

# MINUTES

Regular Meeting of Council  
Wednesday, September 27, 2023 @ 4:00 pm  
Council Chambers

<b>Present:</b>	<b>P. Farwell</b>	<b>Mayor</b>
	<b>B. Ford</b>	<b>Deputy Mayor</b>
	<b>T. Pollett</b>	<b>Councillor</b>
	<b>M. White</b>	<b>Councillor</b>
	<b>S. Handcock</b>	<b>Councillor</b>
	<b>P. Woodford</b>	<b>Councillor</b>
	<b>W. Hoffe</b>	<b>Councillor</b>

<b>Advisory and Resource:</b>	<b>J. Blackwood</b>	<b>Director of Planning and Public Works/Acting CAO</b>
	<b>K. Hiscock</b>	<b>Director of Corporate Services/Acting Town Clerk</b>
	<b>A. Quilty</b>	<b>Director of Public Safety &amp; Protective Services (A)</b>
	<b>J. Knee</b>	<b>Director of Community Services</b>
	<b>S. Armstrong</b>	<b>Communications Officer</b>

<b>Regrets:</b>	<b>D. Chafe</b>	<b>CAO</b>
	<b>B. Hefford</b>	<b>Town Clerk</b>
	<b>H. Lowe</b>	<b>Director of Public Safety &amp; Protective Services</b>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Candlelighters NL Proclamation

The Mayor proclaimed the month of September as Childhood Cancer Awareness Month.

### Appointment of Acting Town Clerk

Due to the absence of the Town Clerk at the Council meeting on Sept 27<sup>th</sup>, Council is required as per Section 62. (1) of the Municipalities Act 1999, that "The clerk shall attend all meetings of the council and may, at the discretion, of the council attend meetings of its committees." and, Section 62. (3) that "Where the clerk is unable to attend a meeting of the council, the Council shall appoint a person who shall attend the meeting in place of the clerk."

**Motion #23-168****Appointment of Acting Town Clerk**

Therefore, in accordance with the Municipalities Act 1999; moved by Deputy Mayor Ford and seconded by Councillor Woodford that Kelly Hiscock, Director of Corporate Services be appointed Town Clerk for this meeting of Council.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**3. APPROVAL OF AGENDA****Motion #23-169****Approval of Agenda**

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the Agenda for the Regular Meeting of Council on September 27, 2023 be adopted with the Committee of the Whole minutes being deferred.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**4. MINUTES FOR APPROVAL****Motion #23-170****Regular Minutes for Approval**

Moved by Councillor Handcock and seconded by Councillor Hoffe that the Minutes from the Regular Meeting of Council on August 30, 2023 be adopted as presented.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

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

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

The Community Services Committee report was presented by T. Pollett, Councillor/Chair.

The Community Services Committee meeting was held on September 13, 2023. The meeting was chaired by T. Pollett, Councillor. Other members present included: B. Ford, Deputy Mayor, W. Hoffe, Councillor; B. Hefford, Town Clerk; and J. Knee, Director, Department of Community Services.

The following items were discussed:

#### **Shipshape Skate Sharpening**

After much consideration, Shipshape Skate Sharpening has decided that they will not be offering skate sharpening services at the Steele Community Centre this season.

#### **Ladies' Recreation Hockey League**

The Committee reviewed an email from the Ladies Recreation Hockey League regarding their concerns about having to guarantee ice rentals with a credit card. The Committee agreed that this was within Town of Gander's policy to request and asked the Director to draft a response to the league.

#### **International Association of Lions Clubs Advertising**

The International Association of Lions Clubs is hosting a convention in Gander from Sept 29<sup>th</sup> – 30<sup>th</sup>. They are asking if the Town of Gander would like to put an advertisement in their convention booklet at a cost of \$100. The Committee agreed to this request.

#### **Adventure Trails Group**

The Adventure Trails group is requesting continued support for the expansion of the Lakeside Trail development along Gander Lake. The Committee expressed their gratitude for the work this volunteer group has accomplished and recommends that this group be invited to the pre-budget consultation process to discuss their future plans.

#### **Variance Report**

The Committee reviewed the quarterly variance report for the period ending June 30, 2023. The Community Services Department is \$28,294 under budget with a projected year to date expenditure of \$999,418.

Some of the contributing factors are higher than expected sales at the Festival of Flight, delay in hiring of a vacant position and lower electrical usage at 59 Elizabeth.

### **Dog Park Signage**

Currently there is no main sign at the Dog Park, so the Committee felt it would be a great idea to place a Community Dog Park sign at the entrance to the park. The Department will look into this further.

### **Lease of Storage Space**

This item was referred from the Corporate Services Department. Currently, the Department is not looking at leasing space but will re-evaluate if this changes.

### **Gander Pilots**

The Town of Gander would like to acknowledge the Gander Pilots 13U AA and 15U AA baseball teams on their gold medal win at provincials. Both teams will be off to the Atlantic Championships in Nova Scotia in September.

### **Upcoming Events**

The following events will take place in the coming months:

October 12	Seniors' Wellness Session
October 21	Fall Fair – Cobb's Pond Rotary Park
October 26 – 27	Haunted House
October 29	Halloween Skate

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

The Economic Development Committee report was presented by Councillor Woodford/Chair.

The Economic Development Committee meeting was held on September 13, 2023. The meeting was chaired by P. Woodford, Councillor. Other members present included: P. Farwell, Mayor; B. Ford, Deputy Mayor; S. Handcock, Councillor; W. Hoffe, Councillor; M. White, Councillor; T. Pollett, Councillor; B. Hefford, Town Clerk; and D. Chafe, CAO. Delegations: Janelle Skeard, Mining Network Development officer with College of the North Atlantic and R. Wright, CEO of Gander International Airport.

The following items were discussed:

## **Delegation – MICA**

Ms. Janelle Skeard, Mining Network Development Officer with the College of the North Atlantic presented the Committee with an overview of the Mining Innovation Commercialization Accelerator (MICA). MICA is a national ecosystem initiative designed to modernize mining and improve its productivity and environmental performance, strengthen the Canadian mineral supply chain, and increase the domestic and export sales of Canadian innovators. Municipalities like ours can become associate partners. The Committee feels that working with this group would be beneficial and has asked staff to continue dialogue with the proponent.

## **Delegation – GIAA**

Gander International Airport Authority CEO Reg Wright updated the Committee on their current operations and initiatives. The Authority continues to actively pursue opportunities to ensure long-term sustainability with a focus on increasing the number of air travel options available. Discussions were around low-cost carriers, scheduling, funding for a new cold storage facility and land development.

The Committee asked to be kept up to date on current and emerging matters and reiterated Council's commitment of support for the Authority and their efforts.

Mayor Farwell and Deputy Mayor Ford left the meeting.

## **Community Navigator Program**

Mr. Mayor, I am pleased to announce the launch of our Community Navigator program. Developed with healthcare professionals in mind, the program matches newcomers with a local resident (Navigator) who will guide, support, and assist them as they plan and begin their life in Gander. This may include assistance in finding accommodations, enrolling children in school and recreation programs, finding gainful employment for a spouse/partner and making new friends.

In the coming weeks, we will be seeking expressions of interest from residents wishing to become a Navigator. In the meantime, anyone interested in more information should contact our Manager of Strategic Initiatives at 651-5912 or by email at [rjlocke@gandercanada.com](mailto:rjlocke@gandercanada.com).

## **Development Officer's Report**

The Development Officer reported that he continues to work with local, provincial and national developers to secure new investment. Industrial, retail and hospitality development opportunities are being explored.

Investor interest continues to be strong with the availability of suitable land remaining a challenge. The Committee asked staff to make the identification, acquisition, and availability of industrial land a priority.

### **Community Collaboration Grants**

The Government of Newfoundland and Labrador has advised that the deadline for applying for funding under the Community Collaboration Grants program has been extended to October 31<sup>st</sup>. Funding up to \$100,000 is available for a new regionalization approach that advances community sustainability and viability through initiatives that address service gaps and build capacity through collaborative and shared services. A minimum of three communities must participate with the commitment of continued, long-term collaboration.

