430-1000-7007 total tipping fees January 2016 |           |
| Budget 347,900 Spent to date zero                |           |

|                                                    |           |
|----------------------------------------------------|-----------|
| Central Newfoundland Waste Management              | 25,654.87 |
| 00-430-1000-7008, Curbside Collections monthly fee |           |
| Budget 301,800 Spent to date zero                  |           |

|                                       |                    |
|---------------------------------------|--------------------|
| Total operating invoices for approval | <u>\$72,751.57</u> |
|---------------------------------------|--------------------|

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

### **Motion #16-037**

#### **Invoices for Approval**

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

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **Tender for Hydrodarco 4000 Activated Carbon**

The Committee reviewed the tender results for the supply of Hydrodarco 4000 Activated Carbon for which two bids were received. The bid that met the specifications was from Univar Canada.

#### **Motion #16-038**

### **Tender for Hydrodarco 4000 Activated Carbon**

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for the supply of Hydrodarco 4000 Activated Carbon be awarded to Univar Canada at a price of \$47,392.20 HST inclusive.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **Tender for Compact Tractor with Attachments**

The Committee reviewed the tender results for the supply of a Compact Tractor with Attachments for which one bid was received. The bid that met the specifications was from Harvey and Company Ltd.

#### **Motion #16-039**

### **Tender for Compact Tractor with Attachments**

Moved by Councillor Dove and seconded by Councillor Parrott that the tender for the supply of a Compact Tractor with Attachments be awarded to Harvey and Company Ltd. at a price of \$42,046.17 HST inclusive.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **Tender for GPS Surveying Equipment**

The Committee reviewed the tender results for the supply of GPS Surveying Equipment for which four bids were received. The lowest bid that met the specifications was from Leica Geosystems.

**Motion #16-040****Tender for GPS Surveying Equipment**

Moved by Councillor Dove and seconded by Councillor Anstey that the tender for the supply of GPS Surveying Equipment be awarded to Leica Geosystems at a cost of \$22,006.75 HST inclusive.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

**RFP – Summer Ball Hockey**

The Committee reviewed the RFP for Summer Ball Hockey for which one bid was received which was from Rick Sheppard/Flyers Hockey.

**Motion #16-041****RFP – Summer Ball Hockey**

Moved by Councillor Dove and seconded by Councillor Parrott that the RFP for Summer Ball Hockey be awarded to Rick Sheppard/Flyers Hockey as attached.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

**510 Gander Bay Road**

The Committee reviewed a request from the resident at 510 Gander Bay Road that the Town provide him with a free septic clean out this year even though our policy is to no longer offer the service.

The Committee is not recommending that a free septic clean out be provided to the resident of 510 Gander Bay Road.

**Maintenance Agreement with the Commonwealth War Graves**

The Town will provide maintenance of the War Graves site on the highway and be reimbursed by the Commonwealth War Graves Commission in the amount of \$21,508.



**Motion #16-042****Maintenance Agreement with the Commonwealth War Graves**

Moved by Councillor Dove and seconded by Councillor Anstey that the Mayor and Town Clerk be authorized to sign the Care and Maintenance Agreement for the Commonwealth War Graves.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

**6. ADMINISTRATION**

None.

**7. CORRESPONDENCE**

None.

**8. NEW BUSINESS****Re-zoning of 98 Sullivan Avenue**

As requested by Council, the proposed Municipal Plan Amendment #11, 2016 and Development Regulations Amendment #17, 2016 is now ready for adoption.

This amendment proposes to re-zone the site of the former CBC Building located at 98 Sullivan Avenue, currently zoned **Commercial General (CG)** to **Residential Medium Density (RMD)**. The re-zoning will permit for the development of a future residential property.

In addition, the Development Regulations definition of Row Dwelling will be revised to more accurately reflect the classification.

An Open House was held on February 15, 2016 in the Council Chambers at the Town Hall. There were no attendees, exclusive of staff.

**Motion #16-043****Re-zoning of 98 Sullivan Avenue**

Moved by Councillor Parrott and seconded by Councillor Dove that the proposed Municipal Plan Amendment #11, 2016 and Development Regulations Amendment #17, 2016 be adopted under Section 16(i) of the Rural and Urban Planning Act.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **Change Order #5 – Edinburgh/Peterson Project**

Council has received Change Order #5 for the Edinburgh/Peterson construction project in the amount of \$8,500 plus HST for modifications to a lift station.

#### **Motion #16-044**

#### **Change Order #5 – Edinburgh/Peterson Project**

Moved by Councillor Parrott and seconded by Councillor Anstey that Change Order #5 for Project 17-MYCW-15-00040 be approved in the amount of \$9,605, HST inclusive.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

### **FCM Conference**

Councillor Parrott provided an overview of the recent FCM conference on Environmental Sustainability that James Blackwood and he attended in Ottawa.

## **9. ADJOURNMENT**

#### **Motion #16-045**

#### **Adjournment**

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

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:30pm.

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**C. Abbott, Deputy Mayor**

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**G. Brown, Town Clerk**