

# MINUTES

Regular Meeting of Council  
Wednesday, March 13, 2024 @ 4:00 p.m.  
Council Chambers

**Present:**

P. Farwell	Mayor
W. Hoffe	Councillor
S. Handcock	Councillor
M. White	Councillor
T. Pollett	Councillor
P. Woodford	Councillor

**Regrets:**

B. Ford	Deputy Mayor
D. Chafe	CAO

**Advisory and  
Resource:**

B. Hefford	Town Clerk
J. Blackwood	Director of Planning and Public Works/CAO (A)
K. Hiscock	Director of Corporate Services/Acting Town Clerk
S. Armstrong	Communications Officer
D. Chafe	CAO
H. Lowe	Director of Public Safety & Protective Services

## 1. CALL TO ORDER

The Meeting was called to order at 4:00 p.m.

## 2. VISITORS/PRESENTATIONS

Councillor Woodford left the Council Chambers @ 4:04 p.m.

### **Epilepsy NL – Purple Day March 26<sup>th</sup>**

Mayor Farwell proclaimed March 26<sup>th</sup> as Purple day for Epilepsy to promote Epilepsy Awareness. It is celebrated annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally. Purple lights will be illuminated the night of March 26<sup>th</sup> at the Town Hall to recognize this day.

### **RCAF 100<sup>th</sup> Anniversary: Centennial Day**

Mayor Farwell proclaimed April 1<sup>st</sup> as RCAF Centennial day to commensurate the 100<sup>th</sup> Anniversary of the Royal Canadian Air Force in honour of the men and women who have, and continue to, protect Canada and its people. The Town of Gander encourages all citizens in the

town of Gander to join in the ceremonies commemorating our history, to recognize our people for their achievements, while looking forward to an exciting future.

### **3. APPROVAL OF AGENDA**

#### **Motion #24-041**

#### **Approval of Agenda**

Moved by Councillor Handcock and seconded by Councillor Pollett that the Agenda for the Regular Meeting of Council on March 13, 2024 be adopted.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **4. MINUTES FOR APPROVAL**

#### **Motion #24-042**

#### **Regular Minutes for Approval**

Moved by Councillor Pollett and seconded by Councillor White that the Minutes from the Regular Meeting of Council on January 17, 2024 be adopted as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

Councillor Woodford returned to Council Chambers @ 4:06 p.m.

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

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

#### **A. Community Services Committee:**

The Community Services Committee report was presented by Councillor Pollett.

The Community Services Committee meeting was held on February 28, 2024. The meeting was chaired by T. Pollett, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; B. Hefford, Director of Governance and Legislative Services/Town Clerk; and J. Knee, Director, Department of Community Services. Regrets from W. Hoffe, Councillor.

The following items were discussed:

**Seniors’ Advisory Committee Terms of Reference**

The updated terms of reference for the Seniors’ Advisory Committee were reviewed. The Committee was pleased with the updated terms and only a couple of minor changes were suggested.

**Community Partnership Fund**

The Community Partnership Fund Committee reviewed the applications received for funding in 2024 and recommended that 15 groups receive funding based on the policy. However, the Recreation & Community Services Committee recommended to also provide funding to Camp Hancock and Pentecostal Church. Therefore, the following organizations are being put forward for approval:

1st United Scouting Gander	\$	1,690
Airials Active Wellness Centre	\$	2,535
Airport Nordic Ski Club	\$	4,224
Baseball Gander	\$	1,690
BGC Gander	\$	4,224
Camp Hancock	\$	2,500
Gander Community Tennis Association	\$	4,224
Gander Golf Club	\$	2,535
Gander Minor Softball	\$	2,366
Gander Revolution	\$	2,535
Gander Rod & Gun Club	\$	3,379
Gander Wings	\$	1,605
Open Door CYN	\$	2,619
Pentecostal Church	\$	1,200
Senior/Family Play Area	\$	2,704
SPCA	\$	169
Thomas Howe Forest Foundation Inc	\$	3,802
	\$	44,000

**Motion #24-043**

**Community Partnership Fund**

Moved by Councillor Pollett and seconded by Councillor Handcock that the above groups recommended for Community Partnership funding be approved with the amount of funding being disbursed totalling \$44,000.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Solar Eclipse Soiree 2024

On April 8, a total Solar Eclipse will be visible across central Newfoundland with some of the best sightlines in the Town of Gander. The 2024 Eclipse will be the first one crossing NL since 1970 and the only one until 2079. The following is a tentative list of events happening during the week. As the date gets closer, more details will be made available.

April 5 evening: “Astronomy on Tap” at the Elks Club – informal chat with astronomers over a beer or two – fun trivia activities.

April 6 day: Planetarium shows, science experiments and children’s events.

April 6 evening: Public lectures

April 7 day: Planetarium shows, science experiments and children’s events.

April 8 day: Solar Eclipse

## Steele Community Centre Advertising Contract

The Advertising Contract for the Steele Community Center is currently out of date. This contract oversees all advertising on the boards and around the Steele Community Centre building. The Gander Rotary Club who had the contract until January 2024 will be extended to the end of the year and then a new RFP will be put out to begin in January 2025.

## Ride For Sight

The Gander Ride for Sight partners had several meetings with the Foundation Fighting Blindness regarding the future of the Ride for Sight event. The foundation’s decision was to put a hold on the Ride for Sight in Gander for 2024 as they would like to take this year to re-evaluate the future of this event. The Gander partners respect this decision and will certainly look forward to working with the Foundation Fighting Blindness on any future events.

## Upcoming Events

The following events will take place in the coming months:

March 14 – 16	Dept of Fisheries & Oceans Hockey Tournament
March 15 – 16	SnoBreak 2024
March 20	Seniors Wellness Session
March 22 – 23	Provincial Female U11 Mega Hockey Tournament
April 1 – 3	Steele Hotels Provincial U18 Hockey Tournament
April 4 – 6	Steele Hotels Provincial U11 Mega Hockey Tournament
April 8	Solar Eclipse Event
April 10	Silver Jets Ice Show

## **B. Economic Development Committee:**

The Economic Development Committee report was presented by Councillor Woodford.

The Economic Development Committee meeting was held on February 28, 2024. The meeting was chaired by P. Woodford, Councillor (Chair). Other members present included: T. Pollett, Councillor; S. Handcock, Councillor; B. Hefford, Director of Governance and Legislative Services/Town Clerk; and D. Chafe, CAO.

The following items were discussed:

### **Central MinEx 2024 Update**

The Committee was updated on the planning progress for the Central MinEx 2024 Conference and Exhibition scheduled to take place at the Steele Community Centre in Gander from April 23-25 this year.

Building on the success of the past event, this year will see the addition of new static displays and an improved floor layout. Registration is now underway. Those interested can register at <https://CentralMinEx2024.eventbrite.ca>. For more information or to discuss exciting sponsorship opportunities please contact: [www.ganderareachamber.ca](http://www.ganderareachamber.ca) or reach out by phone at 709-256-7110.

### **Labour Market Needs Assessment**

A first and critical step in the development of Council's Work Force Development Plan is to complete a Labour Market Needs Assessment. This work will provide a better understanding of the workforce and any skill gaps or barriers needing to be addressed to meet current and forecasted labour market needs.

Earlier this year, Council issued a request for proposals from qualified sector specialists to complete the assessment. One proposal was received that met the requirements of Council. This item is now forwarded to the Corporate Services Committee for review and recommendation to Council.

### **AAV Testing**

Representatives of Aero Future Canada have requested a meeting with Council to discuss Passenger Autonomous Aerial Vehicles and their plan to test them in Canada. These vehicles have been designed and built with a number of applications in mind, including the transportation of food and other goods, urban and forest firefighting capabilities, and medical emergency response abilities. The Committee was interested in learning more about the technology and opportunities for Gander. Staff have been directed to reach out to the company for further discussion.

## Sponsorship Request

Council has received a request from the Canadian Society of Physician Recruitment (CaSPR) to sponsor their 2024 - 20<sup>th</sup> Anniversary Conference taking place in St. John's in May this year. CaSPR is a professional, not for profit, organization with a Pan Canadian membership whose members' primary role is to recruit physicians for their communities, local hospitals, and healthcare organizations.

There are three sponsorship options, a Coffee Break, Breakfast or a Lunch. The Committee feels that, though this is not specifically a physician recruitment event, it supports those who do.