The Committee feels that this funding may be helpful in undertaking initiatives supporting the mining sector or regional transportation. Staff have been asked to determine if such work qualifies and provide recommendations.

### **Summer Tournament Hosting Challenges**

The Community Services Committee has expressed concerns over the lack of hotel rooms available in the summer and its effect on local sporting groups who are unable to host tournaments and other events. The Committee noted that there is little Council can do other than encourage new investment. With a growing community, an emerging mining industry and robust tourism sector, demand for accommodations will likely continue to rise. Staff is recommending that the 2024 budget consider participating that Canadian Hotel Investment Conference and reevaluate the mechanism by which hotels are taxed.

The Committee agrees that action is necessary and has asked staff to provide additional details at the next meeting.

### **Sponsorship Request – Memorial University Faculty of Medicine**

Memorial University's Faculty of Medicine, through their Distributed Medical Education Program, will be holding a meet and greet in Gander on September 27<sup>th</sup>. Council has been asked to sponsor refreshments for the event at an estimated cost of \$300. The purpose of the get together is to discuss the recruitment and retention of physicians and opportunities to improve the same. The Committee is pleased to recommend that Council sponsor the upcoming meet and greet.

### **Motion #23-171**

#### **Sponsorship Request – Memorial University Faculty of Medicine**

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that that Council sponsor the Distributed Medical Education's meet and greet scheduled for September 27<sup>th</sup> in the amount of \$300.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **C. Public Safety and Protective Services Committee:**

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

The Public Safety and Protective Services meeting was held on September 14, 2023. The meeting was chaired by S. Handcock, Councillor/Chair. Other members present included: B. Ford, Deputy Mayor; A. Quilty, Director of Public Safety & Protective Services/Fire Chief (A); T. Byrne, Administrative Human Resources Coordinator; and B. Hefford, Town Clerk.

The following items were discussed:

#### **Delegation – Dave Galant and Bonnie Purcell re Fireworks**

The delegation met with the Committee to discuss fireworks within the Town of Gander. While fireworks are an important event for the Town on certain holidays, he expressed they can be harmful to people, animals and the environment. Currently, there are no by-laws with the Town that limit the use of fireworks and they can happen on any day for unlimited hours. He would like to see a fair compromise to limit the fireworks to a few holidays for a couple of hours.

The Committee explained we have been dealing with this issue for years and Council is working towards a solution.

The Committee also stated it is impossible to enforce fireworks regulations. It would be very challenging, so we try to create awareness such as the “Did you Know” brochure.

The Committee discussed the delegation’s issues and decided to keep with educating the public with the brochures and remain status quo on the issue.

#### **Bennett/Robertson Traffic Request**

The Committee reviewed a complaint from a resident concerned with the speed limit on the corner of Bennett/Robertson and Grieve Crescent. They would like to know how this area can be enforced or how they can have a four-way stop installed.

The Committee discussed the issue, and the Fire Chief will ask Municipal Enforcement to increase enforcement in the area and assess the concern.

## Department Variance Report

The Committee reviewed the quarterly variance report for the period ending June 30, 2023. The Public Safety and Protective Services Department is \$10,573 over budget with a projected year to date expenditure of \$760,467.

Some of the individual factors contributing to this difference were:

- Clothing allowance was purchased in 2022 and not received until 2023.
- Worker's Compensation. Savings from PRIME program.
- Uniforms and Protective Clothing was purchased in 2022 and not received until 2023.
- Building materials was purchased in 2022 and not received until 2023.
- Equipment repairs such as breathing apparatus.

### D. Planning and Public Works Committee:

The Planning and Development Committee report was presented by Councillor White/Chair.

The Planning and Development Committee was held on September 18, 2023. The meeting was chaired by M. White, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Hancock, Councillor; T. Pollett, Councillor; B. Hefford, Town Clerk; J. Blackwood, Director of Planning and Public Works; and J. Newman, Manager of Technical Services.

The following items were discussed:

### Home Based Business – 25 Brochen Street

The Committee reviewed a Home-Based Business application from a resident at 25 Brochen Street. The applicant, *Ms. Heather Music Studio*, is seeking Council's permission to operate a home-based business offering music lessons 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 #23-172

#### Home Based Business – 25 Brochen Street

Moved by Councillor White and seconded by Councillor Hoffe that Ms. Heather Music Studio be permitted to operate a home-based business offering music lessons from 25 Brochen Street.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Home Based Business – 74 MacDonald Drive**

The Committee reviewed a Home-Based Business application from a resident at 74 MacDonald Drive. The applicant, *CJC Construction Ltd.*, is seeking Council's permission to operate a home office for a Construction/home renovation 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 #23-173**

#### **Home Based Business – 74 MacDonald Drive**

Moved by Councillor White and seconded by Councillor Handcock that CJC Construction Ltd. be permitted to operate a home office for a construction/home renovation company from 74 MacDonald Drive.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Site Plan – 195 Baird Place**

The Committee was presented with a proposed site plan for 195 Baird Place including proposed site layout and landscaping. The proposal indicates a chain linked fence along the front building line without additional screening.

### **Motion #23-174**

#### **Site Plan – 195 Baird Place**

The Committee agreed that the proposal was acceptable as presented. Moved by Councillor White and seconded by Councillor Woodford that the site plan as attached for 195 Baird Place be approved without screening, provided all requirements of the Town's Development Regulations are met.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **In-Kind Services – Camp Hancock Development**

The Committee reviewed a letter of request for support from the Camp Hancock Development Committee – 1<sup>st</sup> United Gander Scouting. This group is trying to revitalize Camp Hancock and

bring it back to provincial standards so that it can be used as a year-round facility for scouting groups, girl guides, cadets and others who may need the facility.

The request to Council is to provide staff, equipment, and materials to upgrade the roadway and parking lot accessing the facility. The Director advised that part of the request could be accommodated under Council's equipment loan agreement if there were a staff member willing to assist however, the location is approximately 35km outside of Gander and there were concerns about having key pieces of equipment travel that far outside the municipal boundary to complete in-kind work. There was also a request for materials including culverts and granular's for road rehabilitation.

The Committee is recommending that the group be contacted and encouraged to make a submission for consideration by Council in the upcoming budget process. The Director advised that departmental staff could assist in preparing a scope of work and associated pricing if so required by the applicant.

### **Accessory Building – 85 Penwell Avenue**

The property owner of 85 Penwell Avenue has requested Council's permission to exceed the allowable accessory building lot coverage as permitted by the Town of Gander Accessory Building Regulations by 3.01m<sup>2</sup>.

### **Motion #23-175**

#### **Accessory Building – 85 Penwell Avenue**

After reviewing the site plan for that property, as better described in drawing number 23-1068, the Committee agreed with the request; moved by Councillor White and seconded by Deputy Mayor Ford that the property owner of 85 Penwell Avenue be permitted to exceed the accessory building footprint on that property by 3.01m<sup>2</sup> for a total accessory building footprint of 76.92m<sup>2</sup>.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Accessory Building Request – 72 Bannock Street**

The property owner of 72 Bannock Street has requested Council's permission to exceed the allowable accessory building lot coverage as permitted by the Town of Gander Accessory Building Regulations by 17.68m<sup>2</sup>.

**Motion #23-176****Accessory Building Request – 72 Bannock Street**

After reviewing the site plan for that property, as better described in drawing number 23-1066, the Committee agreed with the request; moved by Councillor Handcock and seconded by Deputy Mayor Ford that the property owner of 72 Bannock be permitted to exceed the accessory building footprint on that property by 17.68m<sup>2</sup> for a total accessory building footprint of 78.04m<sup>2</sup>.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Discretionary Use – 29, 31, 33 & 35 White Street**

The Town Council of Gander received a Development Application to construct a 4-unit row house at the above noted address.

These properties are situated in a **Residential Medium Density (RMD)** within the Town of Gander's Municipal Plan and Development Regulations. Row Dwellings are permitted as a Discretionary Use within this zone.

**Motion #23-177****Discretionary Use – 29, 31, 33 & 35 White Street**

The Director advised that no objections were received by the advertised deadline. Moved by Councillor Handcock and seconded by Councillor Pollett that discretionary use for 29, 31, 33 and 35 White Street be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Accessory Building Request – 44 MacDonald Drive**

The property owner of 44 MacDonald Drive has requested Council's permission to exceed the allowable accessory building height as permitted by the Town of Gander Accessory Building Regulations by 2.12m<sup>2</sup> and to reduce the building separation from 12.72m to 8.93m.

**Motion #23-178****Accessory Building Request – 44 MacDonald Drive**

After reviewing the site plan for that property, as better described in drawing number 23-1067, the Committee agreed with the request; moved by Councillor White and seconded by Councillor

Pollett that the property owner of 44 MacDonald be permitted to exceed the accessory building height by 2.12m for a total building height of 7.62m and to reduce the building separation by 3.79m for a total building separation of 8.93m..

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Open Door Community Youth Network – Garbage Collection**

Correspondence was received from the Executive Director of the Open-Door Community Youth Network indicating that refuse collection has become a financial strain on their organization and are requesting that Council consider having their place of operation at 71 Elizabeth Drive be added to the municipal residential refuse collection route.

After a lengthy discussion, the Committee is not recommending accommodating this request however, asked the Director to reach out to the group to see if there were other means that may be of assistance such as, joining forces with adjacent property owners for shared disposal services.

### **Access Agreement – 20 Bishop Street**

Correspondence was received from Blackmore Law Office representing a client who is in the process of purchasing a parcel of property at 20 Bishop Street. The proposed access for the new parcel of land, formed from a subdivision, is proposed through a joint access agreement as attached between property owners to utilize the existing access which has served these properties for many years. The Committee agreed with the proposal provided all requirements of the Town of Gander's Development Regulations were met. An occupancy permit could be issued for the newly formed property upon submittal of the executed joint access agreement.

### **Directional Signage on Cooper Boulevard**

A representative from the Provincial Department of Transportation & Infrastructure has forwarded a request, as attached, to replace directional signage in the right of way along Cooper Boulevard and Magee Road. The proposed signage will replace existing or previous signage that has been removed or is in disrepair and will help direct travelling motorists.

### **Motion #23-179**

#### **Directional Signage on Cooper Boulevard**

Moved by Councillor White and seconded by Councillor Handcock that permission be granted to the Provincial Department of Transportation & Infrastructure to install directional signage, as attached, along the Cooper Boulevard and Magee Road right of way.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **2024 Newfoundland & Labrador Winter Games**

An application has been received from a representative of the 2024 Winter Games requesting Council’s permission to erect temporary/portable signs throughout town advertising the event. The Committee agreed with the request and asked staff to work with the group on specific locations that would not impede visibility, snow clearing operations, or other municipal operations.

#### **Motion #23-180**

### **2024 Newfoundland & Labrador Winter Games**

Moved by Councillor White and seconded by Councillor Hoffe that a sign permit be issued to the Newfoundland and Labrador Winter Games to erect temporary/portable signs throughout town, at locations to be approved by the Planning and Public Works Department, for the period commencing September 28<sup>th</sup>, 2023, through to and including March 2<sup>nd</sup>, 2024.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Research Study Request PFAS & BP**

A representative from Health Canada Environmental Health Science and Research Bureau division has requested permission from Council to continue using Gander’s Water Treatment facility to study PFAS (polyfluoroalkyl substances known as synthetic chemicals) and BP (Benzophenone), derivatives which are common ingredients in sunscreen.

#### **Motion #23-181**

### **Research Study Request PFAS & BP**

Moved by Councillor White and seconded by Councillor Handcock that Town staff be permitted to continue assisting Health Canada in their research activities related to PFAS and BPs.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## Departmental Variance Reports

The Committee was presented with the departmental variance reports for the period ending June 30, 2023. The overall departmental variances with timing adjustments are \$132,356 under budget. Several factors were involved in the savings and overall, the Committee was pleased with the reports and recommends forwarding them to the Corporate Services Committee for their review and consideration.

## Notable Dates

- Household Hazardous Waste Day is scheduled for Saturday, September 30<sup>th</sup> at the Steele Community Center parking lot, 8:30a.m. – 3:30p.m.
- The Town will be hosting a Curbside Giveaway event on October 14<sup>th</sup> & 15<sup>th</sup> preceding the Annual Curbside Cleanup Event scheduled for October 16<sup>th</sup> – 27<sup>th</sup>.
- Garbage collection for the Thanksgiving Day holiday observed on Monday, October 9<sup>th</sup> has been rescheduled to Wednesday, October 11<sup>th</sup>.
- The next Waste Transfer Station date is scheduled for November 18<sup>th</sup>. The hours of operation are 8 a.m. – 4 p.m. There will be no Waste Transfer Station Event in the month of October.

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 Deputy Mayor Ford/Chair.

The Governance & Legislative Services Committee was held on September 25, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: M. White, Councillor; K. Bull, Deputy Municipal Clerk; and B. Hefford, Town Clerk/Director of Governance & Legislative Services.

The following items were discussed:

### Canadian Amyloidosis Support Network Proclamation Request

The Committee reviewed a proclamation request from the Canadian Amyloidosis Support Network (CASN). Amyloidosis is a group of diseases caused by the buildup of abnormal proteins in organs of the body. Left untreated, the disease can lead to organ failure.

Amyloidosis Awareness is recognized each year in March. The organization is reaching out to municipalities well in advance to ensure they raise as much awareness as possible.

The Committee supports this request to proclaim March 2024 as Amyloidosis Awareness month.

### **Royal Canadian Air Force – Lighting Up Town Hall Request**

The Committee reviewed a request from the Royal Canadian Air Force. April 1, 2024 will be the official Centennial of the Royal Canadian Air Force. Municipalities throughout the Country have been asked to illuminate their Town Halls in blue to recognize this important milestone. They are also asking municipalities to show support on social media by using the hashtags #RCAF2024 and #RCAF100years.

The Royal Canadian Air Force has had a presence in what is now Gander since 1935, when the Canadian Government constructed the “Newfoundland Airport”. The airport served as one end of an experimental transatlantic airway throughout the 1930’s and became one of the primary nodes in Ferry Command’s link to Europe during the Second World War.

Today, 9 Wing Gander is a vital and valued part of our town and Council will of course, recognize the Centennial by lighting up the Town Hall in blue, and promoting this milestone anniversary on all of our social media pages.

Council congratulates the RCAF on this huge accomplishment, and we thank the many members who have served over the past 100 years.

### **Mandatory Training – Municipal and Provincial Affairs**

As per the Municipal Conduct Act and Municipal Conduct Regulations, councillors and Chief Administrative Officers were required to complete mandatory training by September 1, 2023. The Department encouraged other staff to attend, but it was not a requirement. The Committee is pleased to report that all Councillors, the CAO, Town Clerk and Deputy Municipal Clerk have completed this training. Subject areas covered were:

- **Roles and Responsibilities of Councillors and CAOs**
- **Meetings and Procedures of Council**
- **Budgets and Financial Management**
- **Conflict of Interest**
- **Access to Information and Protection of Privacy**

### **MNL & NL Youth Parliament Partnership**

Municipalities Newfoundland and Labrador has partnered with NL Youth Parliament to jointly host a special youth municipal council meeting in St. John’s on October 26 from 1:00 p.m. to 4:00 p.m.

This is a fantastic opportunity for youth aged 15 – 24 to discuss and debate current municipal issues with their peers during this immersive simulation experience.

This event has been posted on the Town’s Facebook page and X account. To ensure the message reaches the youth of Gander, an email will be forwarded to Gander Collegiate.

### **MNL Resolutions Update**

The Town of Gander has submitted three resolutions to MNL for consideration at the upcoming Annual General Meeting:

- Tax for Vacant or Underutilized Properties
- Increased Stipend for Responding to Highway Motor Vehicle Accidents
- Municipal Accommodations Tax

### **Active Transportation Fund – Extension of Cooper Blvd Walkway**

The Town of Gander was selected in 2022 as a recipient of the Government of Canada’s Active Transportation Fund and will receive \$54,180.00 in funding to upgrade the multiuse trail along Cooper Boulevard. The Town’s share of this project is \$36,120.00. On September 12, 2023, the Town received the final approvals for this project. Construction will begin in the coming weeks.