### Motion #24-044

#### Sponsorship Request

Moved by Councillor Woodford and seconded by Councillor Hoffe that Council sponsor a breakfast at the 2024 Canadian Society of Physician Recruitment Conference in the amount of \$1,500.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Virtual Business Incubator

A Nova Scotia organization, Mashup Lab specializes in business start-ups, specifically through their virtual business incubator program. The company is preparing to launch their first ever cohort in this Province in the Town of Portugal Cove – St. Philips. The CAO provided additional details learned through inquires with Portugal Cove – St. Philips and online research. The Committee was interested in learning more about the program and asked staff to look further into it and where it might fit within Council's future economic development strategy. In the meantime, the Committee suggested that the Gander and Area Chamber of Commerce be informed of this program should they wish to pursue the same.

## Transit Funding Application

The Committee was advised that an application for funding under the Federal Government's Rural Transit Solutions Funding is ready for submission. We will be seeking \$50,000 toward a \$60,000 project that includes a needs assessment and transit solution design. Council recognizes the value of public transit in a growing community and looks forward to a positive response to our application.

## C. Public Safety and Protective Services Committee:

The Public Safety and Protective Services Committee report was presented by Councillor White.

The Public Safety and Protective Services meeting was held on February 26, 2024. The meeting was chaired by M. White, Councillor (Chair). Other members present included: S. Handcock, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; and T. Byrne, Administrative HR Coordinator.

The following items were discussed:

### **Street Parking – Snow Regulations**

During the period from the first day of November in each year to the thirtieth day of April in the succeeding year, both days inclusive, no person shall park an unattended vehicle, regardless of weather conditions, upon any highway within the Town between the hours of 12:00 midnight and 8:00 a.m.

No person shall park any motor vehicle on any highway in such a way as to interfere with, hinder or obstruct snow clearing operations.

It was noted that there are a high number of vehicles parked on the roads impeding snow clearing operations. The Committee would like the Municipal Enforcement Officers to strictly enforce the regulations and a communication PSA will be put on the Town of Gander's website reminding residents of this regulation.

### **Emergency Disaster Training**

On Friday, April 5, 2024 from 6:00pm to 10:00pm, there will be an Introduction to Emergency Disaster Services training and on Saturday, April 6, 2024 from 9:00am – 5:00pm, Disaster Food Services and Canteen Operations training will be held at the Salvation Army, Gander. If you are interested in this training, please contact [Jan.keats@salvationarmy.ca](mailto:Jan.keats@salvationarmy.ca) to register. The deadline for registration is March 26, 2024.

### **Fire Hydrants**

The Public Safety and Protective Services Committee had concerns with fire hydrants around Town not being cleared out. According to the Snow Plan, hydrant clearing will begin immediately following the street widening operation and to be completed within 3.5 business days of a street being widened unless further snow clearing is required. The Committee feels this timeline is unacceptable and needs to be moved up the priority list.

The Fire Chief noted we do have an Adopt-A-Hydrant program and the weekly winners from January 1-March 31,2024 are attached.

The Town Clerk left the Council Chambers @ 4:22 p.m.

### **Resident – Fire Safety at Seniors Cottages**

The Committee reviewed an email from a resident concerned with the fire safety at Seniors Cottages. He stated that seniors only have one way out of their cottages in case of a fire and as they have front and rear doors, only very few have both cleared in a way that a senior can exit the building and away from the structure.

All senior living arrangements should be required to have an escape route that takes them away from the home as far as possible and would like Council to take this into consideration and constitute a bylaw that addresses the situation.

Council appreciates the residents' concerns and believes that this issue is between the Landlord and Tenant and should be in the lease agreement.

The Town Clerk returned to Council Chambers @ 4:25 p.m.

### **D. Planning and Public Works Committee:**

The Planning and Development Committee report was presented by Councillor Handcock.

The Planning and Development Committee was held on March 5, 2024. The meeting was chaired by S. Handcock, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; M. White, Councillor; T. Pollet, Councillor; P. Woodford, Councillor; B. Hefford, Directory of Governance & Legislative Services/Town Clerk; and J. Blackwood, Director of Planning and Public Works.

The following items were discussed:

### **Water Quality Report, Spring 2023**

The Director presented the Committee with a summary of the Town of Gander Tap Water Quality Report. The report shows the Town's water quality with reference to the Canadian Drinking Water Guidelines for each parameter.

The most recent report is for Spring 2023, where the Town's Water Quality Index has a rating of excellent. Water quality is protected with a virtual absence of impairment; conditions are very close to pristine levels. This index level can only be obtained if all measures meet the recommended guidelines virtually all the time.

Testing is conducted and reported by the Provincial Government and the results may be viewed on the GOVNL – Environment and Climate Change, water resources management webpage at <https://maps.gov.nl.ca/water>.



### **Wastewater Effluent Quality Report, 2023 - 4<sup>th</sup> Quarter.**

The Director presented the Committee with a summary of the Town of Gander Wastewater Effluent Quality Report. The report shows the Town's wastewater quality with reference to the Wastewater Systems Effluent Regulations for each parameter.

The most recent report is for the 4<sup>th</sup> quarter of 2023, where the results show the effluent quality is within the recommended guidelines.

Composite samples are collected by the Wastewater Treatment Plant Operators on a bi-weekly basis and submitted to an accredited laboratory for testing.

### **Crown Lands Application - G. Gordon Enterprises Ltd.**

The Committee reviewed an application that was referred from Crown Lands as the subject property sits within the Town's Municipal Planning Area Boundary. The applicant is seeking to purchase approximately 4.3 Hectares of crown land for the purpose of developing a residential subdivision. The land is currently zoned Residential High Density and could permit the proposed use. The Committee had no objections to the application and is recommending the department review for potential concerns with servicing easements and right of ways and respond to the referral appropriately.

### **Secondary Dwelling - 16 Vatcher Place**

The owner of 16 Vatcher Place has requested Council's consideration in permitting the construction of a secondary detached dwelling unit on the existing property to better meet the needs of their family.

Council is exploring ways to meet the increased housing demand, including changes to regulations that better facilitate development opportunities while acknowledging the delicate balance between housing solutions and preserving neighborhood traditions.

The Committee is not recommending permitting the construction at this time however, recommends that departmental staff work with the applicant on options that may help them meet their needs.

### **Home Based Business – 62A Bennett Drive**

The Committee reviewed a home-based business application from a resident at 62A Bennett Drive. The applicant, *Solution Housing Limited (SLD)*, is seeking Council's permission to operate a home office for a construction/property management company from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is

located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

**Motion #24-045****Home Based Business – 62A Bennett Drive**

Moved by Councillor Handcock and seconded by Councillor Pollett that *Solution Housing Limited (SLD)* be permitted to operate a home office for a construction/property management company at 62A Bennett.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Home Based Business – 8 Memorial Drive**

The Committee reviewed a home-based business application from a resident at 8 Memorial Drive. The applicant, *The Newfoundland Tea Co.* is seeking Council's permission to operate a home-based loose-leaf tea packaging business from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

**Motion #24-046****Home Based Business – 8 Memorial Drive**

Moved by Councillor Handcock and seconded by Councillor Pollett that *The Newfoundland Tea Co.* be permitted to operate a home-based loose-leaf tea packaging business at 8 Memorial Drive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Proposed Municipal Plan Amendment – 132 Bennett Drive**

The Town of Gander has received an application from Gander Shopping Center Limited to amend the Municipal Town Plan and Development Regulations to accommodate residential type uses in the Commercial Shopping Center (CSC) zone.

**Motion #24-047**

**Proposed Municipal Plan Amendment – 132 Bennett Drive**

Moved by Councillor Handcock and seconded by Councillor Pollett that the Planning and Public Works Department proceed with the amendment process of our Municipal Town Plan and Development Regulations to add “Apartment Building” and “Apartments over permitted uses”, as a Discretionary Use of Council, to the Commercial Shopping Centre (CSC) zone. Associated changes would also have to be made to the Commercial Shopping Centre policies of the Gander Municipal Town Plan.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Discretionary Use – 39 Robertson Avenue Development**

The Committee reviewed a development application and a discretionary use request to construct two apartment buildings, as a cluster development, at 39 Robertson Avenue.

It was noted that this area is zoned Residential Medium Density (RMD) and Cluster Developments are permitted as a discretionary use within the RMD zone in the Town of Gander Development Regulations.

Several pieces of correspondence were received related to the application and the Committee is recommending that this item be forwarded to the Governance and Legislative Services Committee for discussion on public engagement prior to processing the application.