### **Governance and Legislative Services Variance Report**

The Committee reviewed the quarterly variance report, which shows a surplus of \$9,613.00.

### **Indigenous Crosswalk**

To commemorate the National Day for Truth and Reconciliation, Qalipu First Nation Band and the Town of Gander will be unveiling a crosswalk on Magee Road. The crosswalk will be painted orange with stencils of white eagle feathers. The colour orange represents the ‘Every Child Matters’ awareness campaign, and the eagle feather is a symbol of strength, healing and protection in indigenous culture.

### **Chinese Ambassador Visit**

On September 21, 2023, Chinese Ambassador to Canada, H.E. Cong Peiwu met with Deputy Mayor Ford and Acting CAO, James Blackwood, along with representatives from the Gander and Area Chamber of Commerce and the Gander International Airport Authority. The discussion centered around economic development and tourism.

## Council Engagement Report

Effective engagement with the community is crucial for local governance, as it fosters transparency, inclusivity, and collaboration. Going forward, the Governance and Legislative Services Committee will provide a brief summary of the activities and initiatives undertaken by Council since the previous meeting. This report serves as a means to keep the community informed and engaged, highlight key milestones, and provide a transparent account of our activities.

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

- Year End Meet and Greet at Town Hall- Come from Away Cast and Crew – September 1
- Come from Away Closing Event – September 2
- Student Nurses Orientation Day - Class of 2027 – September 5
- US Ship Oscar Austin - Reception with Commander Bryan T. Wolfe and Ms. Lyra S. Carr – September 5
- NL Association of Fire Services - 57th Annual Convention – September 8
- Post-Secondary Student Welcome Event – September 12
- Celebrations with Gander Toyota 50th Anniversary – September 12
- Meeting with Provincial and Regional Health Officials re: Reinstatement of Obstetrical Services at JPMH – September 12
- 46th Annual 50+ Federation Conference Greetings and Banquet – September 13 & September 14
- Commemoration of "Battle of Britain" with The Royal Canadian Legion – September 17
- Atlantic Mayors' Congress – September 21-23
- ATV Parade – September 24

### F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Woodford/Chair (A).

The Corporate Services Committee meeting was held on September 20, 2023. The meeting was chaired by P. Woodford, Councillor/Chair (A). Other members present included: T. Pollett, Councillor; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

## **Overtime and Statutory Holiday Policy #P022**

At a previous Corporate Services Committee meeting, the Overtime Policy was discussed due to concerns that staff were paid incorrectly for overtime work on Canada Day, as it fell on a Saturday this year.

The Committee discussed the concerns but did not recommend any changes to the overtime payment and requested the Policy be referred to Management to clarify the definition of a statutory holiday in the policy.

As a result, the only substantial changes to the Overtime Policy beyond position name changes, is the definition of statutory holidays and includes the overtime payment when working on those days.

### **Motion #23-182**

#### **Overtime and Statutory Holiday Policy #P022**

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that Policy #P022 Overtime & Statutory Holiday be approved as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## **2024 Budget Schedule**

The Committee was presented with a proposed budget schedule for the preparation and adoption of the 2024 budget. According to the schedule, Council will present the 2024 budget for adoption at the public meeting scheduled to be held on November 22<sup>nd</sup>, 2023.

As per past practice, Council is seeking input from residents, businesses, and community groups for requests to be considered during the 2024 budget process. There will be an opportunity to present these requests and provide feedback through public consultations tentatively scheduled on October 11<sup>th</sup> and 12<sup>th</sup>. To register to attend the public consultations or provide input, please contact the Town's Communications Officer at 709-651-5909 or email [communications@gandercanada.com](mailto:communications@gandercanada.com).

### **Motion #23-183**

#### **2024 Budget Schedule**

Moved by Councillor Woodford and seconded by Councillor Hoffe the adoption of the 2024 budget schedule, as attached.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## **Quarterly Variance & Capital Reports**

The Committee was presented with the unaudited operating and capital reports for the second quarter of 2023. The operating report indicates a projected surplus of \$592,745 with projected year to date expenditures of \$8,661,664.

Some of the factors contributing to this surplus not previously reported by other Committee reports were as follows:

- Due to higher interest rates, the revenue from earned interest is projected to be \$232,000 over budget.
- Due to the lower amount of capital loan required and the delay in awarding the loans the expenditure is \$125,000 under budget. This is a timing issue and once the capital projects are completed the capital loan requirement will increase.

The capital budget report indicates purchases are slightly over budget by \$114,000 due to the Town Hall upgrades including roof replacement and interior modifications.

The Committee was pleased with the financial reports to date considering the inflationary increases on goods and services.

### **G. Committee of the Whole**

The Committee of the Whole report was deferred due to required changes and will be presented at the next Council meeting.

### **H. Other Reports**

## **7. ADMINISTRATION**

## **8. CORRESPONDENCE**

### **Central Northeast Health Foundation**

The Mayor presented and read a thank you card from the Central Northeast Health Foundation thanking the Town of Gander for supporting the annual “Fly your Car in Gander” event. Since 2011, over \$34,000 has been raised through this event for the benefit of patients who are served at the JPMRHC in Gander.

## 9. NEW BUSINESS

### Rezoning 3 Parcels of Municipal Land to Promote Residential Capacity

Several months ago, Council began the process of rezoning five parcels of town owned land for consideration to accommodate potential infill development opportunities.

An open house was held in March of this year. Representation received from the public has been reviewed and Council has decided to make changes to the original proposals. Two of the five sites will not be pursued. Council will move forward with rezoning the following three parcels of land, modifying the density of one site, while leaving open space buffers between the parcels and existing properties.

Drawing #22-1074S-22R1

Drawing #22-1074S-26R1

Drawing #22-1074-62R1

Again, consideration will be given for the relocation of the recreation facility currently located in the parcel identified in Drawing # 22-1074-22R1 and existing trails should remain where possible.

### Motion #23-184

### Rezoning 3 Parcels of Municipal Land to Promote Residential Capacity

Moved by Councillor White and seconded by Deputy Mayor Ford that the Planning and Public Works Department be given permission to proceed with an amendment process of our Municipal Plan and Development Regulations to re-zone 3 parcels of land, as attached. It is Council's intention to rezone the land parcels, currently zoned **Open Space (OS)** and **Open Space Recreation (OSR)** to **Residential Medium Density (RMD)** and **Residential High Density-2 (RHD-2)** land use designations to allow for potential future residential development.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

## 10. ADJOURNMENT

### Motion #23-185

### Adjournment

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

In Favor: 7      Opposing: 0

**Decision:** Motion carried.

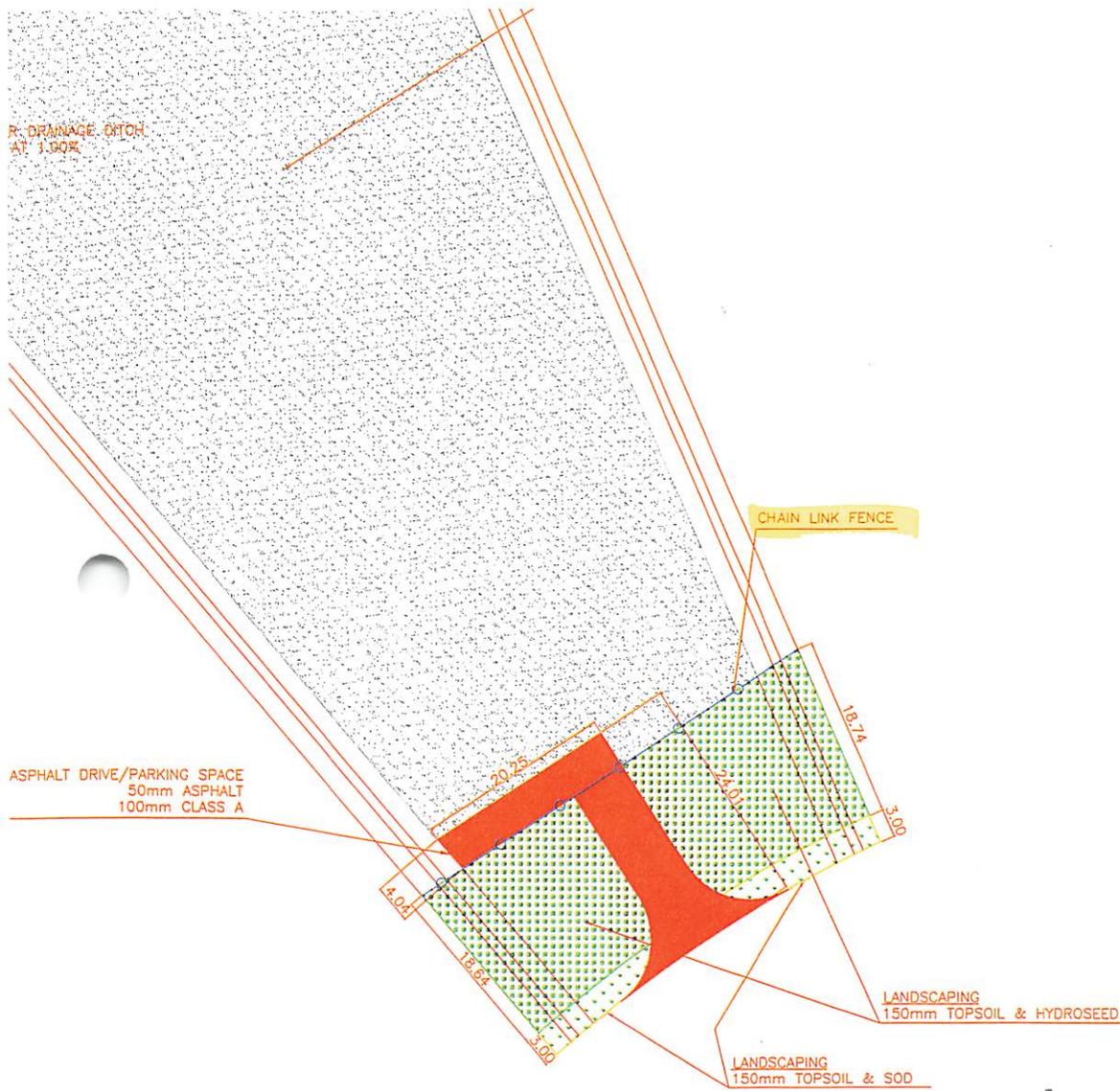
The meeting adjourned at 5:25 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**



Project Name and Address	
LAYDOWN AREA 195 BAIRD AVENUE GANDER, NL	
Project	2021-139
Date	24.08.2023
Scale	1:500
Sheet	C1

**ACCESS AGREEMENT**

**THIS AGREEMENT** made at \_\_\_\_\_, in the Province of Newfoundland and Labrador, this \_\_\_\_ day of September , 2023;

**BETWEEN:**

**ROMAN CATHOLIC EPISCOPAL CORPORATION OF GRAND FALLS**, a corporation sole under the laws of the Province of Newfoundland and Labrador

(hereinafter called the “**Grantor**”)

**OF THE ONE PART**

**AND:**

**COPTIC ORTHODOX PATRIARCHATE, CHURCH OF SAINT MAURICE INC.**, a body corporate, organized and existing under the laws of the Province of Newfoundland and Labrador

(hereinafter called the “**Grantee**”)

**OF THE OTHER PART**

**WHEREAS** the Grantor is the owner of lands more particularly “cross hatched” as described and delineated in Schedule “A” as annexed hereto (the “**Grantor’s Lands**”);

**AND WHEREAS** the Grantee is the owner of lands adjoining the Grantor’s Lands (the “**Grantee’s Lands**”) as more particularly described in Schedule “B” and outlined in Schedule “C” as annexed hereto;

**AND WHEREAS** the Grantee has requested and the Grantor has agreed, to grant to the Grantee a right-of-way over the Grantor's Lands as as described and delineated on Schedule "D" for the purposes and in the manner hereinafter expressed (the "**Right of Way**");

**AND WHEREAS** the parties hereto wish to enter into this Agreement to provide for certain binding rights and obligations with respect to the Right of Way;

**NOW THEREFORE THIS INDENTURE WITNESSETH** that for and in consideration of the premises and the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby mutually covenant and agree as follows:

1. The Grantor, as beneficial owner, hereby grants unto the Grantee a free and non-exclusive uninterrupted access easement over the Right of Way for the Grantee, its successors and assigns, agents, servants, workers, employees, contractors and visitors, to enter and pass over the Right of Way, at all times hereafter, by day or night, with or without vehicles of any description, for the purpose of ingress and egress to and from the Grantee's Lands and Bishop Street, Gander, NL;
2. The parties hereto agree that neither shall park on, erect or permit to be erected any fence, structure, obstruction or other barrier which may in any way prevent or restrict the free movement of pedestrian or vehicular traffic over the Right of Way;
3. That the rights and covenants granted in this Agreement cannot be unilaterally revoked by the Grantor and shall enure to the benefit of and be binding upon the executors, administrators, successors and assigns of the Grantor, and shall run with the Grantor's Lands and Grantee's Lands respectively.
4. That the Right of Way is to be mutually shared and used by the parties hereto to the extent reasonably necessary to enable each party hereto, its respective successors and assigns, agents, servants, workers, employees, contractors and visitors, to gain access to, from the Grantee's Lands to Bishop Steet, Gander, NL., at all times hereafter by day or night with or without a vehicle of any description.

- 5. The parties to this Agreement and each of them covenant and agree that each of them shall make, do, execute, or cause to be made, done or executed, all such further and lawful acts, deeds, things, devices, agreements and assurances reasonably required for the better or more perfect and absolute performance of the terms, covenants and conditions of this Agreement;
- 6. All costs and expenses associated with the Grantee's use of the Right of Way herein granted, including maintenance and snow clearing, are for the Grantee's account;
- 7. This Agreement shall be construed in accordance with the laws of the Province of Newfoundland and Labrador and shall extend to, be binding upon, and enure to the benefit of the parties and their respective successors and assigns and shall run with the Grantor's Lands and the Grantee's Lands respectively.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their hands and seals as of the day and year first before written.

**SIGNED, SEALED AND DELIVERED**  
by the Grantor in the presence of:

**ROMAN CATHOLIC  
EPISCOPAL CORPORATION  
OF GRAND FALLS**

\_\_\_\_\_  
Notary Public/Commissioner for Oaths

Per: \_\_\_\_\_

**SIGNED, SEALED AND DELIVERED**  
by the Grantee, in the presence of:

**COPTIC ORTHODOX  
PATRIARCHATE, CHURCH  
OF SAINT MAURICE INC.**

\_\_\_\_\_  
Notary Public/Commissioner for Oaths

Per: \_\_\_\_\_

# Sign Locations

Signs to be re-installed on Cooper Blvd, at intersection with TCH.