**Development Application – 56 and 58 McCurdy Drive**

The Committee reviewed a development application from Professional Tire Limited requesting Council’s approval to combine the properties of 56 and 58 McCurdy Drive to form one legal property. The Director advised that the request, as presented, would meet all requirements under the Town’s Development Regulations subject to final survey confirmation.

**Motion #24-048**

**Development Application – 56 and 58 McCurdy Drive**

Moved by Councillor Handcock and seconded by Councillor Pollett that Professional Tire Limited be permitted to combine the properties of 56 and 58 McCurdy Drive to form one legal property subject to final verification of the survey by the department.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Notable Dates

- Garbage collection for the Good Friday Holiday, observed on Friday, March 29<sup>th</sup>, has been rescheduled to Thursday, March 28<sup>th</sup>.
- The next scheduled Waste Transfer Station date is scheduled for Saturday, April 13<sup>th</sup>. The hours of operation are 8 a.m. – 4 p.m.
- Winter parking restrictions are in effect from November 1st - April 30th, annually. During this time, no vehicle shall be parked on any street between midnight and 8:00 am, regardless of weather conditions, nor may any vehicle be parked such as to impede or interfere with snow clearing operations at any time of the day or night, at any time of the year. Residents are reminded that it is illegal to throw, sweep, shovel or place snow or ice from any private property upon any town street or sidewalk, or such that it obstructs access to fire hydrants.

Snow clearing regulations include Sections 23-26 of Town of Gander Traffic Regulations.

Council would like to remind residents that details of notable dates and events can be viewed on the Town of Gander Website at [www.gandercanada.com](http://www.gandercanada.com).

## E. Governance & Legislative Services Committee:

The Governance & Legislative Services Committee report was presented by Councillor Hoffe.

The Governance & Legislative Services Committee was held on March 6, 2024. The meeting was chaired by B. Ford, Deputy Mayor (Chair). Other members present included: W. Hoffe, Councillor; and B. Hefford, Director of Governance & Legislative Services/Town Clerk.

The following items were discussed:

### Regional Health Council: Opportunities Zone 3

Arising from the Health Accord, Newfoundland has implemented a restructuring of its health board to a provincial board with Regional Councils. The aim is to enhance healthcare delivery across the province. Regional Health Councils serve as advisory bodies that provide input and recommendations to the provincial government and health authorities on healthcare matters impacting regions/zones. Regional Health Councils are structured into five distinct zones; each representing a specific geographical region.

These councils offer avenues for community engagement and participation decisions being undertaken at the provincial level. Town of Gander cannot stress enough the significance of community participation in Regional Health Councils and the opportunity to have important issues to our community brought forward.

The Committee discussed that diverse perspectives and representations in community engagement efforts are important and there are existing opportunities for community members to contribute. Strategies should be developed to encourage participation from various demographic groups within the Town of Gander as well as to devise methods for fostering collaboration between community members and Regional Health Councils.

There is currently open expression of interest advertised at the independent Appointments Commission, and Council would encourage anyone interested to apply online at [www.iacnl.ca](http://www.iacnl.ca).

### **MNL: Symposium Sponsorship Request**

The Committee discussed correspondence from Municipalities NL regarding MNL Symposium details, which is being held on May 2 – May 4, 2024, in Gander. The Symposium is one of the largest annual gatherings of MNL and has substantial economic impact for the hosting municipality.

MNL is requesting Town of Gander to provide sponsorship in the amount of \$1,500, which will directly be applied to catering costs. The benefits of providing this sponsorship include complimentary registrations and an opportunity to speak with delegates. MNL is asking that the Town of Gander contact them for further discussion.

Mayor Farwell disclosed his Directorship as Capacity as Mayor.

### **Motion #24-049**

#### **MNL: Symposium Sponsorship Request**

Moved by Councillor Wilson and seconded by Councillor Handcock that the \$1,500 sponsorship be provided as requested to MNL Symposium.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **International Women's Day: Gala Award Sponsorship Request**

International Women's Day is a global celebration that happens on March 8, annually. It's a day to commemorate the many political, cultural, social and economic achievements of women worldwide and a call for advancing gender equality and advocating for the rights of women.

The Committee discussed the International Women's Day Gala being hosted by Gander Women's Centre on March 14, 2024. Deputy Mayor Ford, Councillor Pollett and seven members of Town of Gander management and staff will be attending the event. They are requesting sponsorship

of \$150 to assist with covering the cost of the award and Gala expenses. There are five additional sponsorship packages available, each varying in amount and benefit, ranging from \$100 - \$2,600.

**Motion #24-050**

**International Women’s Day: Gala Award Sponsorship Request**

Moved by Councillor Wilson and seconded by Councillor Woodford that the \$1,500 sponsorship be provided as requested to MNL Symposium.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Councillor Pollett left the Council Chambers due to conflict @ 4:46 p.m.

**Town of Fogo: Air Ambulance Support Letter**

The Committee discussed the support being sought by Air Ambulance Medical Transport Advocacy Group for their initiative to relocate Air Ambulance services. They advocate for the establishment of Air Ambulance bases with medical personnel in Central Newfoundland, contrasting with the proposed placement in St. John’s as outlined in the Government of Newfoundland and Labrador’s Request for Proposal, scheduled for finalization by April 1, 2024.

Given that Air Ambulance frequently transports patients from regions beyond the Avalon Peninsula to the Health Science Centre in St. John’s, it is most logical for the service to be situated closer to the patients themselves. Central Newfoundland represents the most pragmatic location for such a facility.

The RFP issued by Health and Community Services was for all ambulatory services including both road and air ambulance services in addition to dispatch. Council has consistently stated that it’s of the opinion that all health services should be patient centric and capitalize on the effective and efficient utilization of all transportation infrastructure, specifically, the Highway and Airport networks. This will be Council’s continued advocacy for the re-imagined healthcare system and the location of health assets.

Council has been actively engaged in this file. Actions that have been undertaken include a meeting with Minister Osborne, writing Minister Osborne, and active engagement with stakeholders. These steps reflect our proactive approach to supporting the initiative, and we are committed to continuing our efforts to the best of our ability.

Discussion around the impacts on Gander’s viability and regional issues.

The Mayor will provide a letter of support to the Air Ambulance Medical Transport Advocacy Group and a letter to Minister Osborne.

Councillor Pollett returned to Council Chambers @ 5:08 p.m.

### **2023-2024 Community Waste Diversion Fund**

The Community Waste Diversion Fund offers financial support for projects aimed at promoting solid waste diversion in Newfoundland and Labrador. Town of Gander intends to use the grant to subsidize individuals for the purchase of “FoodCyclers”, which is a kitchen appliance used to transform organic waste into nutrient rich soil for gardening or landscaping purposes. The objective is to reduce the amount of waste being disposed of in the landfill, which has both environmental impacts such as waste diversion and reduction of greenhouse gases, in addition to the very practical cost benefits for the taxpayers of Gander who pay tipping fees based on the weight of material collected.

The Committee discussed the approval of this funding in the amount of \$15,000. There are potential delays in project startup due to the addressing of approval processes. The proposed timeline, from March 31, 2024 to April 30, 2025, aligns with program criteria. The Committee recommends the review of the proposed project timeline and assess any potential issues or discrepancies that may arise due to delays in approvals.

### **Motion #24-051**

#### **2023-2024 Community Waste Diversion Fund**

Moved by Councillor Hoffe and seconded by Councillor Woodford that the Mayor and Town Clerk be authorized to sign the conditional letter of approval, as attached.

In Favour:     6       Opposing:     0

**Decision:**     Motion carried.

### **Light up Town Hall – Service Standard and Application Form**

Town of Gander provides the public with the opportunity to request the exterior illumination of Town Hall, serving as a gesture of support for significant events, causes, and community achievements.

To streamline this process, and to enhance efficiency, a service standard and application form have been established to offer transparent criteria and guidelines for requesting the illumination of the Town Hall. The Committee has thoughtfully deliberated on the potential of illuminating the Town Hall to highlight significant dates and offer support to organizations and causes of importance to our community.

**Motion #24-052****Light up Town Hall – Service Standard and Application Form**

Moved by Councillor Wilson and seconded by Councillor Pollett that the Town of Gander officially adopt this Service Standard and Application Form as a means of establishing criteria and guidelines for illumination, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Policy Statements**

The Committee was presented with the initiative to revise existing policies to incorporate statements regarding policy objectives and a duty to accommodate. This project is in progress and will be evaluated as the template is being developed.