## Legend

-  Dominion
-  Feature 1
-  Feature 2
-  Inn On Bennett
-  Peter Pan Pre-School & Child Care

Peter Pan Pre-School & Child Care

Grieve Crescent

Gray Ave

Viscount Crescent

Curtiss Ave

Gander Locksmithing

C001331E

C001331N

C001331F

C001331R

C001331G

Google Earth

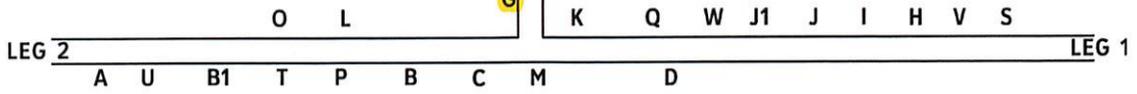
Image © 2023 Airbus



300 m

330

Tran



**A** **C001331A**  
 8' X 20'  
 (10" letters)  
 2022

**I** **C001331I**  
 8' X 20'  
 (10" letters)  
 2022

**B1** **C001331B1**  
 6' X 16'  
 (10" letters)

**J1** **C001331J1**  
 8' X 22'  
 rev. 2022

**B** **C001331B**  
 8' x 16'  
 (10" letters)  
 2022

**J** **C001331J**  
 8' x 16'  
 (10" letters)  
 2022

**C** **C001331C**  
 8' X 10'  
 (10" letters)  
 2022

**K** **C001331K**  
 8' X 10'  
 (10" letters)

**D** **C001331D**  
 8' x 20'  
 (13" letters)

**L** **C001331L**  
 8' X 24'  
 (13" letters)

**E** **C001331E**  
 8' X 18'  
 (10" letters)

**M** **C001331M**  
 4' X 8'

**N** **C001331N**  
 6' X 14'  
 (10" letters)

**F** **C001331F**  
 6' X 16'  
 (10" letters)

**G** **C001331G**  
 8' X 8'  
 (10" letters)

**O** **C001331O**  
 4' x 8'

**H** **C001331H**  
 8' X 16'  
 (10" letters; 30" logos)  
 Re-locate existing sign to approx. 2.0 km from intersection

**P** **C001331P**  
 6' X 12'  
 (8" letters)

**Q** **C001331Q**  
 6' X 12'  
 (8" letters)

**R** **C001331R**  
 4' X 8'  
 (3" & 6" letters)

**S** **C001331S**      **T** **C001331T**  
 Signs S & T  
 6' X 8'  
 Not Property of WST

**U** **C001331U 2022**      **V** **C001331X**  
 Signs U & V  
 4' X 8'  
 (3" & 6" letters)

**W** **C001331W**  
 8' X 14'  
 (10" letters)

**INTERSECTION:**  
**TCH & Route 330**  
**(Old Cooper Blvd. Intersection)**

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**NEXT COMMUNITY**

1. CLARENVILLE
2. GRAND FALLS-W.
3. Route 330

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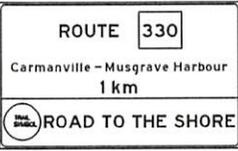
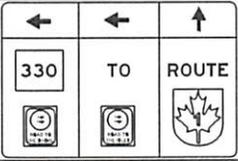
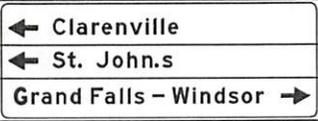
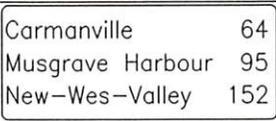
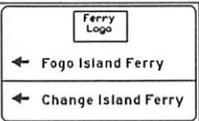
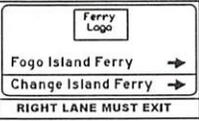
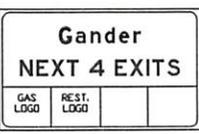
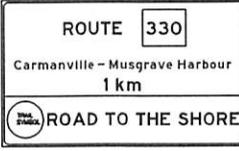
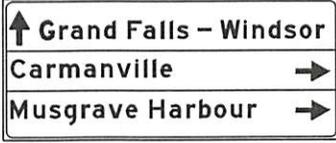
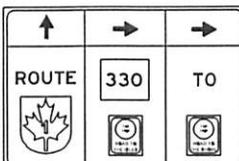
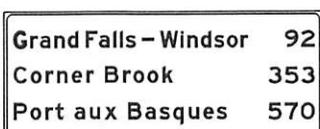
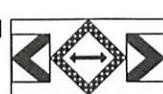
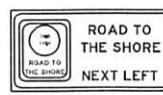
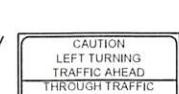
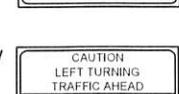
Rte. 1 - 100 km/h  
 S, H, Y, I, J1, J, Q & K  
 Belong to Unit 214

REGION # 2  
 UNIT # 214/34

**Sign Plan under review as of Sep. 2023**

LEG 2

LEG 1

- A  I001330A  
8' X 20'  
(10" letters)  
1999
- B  I001330B  
6' X 14'  
(10" letters)  
1996
- C  I001330C  
8' X 12'  
(8" letters)  
1995
- E  I001330E  
8' X 20'  
(10" letters)  
1994
- F  I001330F  
6' X 16'  
(10" letters)  
1994
- G  I001330G  
8' X 8'  
(10" letters)  
1995
- H  I001330H  
6' X 14'  
(10" letters)  
1995
- X  I001330X  
6' X 8'  
(6" letters)
- Y  I001330Y  
6' X 8'  
(6" letters)  
TAB: 18' X 8'  
(6" letters)
- Z  I001330Z  
6' X 8'  
(10" letters)
- Q  I001330Q  
4' X 8'  
(3' & 6" letters)
- D  I001330D  
6' X 8'
- S  I001330S  
6' X 8'  
Not Property of WST
- U  I001330U  
6' X 4'
- T  I001330T  
6' X 4'
- Q  I001330Q  
6' X 4'
- I  I001330I  
8' X 20'  
(10" letters)  
1999
- J  I001330J  
8' X 20'  
(13" letters)  
1996
- K  I001330K  
8' X 12'  
(8" letters)
- L  I001330L  
8' X 20'  
(13" letters)  
1996
- M  I001330M  
4' X 8'  
1995
- P  I001330P  
4' X 8'  
(6" letters)  
1995
- N  I001330N  
4' X 8'  
(6" letters)  
1995
- V  I001330V  
6' X 8'
- W  I001330W  
6' X 8'
- R  I001330R  
RB - 96
- S  I001330S  
6' X 4'



I001340V  
6' X 12'



I001340Y  
6' X 12'

INTERSECTION:

TCH & ROUTE 330

GANDER BAY HWY.

NEXT COMMUNITY

1. CLARENVILLE
2. GRAND FALLS-W.
3. GANDER BAY

Rte. 1 - 100 km/h  
Rte. 330 - 50 km/h

Signs E,F,G,H & Q belong to Unit 344

DISTRICT # 3  
UNIT # 341/344

**Town Council of the Town of Gander  
Policies and Procedures**

<b>Policy Topic: Overtime and Statutory Holiday</b>		
<b>Policy No: P022</b>	<b>Motion of Council:</b>	<b>Effective Date: 04/19/01</b>
<b>Section: PER</b>	<b>Amendment Motion: #08-042</b>	<b>Amendment Date: 02/20/08</b>
	<b>Amendment Motion: #15-103</b>	<b>Amendment Date: 05/20/15</b>
	<b>Amendment Motion: #19-242</b>	<b>Amendment Date: 10/16/19</b>
<b>Issued By: Corporate Services Committee</b>		

**Policy Statement**

Council may require its employees to work outside their scheduled working hours, including evenings, weekends and on statutory holidays to ensure operational requirements are met.

**Definitions**

**Overtime** - Work completed outside scheduled working hours in which the employee receives additional compensation.

**Payment of Overtime** – includes monetary or paid time off in lieu.

**Standard Workday** – 7 and 8 hours per day depending on the position.

**Standard Work Week** - 35 and 40 hours per week depending on the position.

**Modified or Averaged Work Schedule** – a schedule that consists of various shift durations and shift rotations that when averaged over a cycle equals to payment of up to 42 hours per week.

**Statutory Holidays** – are recognized as follows:

New Year's Day	St. Patrick's Day	Good Friday	St. Georges Day
Victoria Day	Discovery Day	Canada Day	Orangemen's Day
Gander Day	Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	(Other days as approved by Council)	

**Call out** – overtime that has not been scheduled but is either required or requested to address unanticipated or emergency situations.

**Scheduled Overtime**- overtime in which the employee has been advised of their requirement to work in order to meet organizational requirements.

**Point to Point – Outbound Ground Travel**– the lesser of the actual time traveled between your departure from Gander to your arrival at your destination or the time and distance parameters stipulated by Google maps.

**Point to Point – Return Ground Travel** – the lesser of the actual time travelled between your departure from your destination to Gander or the time and distance parameters stipulated by Google maps.