**Social Media Report**

The Committee reviewed the Social Media Report provided by Communications. The highlights of the report include 13,578 Facebook followers, with 114 being new followers, post engagement of 38,107 and posts reaching 105,137. On X, Town of Gander currently has 3,087 followers, with the “Commander VP 45 visit” being the post with the most engagement.

Two of the top five social media posts, with the most public engagement were both posts relating to Black History Month.

As expected, averages for each month are similar when compared to November 2023’s report.

As a reminder, Town of Gander does offer direct mail for those who are not on Social Media.

**Council Engagement Report**

Effective engagement with the community is crucial for local governance, as it fosters transparency, inclusivity, and collaboration.

Over the past month, Council actively engaged in several events and initiatives. To offer a glimpse, here are some noteworthy examples:

- NL Winter Games Flag Raising Ceremony/Torch Parade – February 18th
- Gander Special Olympics Send Off – February 22nd
- NL Winter Games Events – February 24th – March 2nd
- Grand Opening of Twin Ponds Wilderness Lodge – March 1st



- Engagement with The Honorable Rechie Valdez, P.C., M.P., Minister of Small Business and Mr. Churence Rogers, M.P. of Bonavista-Burin-Trinity – March 4th

## **F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on March 6, 2024. The meeting was chaired by W. Hoffe, Councillor (Chair). Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; B. Hefford, Director of Governance & Legislative Services/Town Clerk; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

### **Resident Request for Review of Water and Sewage Tax**

The Committee was presented with correspondence from a resident of the Lothian Court Condo Building requesting a review of the taxation for water & sewer fees on residents at this location.

According to the schedule of rates and fees, water & sewer is to be charged \$550 per household. The Committee discussed the request and agreed that the proper water & sewer taxes were charged to the individual owners of each property and is not recommending any changes or reductions.

### **MAA – Eastern Regional Office Temporary Closure**

The Municipal Assessment Agency would like to advise the public that their Eastern Regional Office will be temporarily relocating to Suite 201 # 125 Kelsey Drive, St. John's, NL on March 19<sup>th</sup>, 2024.

### **Water and Sewage Tax Exemption**

The Committee reviewed correspondence from the Evangel Pentecostal Church requesting an exemption of taxes for their residential housing units located at 55 & 57 Elizabeth Drive.

The Director of Corporate Services advised the request met the conditions of the Town's Policy #F026 - Affordable Housing Tax Exemption and are therefore exempt from property and water & sewer taxes.

**Motion #24-053**

**Water and Sewage Tax Exemption**

Moved by Councillor Wilson and seconded by Councillor Pollett that the Evangel Pentecostal Church residential housing units located at 55 & 57 Elizabeth Drive be exempt from property and water/sewer taxation for 2024.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Resident – Property Tax Reduction**

The Committee was presented with correspondence from a resident requesting a reduction to their 2023 property taxes. Due to a medical issue, the resident was unable to apply for a property tax reduction based on total household income and is requesting an exception to the Town’s policy.

Currently, as per the schedule of rates and fees, the total income used to evaluate the current year’s reduction is based on the previous year’s income. Property tax reductions will be issued for the current year only.

The Committee discussed the request but is not recommending deviating from the schedule of rates of fees recently adopted.

**Property Tax Reduction**

The Committee reviewed one application for a residential property tax reduction that met Council’s policy based on income criteria. The total amount to be adjusted is \$744.40 and is the first property reduction for 2024.

**Motion #24-054**

**Property Tax Reduction**

Moved by Councillor Wilson and seconded by Councillor Pollett that the property tax reduction be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Leave Programs

The Committee was presented with recommended changes to the leave programs for non-union employees, which was brought forward by Management. The changes will increase the programs from two to four, with two new options, known as “Standard New and Flex New”. These two new options will increase personal days from 8 to 9, conversion of personal days to sick on a ratio of 1:1, ability to purchase an additional week of vacation and provide a bank of 5 days uncertified sick leave.

The Committee discussed the programs and agreed with the changes.

### Motion #24-055

#### Leave Programs

Moved by Councillor Wilson and seconded by Councillor Handcock to approve the Leave Programs document as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### Canoe Quote - Remove and Replace Rubber Flooring at the Steele Community Centre

The Committee reviewed the quote from All American Arena Products to remove and replace the rubber flooring at the Steele Community Centre through Canoe purchasing. The quote met specifications and is \$107,374.30 under budget.

The savings are due to the lobby doors and frames not being replaced under this contract.

### Motion #24-056

#### Canoe Quote - Remove and Replace Rubber Flooring at the Steele Community Centre

Moved by Councillor Wilson and seconded by Councillor Pollett that Canoe Contract #183885 to remove and replace rubber flooring at the Steele Community Centre be awarded to All American Arena Products at a cost of \$336,519.56 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Canoe Quote – Supply and Installation of Henderson Play Structure and Swing Set**

The Committee reviewed the quote from Emco Corporation to supply and install a Henderson Play Structure and Swing Set through Canoe purchasing. The quote met specifications and is \$81,434.02 under budget.

**Motion #24-057**

**Canoe Quote – Supply and Installation of Henderson Play Structure and Swing Set**

Moved by Councillor Wilson and seconded by Councillor Pollett that the Canoe Quote for the supply and installation of a Henderson Play Structure and Swing Set be awarded to Emco Corporation at a cost of \$170,996.95 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Request for Proposal – Consulting Services for a Labour Market Needs Assessment and Action Plan**

The results for RFP24-01 for Consulting Services for a Labour Market Needs Assessment and Action Plan were presented to the Corporate Services Committee for consideration. One bid was received from White Rock Consulting and Communications at a cost of \$34,822.00 HST included.

The Labour Market Needs Assessment is the first and critical step in the development of Council’s work force development plan. This work will provide a better understanding of the workforce and any skill gaps or barriers needing to be addressed to meet current and forecasted labour market needs.

This item is \$8,422.20 under budget.

**Motion #24-058**

**Request for Proposal – Consulting Services for a Labour Market Needs Assessment and Action Plan**

Moved by Councillor Wilson and seconded by Councillor White that RFP24-01 for Consulting Services for a Labour Market Needs Assessment and Action Plan be awarded to White Rock Consulting and Communications at a cost of \$34,822.00 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Open Call for Bid - Sale of One Used 2012 Toyota Corolla**

The results for OC24-02 for the Sale of One Used 2012 Toyota Corolla were presented to the Corporate Services Committee for consideration. With two bids received, the highest bid was from Dana Colleen Whitt at a cost of \$6,576.85 HST included.

This item sold for \$2,076.85 over the minimum bid requested.

**Motion #24-059**

**Open Call for Bid - Sale of One Used 2012 Toyota Corolla**

Moved by Councillor Wilson and seconded by Councillor Pollett that OC24-02 for the Sale of One Used 2012 Toyota Corolla Serial #4719 be awarded to Dana Colleen Whitt at a cost of \$6,576.85 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Open Call for Bid - Sale of One Used 2012 Chevy Silverado**

The results for OC24-03 for the Sale of One Used 2012 Chevy Silverado were presented to the Corporate Services Committee for consideration. Only one bid was received from Rod's Do All Limited at a cost of \$851.00 HST included.

This item sold for \$351.00 over the minimum bid requested.

**Motion #24-060**

**Open Call for Bid - Sale of One Used 2012 Chevy Silverado**

Moved by Councillor Wilson and seconded by Councillor White that OC24-03 for the Sale of One Used 2012 Chevy Silverado Serial #6755 be awarded to Rod's Do All Limited at a cost of \$851.00 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Open Call for Bid - Sale of One Used 2012 Chevy Silverado**

The results for OC24-04 for the Sale of One Used 2012 Chevy Silverado were presented to the Corporate Services Committee for consideration. With three bids received, the highest bid was from Nicolas Pittman at a cost of \$1,615.75 HST included.

This item sold for \$1,115.75 over the minimum bid requested.

**Motion #24-061**

**Open Call for Bid - Sale of One Used 2012 Chevy Silverado**

Moved by Councillor Wilson and seconded by Councillor White that OC24-04 for the Sale of One Used 2012 Chevy Silverado Serial #6672 be awarded to Nicolas Pittman at a cost of \$1,615.75 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Open Call for - Sale of One Used 2012 Chevy Silverado**

The results for OC24-05 for the Sale of One Used 2012 Chevy Silverado were presented to the Corporate Services Committee for consideration. With three bids received, the highest bid was from Nicolas Pittman at a cost of \$2,875.00 HST included.

This item sold for \$2,375.00 over the minimum bid requested.

**Motion #24-062**

**Open Call for Bid - Sale of One Used 2012 Chevy Silverado**

Moved by Councillor Wilson and seconded by Councillor Handcock that OC24-05 for the Sale of One Used 2012 Chevy Silverado Serial #9156 be awarded to Nicolas Pittman at a cost of \$2,875.00 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Open Call for Bid - Sale of One Used 2013 Chevy Silverado**

The results for OC24-06 for the Sale of One Used 2013 Chevy Silverado were presented to the Corporate Services Committee for consideration. With two bids received, the highest bid was from Rod's Do All Limited at a cost of \$977.50 HST included.

This item sold for \$477.50 over the minimum bid requested.

**Motion #24-063****Open Call for Bid - Sale of One Used 2013 Chevy Silverado**

Moved by Councillor Wilson and seconded by Councillor White that OC24-06 for the Sale of One Used 2013 Chevy Silverado Serial #6901 be awarded to Rod's Do All Limited at a cost of \$977.50 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**G. Committee of the Whole**

The Committee of the Whole report was presented by Councillor Hoffe.

The Committee of the Whole meeting was held on March 7, 2024. The meeting was chaired by P. Farwell, Mayor (Chair). Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; M. White, Councillor; W. Hoffe, Councillor; P. Woodford, Councillor; B. Hefford, Town Clerk; D. Chafe, CAO; J. Blackwood, Director of Planning and Municipal Works; H. Lowe, Director of Public Safety & Protective Services/Fire Chief; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

**195 Baird Place: Extension Request**

Town of Gander received a time extension request regarding the purchase of 195 Baird Place. After review and consideration of this request, the Committee has recommended denying this request.

**OBS Update**

The Town of Gander was delighted to hear the announcement of the official reinstatement of the Obstetrics (OBS) unit at James Paton Memorial Regional Health Centre, scheduled for March 18. This achievement is the outcome of a collaborative effort by concerned residents of central Newfoundland and Labrador, Town of Gander, Government, and NL Health Services. Residents of central NL united to ensure accessible and high-quality healthcare for expectant mothers and families, thus leading to the reinstatement of the OBS unit, a crucial resource for our community.

The Town of Gander warmly welcomes all new staff members joining the OBS unit. We express our unwavering commitment to you and all healthcare workers, pledging to do everything in our power to foster a supportive community that encourages collaboration and inclusion, making Gander a long-term home for you.

The leadership of Premier Furey, Minister Osborne, and Minister Haggie was instrumental in guiding us through this challenging situation. In a demanding labor market for healthcare workers, the provincial Department of Health and Community Services, along with officials from the Central Zone, worked tirelessly. Their commitment to recruiting and training medical professionals has been commendable, showcasing that Gander is an attractive place for professionals when a true collaborative approach is mobilized to achieve a collective goal.

The actions and commitment of The Citizens Health Action Group and Mayor's Advisory group played a pivotal role in advocating for those affected by the health Services in the Region, fostering community dialogue and positive change. The community-led effort was grounded in credible information, ensuring discussions were focused on patient needs.

Our commitment extends beyond this reinstatement. We are cautiously optimistic that this chapter can be put behind us and collectively, we focus on the long-term viability of the unit. More importantly, we hope to look to the future to build on the strengths of James Paton Memorial Regional Health Center. We remain vigilant in addressing the systemic challenges that have persisted for decades. We need to identify and address the foundational element that will ensure transformational change and embrace a philosophy of continuous improvement and patient-centric outcomes.

### **Family Care Teams**

The Committee reviewed a request from the Regional Manager of the Family Care Team, Central Zone, asking the Town of Gander to support a Public Engagement session to better understand the new service being introduced in Gander. The Family Care Team is a result of the Health Accord and will become the foundation of an integrated primary health care delivery.

The Public Engagement session will introduce a new Family Care Team aimed at enhancing healthcare accessibility within the region. The Committee was pleased that they were involved in the planning of this event and committed to fully support all health initiatives that impact the residents of Gander and surrounding areas. The appropriate staff will be asked to assist in the coordination of this event.

### **Short Term Rental Agreement**

In response to changing legislation by the Government of Newfoundland and Labrador proclaiming a new Tourist Accommodations Act, Council has engaged in a conversation to develop a change to our Development Regulations which could accommodate the ever-growing need and desire for short term rentals. The province now requires Municipal approval prior to their issuance of a licence for this type of occupancy.

The Town of Gander does not currently have provisions to permit short-term rental type occupancies. It is Council's wish to bring its development regulations in line with the new Provincial Act. A draft (no. 3 attached) was presented as a general framework.



The Government of NL has recently introduced the Tourism Accommodation Act, which will outline rules and guidelines for the operation of short-term accommodations. Services that are utilizing popular platforms such as Airbnb and VRBO have become very popular yet require appropriate oversight to ensure safety standards are enforced as a priority. Additionally, these platforms have had disruptive impact on the traditional hospitality industry. The secondary focus is to ensure that there is fairness in the economic considerations of all accommodation providers through an equitable taxation structure.

### **Motion #24-064**

#### **Short Term Rental Agreement**

Moved by Councillor Wilson and seconded by Councillor Handcock that the Planning and Public Works Department be given permission to proceed with an amendment process of the Town of Gander Development Regulations to accommodate Short Term Rentals/Visitor Rental Dwellings.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Targa**

Targa Newfoundland is an annual motorsport event which moves throughout the province in later summer/early fall. Attracting an array of competitors and spectators, Targa is a unique experience for all.

The Committee discussed the returning of Targa in 2024. After carefully reviewing the "Operations & Safety Plan for Gander Stage of Targa Newfoundland", minor amendments were made to the proposed agreement to align with insurance requirements.

### **Motion #24-065**

#### **Targa**

Moved by Councillor Wilson and seconded by Councillor Handcock that a Memorandum of Understanding regarding Targa 2024 be signed by the Mayor and Town Clerk.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**305 Baird Place**

The Committee reviewed the sale of 305 Baird Place. To execute the sale of the property, both properties are amalgamated into one, as it cannot be a stand-alone property without a subdivision plan.

**Motion #24-066****305 Baird Place**

Moved by Councillor Wilson and seconded by Councillor Handcock that the property located at civic address 305 Baird Place be amalgamated upon the execution of the purchase and sale agreement.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**TCH**

The Committee discussed the future highway design for the segment of the highway traversing through Gander. This route serves as a vital artery for those commuting to work, accessing the hospital, visiting businesses situated along the highway, and accommodating travelers that are passing through. Due to the substantial volume of motorists in this area, there are several traffic and safety concerns that require thorough assessment. Considering these concerns, it is imperative to ensure that the south side of the highway will be properly developed.

There are various options which should be rigorously assessed, including a complete rerouting on the south side of the golf course, development of a cloverleaf, a re-engineering of the current corridor with options to implement the use of medians, or maintaining the status quo with future development being restricted.

To allow a better understanding of these options, Council has tasked the Planning and Public Works department to draft preliminary concepts to allow for more careful deliberation.

**H. Other Reports****7. ADMINISTRATION****8. CORRESPONDENCE**

## 9. NEW BUSINESS

### NL Winter Games 2024

WE DID IT!!!! The Town of Gander stepped up to the plate and hosted the 2024 NL Winter Games.

We had over 500 volunteers help during the week of the games who worked over 96,000 Work hours. Over 35, 000 Meals were served, 600 medals were given out and over 25,000 photos taken to commemorate the amazing week of the Games.

There were 1100 athletes/ Coaches/ Managers in 11 sports. The Host team had athletes in all sports. The sports that were in the NL winter games were Hockey, basketball, curling, wrestling, table tennis, badminton, cross country skiing, gymnastics, and figure skating.

The Town of Gander in partnership with the Town of Lewisporte and Town of Glovertown were able to help facilitate the need for two other ice surfaces to help with figure skating and female hockey.

The success of the games is measured by the smiling faces of each Athlete who participated in the games, because they are the reason we hold events such as this one.

Without the support from the volunteers and sponsors, the games would not have been the huge success it was. The Host Committee is grateful for having the support and leadership from so many dedicated residents in all areas relating to the games.

The 2024 NL Winter Games was a huge success.