**Point to Point – Outbound Commercial Travel** – refers to check-in requirement from Gander to one hour after your arrival at your destination city airport.

**Point to Point – Return Commercial Travel**– refers to check-in requirement from the departure airport to one-half hour after your arrival in Gander.

**In-Transit Overtime** – anytime Travel time outside of your original itinerary for whatever reason will not be considered overtime.

### **Procedures**

When the use and approval of overtime is required:

1. The supervisor will:
  - a. schedule employees appropriately to ensure that operational requirements are met including modifying the work schedule;
  - b. If operational requirements cannot be met within their scheduled work hours, request and/or require overtime work from their employees provided the availability of sufficient financial resources;
  - c. manage overtime costs as efficiently as possible;
  - d. assign overtime in a fair and equitable manner based on the skill or technical requirements for the work as well as the availability of staff;
2. Employees must record on their leave request/timecards the start and end times, the reason for the overtime as well as the name of authorizing party;
3. In the case of unionized employees, overtime will be allocated as per the Collective Agreement;
4. The employee's immediate supervisor must verify and is accountable for the overtime claimed.

### **Other Considerations**

The following should be considered when requiring or assigning overtime:

1. Overtime allocation shall take into consideration any prior personal commitments that the employee already had made;
2. Management and supervisory employees will not normally be scheduled to work overtime. When overtime is deemed necessary, prior verbal or electronic approval from their immediate supervisor, or the Chief Administrative Officer is required;
3. Overtime worked without prior verbal or electronic approval such as working through lunch breaks, arriving early or staying late will not be entitled to overtime payment;
4. Employees on approved paid leave (statutory holiday, vacation, sick, bereavement, personal or other paid leave) will have this approved leave credited towards their normal work week for the purposes of overtime payment;
5. At the discretion of the employee's immediate supervisor, occasional requirements of less than 30 minutes of work will not generate an overtime claim nor would occasional requests for time off less than 30 minutes require use of leave. This does not apply to unionized employees. The intent of this "give and take" arrangement would be net zero in work time loss;
6. Employees on a return to work/ease back plan which include restricted hours cannot work overtime until cleared from all restrictions.

### **Overtime for Travel- Business and Employer Required Training**

1. In consideration of operational requirements every effort shall be made to adjust the employee's schedule to accommodate travel to minimize or avoid overtime;
  - Overtime may be claimed to a maximum of 7 or 8 hours at the appropriate overtime rate for point to point commercial outbound, in-transit and return travel;
2. Employees travelling outside of Gander, but within the province, may with prior approval, choose to travel outside regular working hours to a maximum of 4 hours per day and paid at time and one half.

## **Overtime for Travel- Professional Development or Conferences**

Overtime for travel outside of regular working hours to and from professional development training and conferences, chosen at the discretion of the employee will not be paid.

## **Overtime Compensation Rates and Per Diems**

Compensation and per diems will be as follows:

1. Time and one half
  - all hours worked in excess of the standard workday or standard work week;
2. Double Time
  - a. Employees working a **standard work week**
    - Hours worked in excess of 12 hours on any given day;
    - Employees required to work on Sunday which is outside their normal standard work week;
    - Overtime hours worked on a statutory holiday except when observed as follows:
      - When a statutory holiday falls on a Saturday or Sunday and is not proclaimed as being observed on some other day, than the following Monday shall be deemed to be the holiday.
      - When a statutory holiday falls on both Saturday and Sunday and are not proclaimed as being observed on some other days, the following Monday and Tuesday shall be deemed to be the holidays.
  - b. Employees working a **modified or average work schedule**
    - Overtime hours worked on a statutory holiday except when observed as follows:
      - When a statutory holiday falls on a Saturday or Sunday and is not proclaimed as being observed on some other day, than the following Monday shall be deemed to be the holiday.
      - When a statutory holiday falls on both Saturday and Sunday and are not proclaimed as being observed on some other days, the following Monday and Tuesday shall be deemed to be the holidays.
3. Employees scheduled to work overtime will be paid the hours actually worked at the applicable overtime rate. It is not considered a call out;
4. "Call-out" outside the normal working hours shall be compensated at four hours straight time or the rate of time and one half, for the actual hours worked, whichever is greater. Within the first 2.5 hours (or 2 hours when double time rates apply), an employee who is called back to work for additional incidents will not be entitled to additional monies. This does not apply to Forepersons and Supervisors on-call during winter operations;
5. Employees' on-call will be compensated at the stand-by allowance rate as stipulated in the employee's MOU or Collective Agreement;
6. In circumstances where an employee is requested or required to work for more than two hours continuously before or after their regular scheduled hours or work through their lunch period they will be provided with a meal or an allowance of \$17.00.

## **Payment and Banking of Overtime**

Compensation for overtime worked may be paid or banked for time in lieu of payment.

1. Employees choosing payment:
  - the amount shall be added to their payroll for the pay period in which the overtime was earned;
2. Employees choosing to bank time:
  - full time employees may bank 2 times their standard work week (70, 80 or 84 hours) per year.
  - seasonal employees may bank up to one standard work week.
    - Upon layoff seasonal employees will have all bank time paid out

3. Employees may only carry forward 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;
4. All time in excess of 35, 40 or 42 hours at year end will be paid out;
5. Overtime compensation that cannot be banked will be paid out as indicated above.

## **Responsibilities**

### **Directors/Supervisors/Forepersons**

Verification of all overtime claims for which they are signatories.

### **Manager of Human Resources & Director of Corporate Services**

Interpretation of this policy.