Mayor Farwell thanked Councillor Pollett for chairing such an amazing event.

## 10. ADJOURNMENT

### Motion #24-067

#### Adjournment

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

In Favor:       6       Opposing:     0

**Decision:**     Motion carried.

The meeting was adjourned at 5:50 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**

Adopt-A-Hydrant weekly winners Jan 1 – March 31 2024

Week 1	Hydrant # 40	Smoke Alarm
Week 2	Hydrant #22	Carbon Monoxide Detector
Week 3	Hydrant #40	Book, BBQ scraper, oven mitt
Week 4	No entries	
Week 5	Hydrant #328	Fire Ext., CO detector
Week 6	Hydrant #199, Tracey Eisan	Carbon Monoxide Detector
Week 7	No Hydrant #, Rod Wiseman	Smoke Detector
Week 8	Hydrant # 211, Rosalind Young	Carbon Monoxide Detector



guiding our province  
to a greener future

**March 1, 2024**

Brad Hefford  
The Town of Gander  
100 Elizabeth Drive,  
Gander, NL A1V 1G7

Dear Mr. Hefford,

**Re: Newfoundland and Labrador Waste Management Trust Fund,  
Community Waste Diversion Project**

I am very pleased to advise you that your application submitted under the 2023-24 Community Waste Diversion Fund intake has been conditionally approved for \$15,000 for part cost of the FoodCycler units pending:

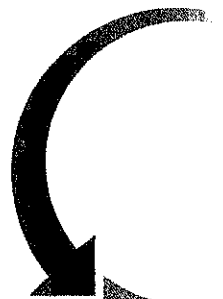
1. Confirmation that the town is enabled to implement the project on this basis.
2. Provision of additional quotes for the FoodCycler or similar units.
3. Commitment and confirmation to extend the pilot to at least 36 weeks.

Upon receipt of a written confirmation of your understanding of, and acquiescence with these conditions, I will send you an electronic copy of the Contribution Agreement.

Thank you for your interest in helping to make Newfoundland and Labrador a cleaner, healthier environment. If you have any questions, please feel free to contact me at 709 753 0955.

Sincerely,

Glenda Melvin  
Field Operations Officer/Special Projects  
MMSB





## Light up Town Hall – Service Standard

### OBJECTIVE

The purpose of this service standard is to establish criteria and guidelines for Town of Gander's process of illuminating Town Hall. Illumination will bring attention to various significant dates and provide support to noteworthy events, causes, and community achievements.

### CRITERIA FOR ILLUMINATION

To facilitate the illumination of the lights at Town Hall, specific criteria must be satisfied. They are outlined as follows:

*Significance:* The event or cause must hold importance and relevance to the municipality of Gander. Priority will be given to events with broad impacts on the town or of national and international significance.

*Community Involvement:* Community organizations submitting a request must be actively involved in organizing or supporting the event or cause. Priority will be given to events with widespread community participation and support.

*Non-Profit and Charitable Organizations:* Priority will be given to non-profit organizations and charitable causes contributing to the betterment of the community. Requesting organizations must be registered and in good standing with relevant authorities.

*Cultural and Diversity Awareness:* Events promoting cultural diversity, inclusivity and awareness will be considered favorably. Celebrating the diverse cultural heritage of Gander is encouraged.

*Historical or Commemorative Events:* Events commemorating historical milestones or preserving the Town's heritage will be considered. Historical anniversaries and milestones related to Gander will receive special consideration.

*Educational and Awareness Campaigns:* Events aimed at raising awareness about critical issues, promoting education, or fostering community engagement will be considered. Educational and awareness campaigns related to health, safety and environmental sustainability are encouraged.

### GUIDELINES OF SERVICE STANDARD

*Deadline for Requests:* All applications should be submitted at least 21 business days prior to illumination start date to allow for consideration, and appropriate approvals.

*Duration:* Duration of Illumination requests must be indicated on application. Requests may be made of up to a maximum of five business days. Applications submitted requesting illumination a number of days greater than five, will automatically be assessed as a five-day request.

*Public Notification:* The day before Illumination, the public will be advised via the official Town of Gander Facebook and X pages. When possible, an edited photo of Town Hall showing illumination will accompany the social media post.

**Property Tax Reductions  
- Residential -  
Year 2024**

<b>Roll Number</b>	<b>2024 Property Tax</b>	<b>% of Reduction</b>	<b>Amount of Reduction</b>	<b>Revised 2024 Taxes</b>
003000050000	\$1,861.00	40	\$744.40	\$1,116.60





## Leave Benefit Programs Non-Union Employees

Effective: January 1<sup>st</sup>, 2024

### BENEFITS STATEMENT

The Town of Gander values its employees and encourages work-life balance. Employees have the choice of various leave options including paid leave (vacation, sick, personal, banked time, and bereavement) as well as a flexible leave option. In addition, the town offers financial assistance during maternity and parental leave.

### DEFINITIONS

<b>Banked Time</b>	Paid time-off in lieu of overtime pay
<b>Bereavement Leave</b>	Paid time-off with pay when a loved one passes
<b>Flexible Leave</b>	Additional purchased vacation hours equal to the employee's standard work week (35,40 or 42 hours)
<b>Leave Programs</b>	A program which allows employees to select from one of four options which best meets their lifestyle needs: standard plan current, standard plan new, flexibility plan current or flexibility plan new
<b>Maternity Leave</b>	Time-off work due to pregnancy or birth
<b>Parental Leave</b>	Time-off work for parents caring for newborn or recently adopted child
<b>Personal Leave</b>	Paid time-off from work at the employees' discretion for reasons including vacation, personal or family illness, doctor appointments, school, volunteering etc.
<b>Termination</b>	An employee who involuntarily leaves the organization
<b>Sick Leave</b>	An accrued bank of unused paid sick hours that each employee may use in the event of illness or injury that prevents the employee from working
<b>Vacation Leave</b>	Paid time-off determined by the employee's length of service

### ELIGIBILITY

LEAVE	Permanent Full-time	Permanent Seasonal	Temporary Full-time	Temporary Seasonal	Other **
Banked Time	X	X	X	X	
Bereavement	X	X	X	X	X
Leave Program	X				
Maternity/Parental Top-Up	X				
Sick Leave	X	X	X		
Personal	X	X	X		
Vacation	X	*X*	*X*		

\*X\* permanent seasonal and temporary replacement positions after 6 months of unbroken continuous service

\*\* ticket agent, crosswalk guards and casual workers  
 • Leave will be applied as per NL Labour Standards

January 1, 2024

## **BANKED OVERTIME**

Employees entitled to overtime payment as per policy P022-Overtime and Statutory Holidays, may choose to be compensated in the form of banked time as follows:

- full time employees may accrue two times their standard work week (70, 80 or 84 hours) per year.
- seasonal employees may accrue up to one standard work week.

### Chief Administrative Officer, Department Heads, Town Clerk and Communications Officer

As compensation for attendance at regular meetings of Council, which are held outside regular working hours, an extra 35 hours of bank time is provided in lieu of overtime.

### **Carry Forward**

Full time employees may carry forward up to 35, 40 or 42 hours and this amount will be included in the employees maximum allowable bank per year. For example, if you carry forward 30 hours, an employee working 35 hour per week will only have room to bank an additional 40 hours for that year.

Seasonal employees, at the end of their seasonal employment, may carry forward two times their standard workday (14 or 16 hours) and will be included in the employee's maximum allowable bank time per year.

### **Banked Time Payout**

All employees with a balance greater than 35, 40 or 42 hours at year end will have the additional amount paid out at year end.

Seasonal employees with a balance greater than 14 or 16 hours will have the additional amount paid out at layoff or at year end.

## **BEREAVEMENT LEAVE**

### **Plan Usage**

An employee will be entitled to bereavement leave with pay as follows:

- The death of a spouse/partner (common-law), parent, or child- up to five (5) working days.
- a) The death of a sibling, grandchild, or parent-in law - up to three (3) working days.
- b) The death of a grandparent, sibling-in-law, child's spouse/partner (common-law) - up to one (1) paid working day and up to two (2) additional unpaid working days if other leave is not available.
- c) Time off for the death of any other relative or person may be granted by the CAO depending on any special circumstances or relationship that may exist between the employee and the deceased. Employees should speak to their respective Supervisors if they wish to avail of this option.

## LEAVE PROGRAMS

Leave programs allow employees to select from one of four options which best meets their lifestyle needs: standard plan current, standard plan new, flexibility plan current, or flexibility plan new. New hires effective March 1, 2024 are not eligible to enrol in the standard plan current and flexibility plan current.

### Standard Plan Current

The Standard Plan offers benefits that will meet the needs of most employees.

Benefits include:

- Posted Salary
- 50% employer contribution towards Group Benefit Premiums
- Three weeks vacation leave + earned (prorated as necessary)
- RRSP Contribution per MOU
- 8 Personal Days (prorated as necessary)
  - \*Shift fire fighters based on 12 hours/day
  - \*Converted to sick leave at a ratio of 1:2 at year end
- Accrued Sick Leave
  - \*With a doctor's note (certified)
  - \*Maximum bank of 16 weeks (560/640/672 hours)
- Maternity/Parental Top-up

### Standard Plan New

The Standard Plan offers benefits that will meet the needs of most employees.

Benefits include:

- Posted Salary
- 50% employer contribution towards Group Benefit Premiums
- Three weeks vacation leave + earned (prorated as necessary)
- RRSP Contribution per MOU
- Personal Days (prorated as necessary)
  - \*9 Personal Days (excluding shift fire fighters)
  - \*8 Personal Days (shift fire fighters based on 12 hours/day)
  - \*Converted to sick leave at a ratio of 1:1 at year end
- Accrued Sick Leave
  - \*Without a doctor's note (uncertified) – 5 days per year (maximum 35/40/42 hours)
  - \*With a doctor's note (certified)
  - \*Maximum bank of 16 weeks (560/640/672 hours)
- Maternity/Parental Top-up

### **Flexibility Plan Current**

This plan is available to those with less than 5 weeks of entitled vacation (0-14.99 years of employment entitlement). Employees currently on the flexibility plan with 15 years of service will be grandfathered into this plan and will have it noted on their personnel file.

Benefits include:

- Posted Salary
  - \*2.69% reduction in hourly rate (excluding shift fire fighters)
  - \*3.02% reduction in hourly rate (shift fire fighters)
- 50% employer contribution towards Group Benefit Premiums
- Three weeks vacation leave + earned (prorated as necessary) plus
  - \*1 additional week of purchased vacation (prorated as necessary)
- RRSP Contribution per MOU
- 8 Personal Days (prorated as necessary) plus
  - \*2 additional days of purchased personal leave (prorated as necessary)
  - \*Shift fire fighters based on 12 hours/day
  - \*Converted to sick leave at a ratio of 1:2 2:1 at year end
- Accrued Sick Leave
  - \*With a doctor's note (certified)
  - \*Maximum bank of 16 weeks (560/640/672 hours)
- Maternity/Parental Top-up

### **Flexibility Plan New**

This plan is available to those with less than 5 weeks of entitled vacation (0-14.99 years of employment entitlement). Employees currently on the flexibility plan with 15 years of service will be grandfathered into this plan and will have it noted on their personnel file.

Benefits include:

- Posted Salary
  - \*1.92% reduction in hourly rate
- 50% employer contribution towards Group Benefit Premiums
- Three weeks vacation leave + earned (prorated as necessary) plus
  - \*1 additional week of purchased vacation (prorated as necessary)
- RRSP Contribution per MOU
- Personal Days (prorated as necessary)
  - \*9 Personal Days (excluding shift fire fighters)
  - \*8 Personal Days (shift fire fighters based on 12 hours/day)
  - \*Converted to sick leave at a ratio of 1:1 at year end
- Accrued Sick Leave
  - \*Without a doctor's note (uncertified) – 5 days per year (maximum 35/40/42 hours)
  - \*With a doctor's note (certified)
  - \*Maximum bank of 16 weeks (560/640/672 hours)
- Maternity/Parental Top-up

## **Enhanced Plan**

Effective January 2022, the option to enrol in the enhanced benefit program ceased except for those already enrolled in this program at that time.

Periodically, the plan will be reviewed to ensure payroll deductions are accurate due to changes in the employees' hourly rates, pension contributions as well as group benefit premiums. Subscription to this plan is based on a percentage reduction in an employee's rate of pay and is specific to each employee.

Benefits include:

- % reduction in Posted Salary to be determined
- 100% employer contribution towards Group Benefit Premiums
- Three weeks vacation leave + earned (prorated as necessary)
- RRSP Contribution per MOU + 1%
- 8 Personal Days (prorated as necessary) plus
  - \*2 additional days of purchased personal leave (prorated as necessary)
  - \*Shift fire fighters based on 12 hours/day
  - \*Converted to sick leave at a ratio of 1:2 at year end
- Accrued Sick Leave
  - \*With a doctor's note (certified)
  - \*Maximum bank of 16 weeks (560/640/672 hours)
- Maternity/Parental Top-up

## **Benefits Package Selection**

Employees must notify the Human Resources department no later than October 31<sup>st</sup> on the second year of the benefits term if they wish to change their plan.

# PERSONAL LEAVE

## Plan Entitlements and Usage

### Plan Entitlements

#### Standard Plan Current

On January 1<sup>st</sup> employees will be advanced eight (8) personal days (prorated as necessary)

- If working a 35-hour week it will be based on 7 hours/day \* 8 = 56 hours
- If working a 40-hour week it will be based on 8 hours/ day \* 8 = 64 hours
- If working a 42-hour week (shift fire fighters) it will be based on 12 hours/ day \* 8 = 96 hours

#### Flex Plan Current and Enhanced Plan

On January 1<sup>st</sup> employees will be advanced ten (10) personal days (prorated as necessary)

- If working a 35-hour week it will be based on 7 hours/day \* 10 = 70 hours
- If working a 40-hour week it will be based on 8 hours/day \* 10 = 80 hours
- If working a 42-hour week (shift fire fighters) it will be based on 12 hours/ day \* 10 = 120 hours

On December 31<sup>st</sup>

- Any remaining personal hours will be added to the accrued sick leave at a ratio of 1 to 2.
- Unused personal days that cannot be converted due to maximum sick leave bank will be forfeited.

In the event of termination, any remaining personal hours will be paid based on entitlement or deducted from earnings if an overpayment has occurred.

#### Standard Plan New and Flex Plan New

On January 1<sup>st</sup> employees, except for shift fire fighters, will be advanced up to nine (9) personal days (prorated as necessary)

- If working a 35-hour week it will be based on 7 hours/day = 63 hours
- If working a 40-hour week it will be based on 8 hours/day = 72 hours

Shift Fire Fighter will be advanced up to eight (8) personal days (prorated as necessary)

- If working a 42-hour week (shift fire fighters) it will be based on 12 hours/ day \* 8 = 96 hours

On December 31<sup>st</sup>

- Any remaining personal hours will be added to the accrued sick leave at a ratio of 1 to 1.
- Unused personal days that cannot be converted due to maximum sick leave bank will be forfeited.

In the event of termination, any remaining personal hours will be paid based on entitlement or deducted from earnings if an overpayment has occurred.

### Plan Usage

While the use of personal days is at the discretion of the employee they should be used wisely as they are intended to cover a wide range of absences including incidents of sickness and other personal obligations that may arise throughout the year.

An employee wishing to take a personal day is expected to provide the employer with as much advance notice as possible, except in an emergency or illness situation. The employer will not require reasons for requesting a personal day. However, if there are already a significant number of employees off on approved leave; the employee may be asked to defer their request.

January 1, 2024

# SICK LEAVE

## Plan Entitlements and Usage

### Plan Entitlements

Sick leave may only be accrued through the conversion of personal days at the end of each year. Remaining personal days can be converted to sick leave as follows:

- A ratio of 1:2 for employees on the Standard Plan Current, Flex Plan Current or Enhanced Plan.
- A ratio of 1:1 for employees on the Standard Plan New and Flex Plan New.

Maximum sick leave accrual will be 16 weeks and is calculated based on the employees' standard work week.

- 35 Hour Work Week – 560 Hours
- 40 Hour Work Week – 640 Hours
- 42 Hour Work Week – 672 Hours

Employees with accruals exceeding the current maximums will not be permitted to accrue additional hours until such time that their accruals are less than the maximum accruals.

### Plan Usage

#### Certified vs Uncertified

Your accrued sick leave bank can be accessed at any time on either a certified or uncertified basis. Certified sick leave refers to a paid leave of absence where the leave is recommended by your healthcare provider and documented in writing by means of a medical (doctor's) note. For those eligible for uncertified sick leave, it may be taken for health reasons and does not require a note.