## **Related Policies**

A023 - Travel and Expense

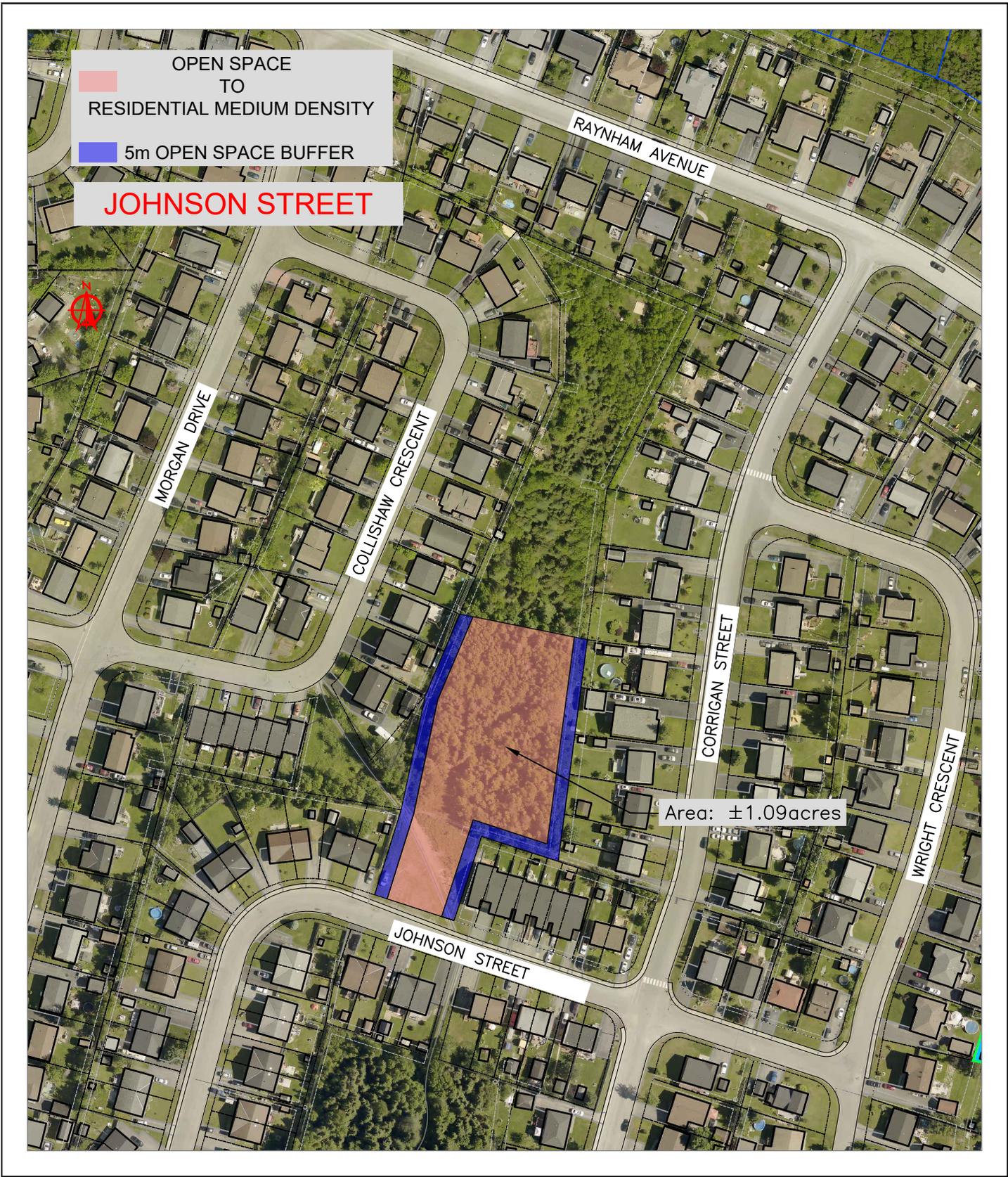
MW020 - Weekend Snow Clearing Duties

F024 - Acting Assignments and Appointments

FD003 - Shifts for Volunteer Firefighters

## 2024 BUDGET SCHEDULE

Date	Item	Responsibility
Sept 27	Computerized working documents to be made available to all Department Heads	<ul style="list-style-type: none"> <li>• Director of Corporate Services</li> </ul>
Oct 11	All Department budgets to be submitted to the CAO	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Director of Corporate Services</li> <li>• All Directors</li> </ul>
Oct 11 & 12 Council Chamber Time TBD	Public Consultations	<ul style="list-style-type: none"> <li>• Council</li> <li>• All Directors</li> </ul>
Oct 23 @ 9-11 am Council Chambers	Community Services & Public Safety	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Appropriate Dept. Head</li> <li>• Director of Corporate Services</li> <li>• Town Clerk</li> <li>• Council</li> </ul>
Oct 23 @ 11-2 pm Council Chambers	Planning & Public Works	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Appropriate Dept. Head</li> <li>• Director of Corporate Services</li> <li>• Town Clerk</li> <li>• Council</li> </ul>
Oct 23 @ 2-4:30 pm Council Chambers	Governance & Corporate Services	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Appropriate Dept. Head</li> <li>• Director of Corporate Services</li> <li>• Town Clerk</li> <li>• Council</li> </ul>
Oct 30 @ 9-12 pm Council Chambers	Corporate Services Committee recommendations are submitted to a Privileged Meeting of Council for discussion.	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Appropriate Dept. Head</li> <li>• Director of Corporate Services</li> <li>• Town Clerk</li> <li>• Council</li> </ul>
Nov 22 @ 4 pm Council Chambers	Budget speech and press release are prepared and brought forward at the Regular Council Meeting	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Appropriate Dept. Head</li> <li>• Director of Corporate Services</li> <li>• Town Clerk</li> <li>• Council</li> </ul>



OPEN SPACE  
TO  
RESIDENTIAL MEDIUM DENSITY

5m OPEN SPACE BUFFER

**JOHNSON STREET**

Area: ±1.09 acres

Drawing Title:  
Parcel Johnson  
Proposed Parcel of Land

Drawn By:  
T. Noseworthy

Scale:  
1 : 2000

Date:  
Sept 26, 2023

Drawing Number:  
22-1074-62R1



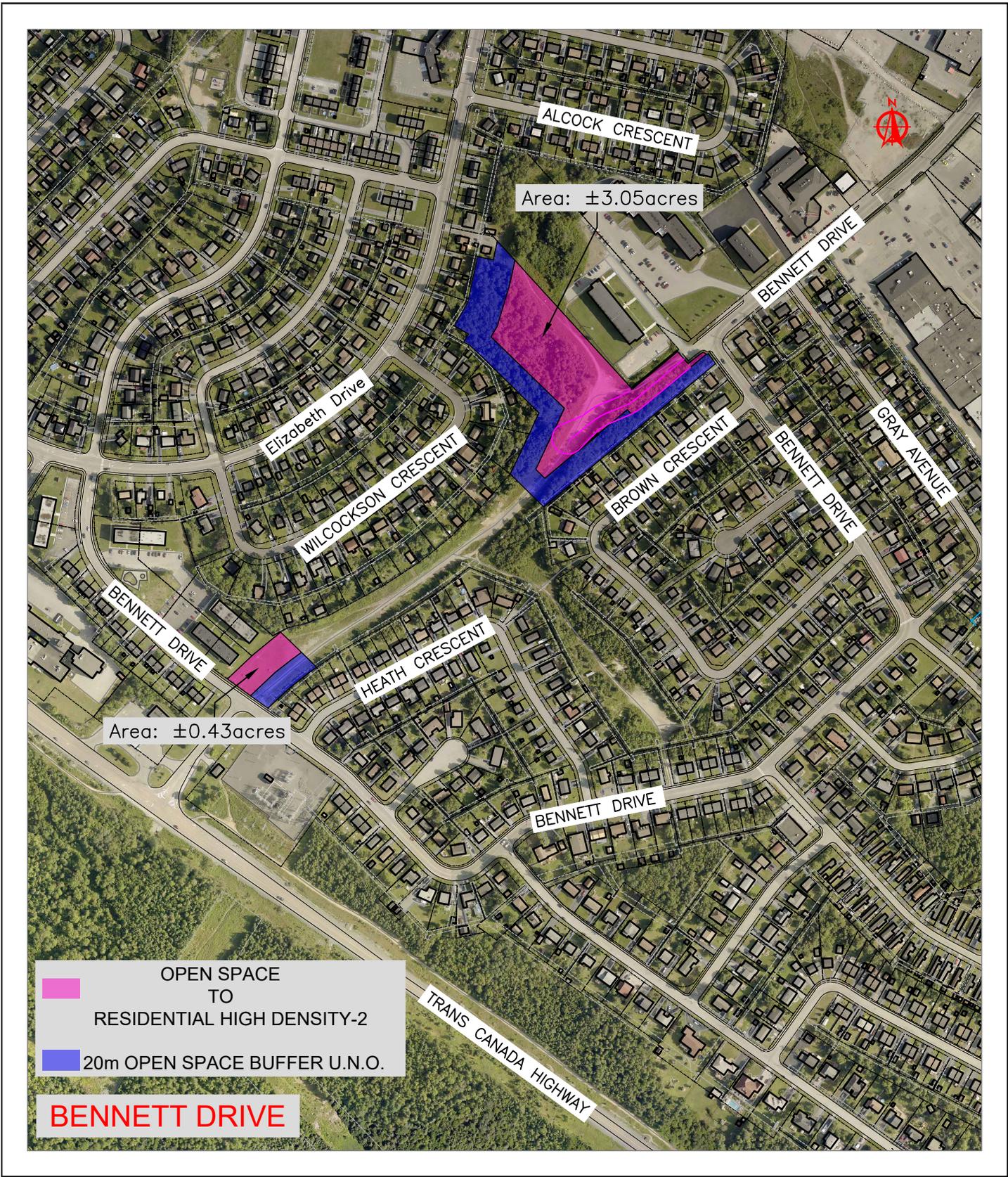
Drawing Title:  
 Nungesser Avenue  
 Proposed Parcel of Land

Drawn By:  
 T. Noseworthy

Scale:  
 1 : 2000

Date:  
 Sept 26, 2022

Drawing Number:  
 22-1074S-22R1



Drawing Title:  
 Bennett Drive  
 Proposed Parcel of Land

Drawn By:  
 T. Noseworthy

Scale:  
 1 : 5000

Date:  
 Sept 26, 2023

Drawing Number:  
 22-1074S-26R1