Employees off work due to injury or illness may access their accrued sick leave when off:

- Without a sick note (uncertified) – 5 days per year (maximum 35/40/42 hours)
  - \*Employee is required to advise their supervisor that they are unable to work due to sickness or a medical appointment.
- With a sick note (certified)
  - \*For the purposes of accessing certified sick leave, we will be accepting medical notes issued by physicians, chiropractors, podiatrists, optometrists, psychologists, dentists, nurse practitioners, and midwives.

\*Medical notes must state your name, a statement to the effect that you will be absent from work for a specific period. For example, *"Bob Smith will be absent from work between May 1<sup>st</sup> to May 10<sup>th</sup> and unable to work during that time."*

Medical notes are to be submitted directly to your supervisor prior to approval of timecards. We understand that some medical notes may contain information that could lead to the disclosure of private medical information. In such instances, employees may submit such notes to the Manager of Human Resources who will redact identifiable information and advise your supervisor that the sick leave adheres to the sick leave program.

#### Special Circumstances

We understand circumstances may arise that require special consideration including invasive tests or procedures that require preparatory and recovery periods. Please consult with the Manager of Human Resources when such instances are anticipated.

January 1, 2024



## VACATION LEAVE

For vacation purposes "prime time" is defined as June, July, and August. Employees shall be allowed a maximum of two consecutive weeks during prime time unless otherwise mutually agreed.

Employees on the enhanced plan or standard plans may carry forward to the following year, up to one (1) year of unused vacation entitlement.

Employees on the flexibility plans must use earned vacation first followed by purchased vacation. In the event that the employee has vacation hours remaining at year end, the employee will be refunded any hours purchased. A carry forward of unused vacation hours will only occur when the employee has used less than their earned vacation for the year. For example, an employee is entitled to 3 weeks vacation (105 hours) plus the purchase of 1 week (35 hours) for a total of 140 hours. If the employee uses 100 hours the employee will be refunded the 35 hours purchased and allowed to carry forward the remaining 5 hours.

If a paid holiday falls on or during an employee's vacation period, he or she shall be allowed an additional vacation day with pay at a time mutually agreed upon.

An employee who becomes sick during vacation leave can only change the status of their vacation to personal or sick certified leave (excludes uncertified sick leave) provided a medical certificate is submitted.

### **Full-time employees (excluding shift fire fighters/fire fighters)**

Vacation will be earned at the rate of:

0 - 6.99 Years	3 weeks (105 hours or 120 hours)
7 - 14.99 Years	4 weeks (140 hours or 160 hours)
15 - 24.99 Years	5 weeks (175 hours or 200 hours)
25 Years or more	6 weeks (210 hours or 240 hours)

### **Seasonal Employees**

Vacation will be paid out as a percentage each pay day based on the years of service with the town as indicated below:

0-6.99 years	6%
7-14.99 years	8%
15-24.99 years	10%
25+ years	12%

If a seasonal employee has worked continuously for a period of 6 months, the employee will accrue vacation thereafter rather than receiving pay. Approval of any vacation will be at the discretion of the supervisor and subject to a mutually agreed schedule. Vacation will be accrued as follows:

Vacation will be earned based on years of service at the rate of:

0 - 6.99 Years	3 weeks (105 hours or 120 hours)
7 - 14.99 Years	4 weeks (140 hours or 160 hours)
15 - 24.99 Years	5 weeks (175 hours or 200 hours)
25 Years or more	6 weeks (210 hours or 240 hours)

Should there be a break in service, i.e. lay off, a new 6 month qualifying period is required.

## **Fire Fighters**

Vacation for a **Shift Firefighter** will be earned as follows:

0 – 6.99 Years	3 weeks (126 hours/year)
7 – 14.99 Years	4 weeks (168 hours/year)
15-24.99 Years	5 weeks (210 hours/year)
25 + Years	6 weeks (252 hours/year)

Vacation for a **Firefighter** shall be earned as follows:

0 – 6.99 Years	3 weeks (120 hours)
7 – 14.99 Years	4 weeks (160 hours)
15-24.99 Years	5 weeks (200 hours)
25 + Years	6 weeks (240 hours)

Vacations will normally be arranged so that not more than one quarter (1/4) of the paid firefighters shall be on vacation at any given time. All requests for vacation shall be submitted in writing no later than the 31<sup>st</sup> day of March to allow for scheduling. Preference for choice of vacation dates shall be rotated in such a manner as to give each employee an opportunity to take advantage of prime-time vacations. All requests for leave are subject to operational requirements and the availability of suitable replacements.

## **MATERNITY/PARENTAL LEAVE TOP UP**

### **Salary Top-Up Benefits**

The Town of Gander will pay eligible employees 20% of your normal weekly earnings for up to 52 weeks as a supplement to the Government of Canada's Employment Insurance benefits they receive for maternity or parental leave. The benefit will be paid on a biweekly basis as part of the Town's scheduled payroll process.

Additionally, the Town will pay 50% of the employee's health, dental, long-term disability, ADD and life benefits as well as 50% of the employee's pension contribution with the employee's portion of each being deducted from the salary top-up benefit.

### **Exclusions**

Employees receiving this benefit will not earn the accrued sick, personal days or vacation leave benefits for its duration.

### **Eligibility**

To qualify for this benefit:

- You must be a permanent full-time employee of the Town of Gander who is eligible for pregnancy, adoption, or parental leave according to section 43 of the Labour Standards Act.
- You must provide documentation of your EI maternity or parental benefits.
- In the event of adoption, you must provide a signed statement from the adoption authority stating the child's date of placement for the purposes of the adoption.

### **Benefits Term**

EI maternity top-up benefits are available for a maximum of 15 weeks. Refer to Federal Employment Insurance benefit program for the eligible start date and further details.

EI parental top-up benefits are available for a maximum of 35 weeks. Refer to Federal Employment Insurance benefit program for the eligible start date, shared parental benefits and other details.

### **Repayment of Benefits**

An employee who avails of the Town of Gander's EI Maternity or Parental Leave Top-up benefits is expected to return to full time employment with the Town upon the end of the benefit period. Employees who do not return must repay the Town the entire amount of the benefits received including mandatory employer related costs, pension contribution and the employers portion of the employee's health, dental, long-term disability, and life benefits.

Employees returning to work for a period of less than 52 weeks must repay benefits as detailed above on a prorated basis as indicated below:

- Return to work for a period ranging between 00 to 16 weeks - 100%
- Return to work for a period ranging between 17 to 28 weeks - 75%
- Return to work for a period ranging between 29 to 40 weeks - 50%
- Return to work for a period ranging between 36 to 52 weeks - 25%

**SHORT TERM RENTALS**  
**Proposed changes to Town of Gander Development Regulations**

Add to Definitions:

*“SHORT TERM RENTAL means a dwelling unit, which is used for temporary accommodation rentals (for compensation) to the travelling and vacationing public, but does not include a bed and breakfast establishment”. Maximum stays of 30 days or less.*

Insert **Short Term Rental** in Permitted Uses of all Residential Use Zone Tables and all non-residential Use Zone Tables currently permitting any type of residential use.

Add to Section 5.0, Specific Use Regulations:

**5.4(2) Short Term Rental**

*Where permitted by Council, short term rentals shall be subject to the following conditions:*

- (a) It may operate in a dwelling unit in all Residential zones.*
- (b) It will not detract from the residential character of the neighbourhood in terms of scale or exterior design.*
- (c) It will be rented as a single unit only, and not with different guest rooms rented to different customers.*
- (d) At no time shall the total number of short term rental exceed 2% of the total number of dwelling units in the Town of Gander. And, at no time shall the total number of short term rentals exceed 10% of the total number of dwelling units on any individual street.*
- (e) If the applicant is not the property owner, a letter from the property owner authorizing the short term rental must be submitted with the application.*
- (f) Subject to Building and Fire Inspections by the Town of Gander.*
- (g) All grounds and buildings shall be kept in a safe and well-maintained condition.*
- (h) No visitor short term rental will be permitted to operate unless a development permit has been issued by Council.*
- (i) The facility must be registered in accordance with the provincial Tourist Accommodations Act.*

Add to Appendix A – Classifications:

*Short Term Rental                      Short Term Rental, Visitor Rental Dwellings, Tourist Homes, airbnbs, etc.*

Add to Appendix B – Parking Requirements:

*Short Term Rental                      2 or 1/100m<sup>2</sup> of floor area, whichever is greater.*