



**TOWN OF GANDER
PUBLIC COUNCIL MEETING MINUTES
Wednesday, May 14, 2025, 04:00 PM
Council Chambers**

Council Present: Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Councillor
Wilson Hoffe, Councillor

Staff Present: Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Alexa Oldford, Manager of Governance and Legislative Services
James Blackwood, Director of Planning and Public Works
Jerry Knee, Director of Community Services
Kelly Hiscock, Director of Corporate Services

Regrets: Marcie White, Councillor

1. CALL TO ORDER

The meeting was called to order by Percy Farwell, Mayor at 4:00 P.M.

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

Municipal Awareness Week

Mayor Farwell proclaimed May 4–10, 2025, as Municipal Awareness Week. The proclamation highlights the essential role of municipal government in delivering services that enhance quality of life and acknowledges the dedication of Mayors, Councillors, and municipal staff in ensuring effective governance. It also emphasizes the importance of community collaboration and citizen engagement in building active, sustainable, and vibrant communities, while recognizing the

contributions of all who work to improve municipalities.

Presentation to Sydney Hartle

Sydney Hartle is a grade 11 student at Gander Collegiate who is interested in pursuing a career in an engineering or architecture-related field. This past fall, she applied on the Research Inspired Student Enrichment (RISE) awards which is facilitated through the Provincial Department of Industry, Energy, and Technology. These awards are provided to students who demonstrate academic excellence in the STEM fields of science, technology, engineering, and mathematics.

She recently learned that she was selected as one of 20 students from the province to be recognized as a RISE award winner and is only the second Gander student to receive one of these awards. This summer she will attend the University of Toronto's Da Vinci Engineering Enrichment Program (DEEP) and CREATE: Engineering Design Challenges programs studying a variety of topics such as Artificial Intelligence for Recycling sorting, Robotics for Sustainable Economic Growth, Engineering principals used for Prosthetics and Engineering solutions for Better Health.

Council would like to congratulate Sydney on this wonderful accomplishment and provide her with a donation to help with her travels.

4. APPROVAL OF AGENDA

The agenda for the May 14, 2025 Regular Meeting of Council was presented for approval, with the addition of RFP25-04 under New Business.

Resolution No. 25-100

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT the agenda for the May 14, 2025 Regular Meeting of Council be approved, as presented.

Carried (6 to 0)

5. APPROVAL OF PREVIOUS MINUTES

April 16, 2025 - Regular Minutes

The minutes from the April 16, 2025 Regular Meeting of Council are presented for Approval.

Resolution No. 25-101

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the minutes from the April 16, 2025 Regular Meeting of Council are approved, as

presented.

Carried (6 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

Correspondence and Action Plans

The Correspondence and Action Plans report was presented by Councillor Handcock.

Wetland Delineation and Classification

The Committee reviewed correspondence from the Provincial Department of Environment and Climate Change regarding a proposed project to delineate wetlands within Gander's municipal boundary through field work and satellite imagery. Given potential implications for current and future development, it was recommended that Council engage a consultant to undertake the work, in coordination with municipal staff and the Provincial department.

Municipal Assessment Agency - Assessment Roll for Tax Roll 2026

The Committee reviewed Municipal Assessment Agency key operational updates and upcoming engagement activities.

The 2026 annual property assessments will be mailed from the Municipal Assessment Agency to property owners on June 2, 2025. These assessments reflect market values as of January 1, 2025. The official assessment roll has been received and will be available for public viewing during normal business hours from June 2, 2025, until the first sitting of the Assessment Review Commission, in accordance with the Municipal Assessment Agency's procedures. Property owners who have questions about their assessment are encouraged to contact the Municipal Assessment Agency at 1-877-777- 2807 or via email at customerservice@maa.ca. The deadline to file a formal appeal of the 2026 assessment is August 1, 2025, and full appeal instructions are included with the assessment notice.

Internal Operations

The Internal Operations report was presented by Councillor Woodford.

Professional Development Achievement

Council is pleased to acknowledge that Kayla White, Manager of Communications, Branding and Partnerships, has earned the Strategy Execution for Public Leadership certificate through Harvard University Business School. The program explored key areas such as strategic planning, project

execution, financial management, leadership, risk mitigation, and strategic communications - equipping public sector leaders to translate vision into results. While Kayla's role has been rooted in communications, Council is encouraged to see staff pursuing professional development that broadens their expertise. Council congratulates Kayla on this achievement and values the insight it brings to the organization.

Monthly Planning and Public Works Report

The Planning Department continues to process a steady volume of applications and permits, including those related to residential development. For the current reporting period, three new single-family dwellings and one unit within a dwelling with an apartment were recorded.

Public Works continues with regular seasonal maintenance, including pothole repairs and water main flushing. Infrastructure and facility projects also remain ongoing. The Town of Gander spring cleanup event is nearing completion, with strong community participation observed.

Regulatory Affairs and Policy

The Regulatory Affairs and Policy report was presented by Councillor Pollett.

Second Reading Policies

Three proposed policies are presented for second reading, each intended to strengthen governance, encourage civic engagement, and recognize community contributions. The Council-Staff Relations Policy establishes clear roles, communication protocols, and expectations for professional conduct between elected officials and municipal staff. The Eithne Daly Junior Firefighter Award Policy introduces a \$1,500 annual scholarship recognizing leadership and service among Junior Firefighters pursuing post-secondary education. The Community Partnership Fund Policy outlines financial support for eligible organizations through operational and capital grants, promoting inclusive and sustainable community initiatives.

Resolution No. 25-102

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the Council-Staff Relations Policy (FPC-GLS-002) shall be adopted, as attached.

Carried (6-0)

Resolution No. 25-103

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the Eithne Daly Junior Firefighter Award Policy (FPC-FD-001) shall be adopted, as

attached.

Carried (6-0)

Resolution No. 25-104

Moved By Councillor Pollett

Seconded By Councillor Woodford

THAT the Community Partnership Fund Policy (FPC-CMS-001) shall be adopted, as attached hereto and shall replace the existing Community Partnership Policy (R022).

Carried (6-0)

Second Reading By-Laws

Three proposed by-laws are presented for second reading. These by-laws aim to align with provincial legislation while supporting community safety, service delivery, and economic growth. The Control of Hazardous Water Sources By-Law and the Gander Fire/Rescue Operating By-Law, both mandated under the Towns and Local Service Districts Act, address water safety and fire services operations respectively. The Accommodation Tax By-Law proposes a 4% levy on short-term accommodations, effective July 1, 2025, with revenues dedicated to tourism development and related initiatives.

Resolution No. 25-105

Moved By Councillor Pollett

Seconded By Councillor Woodford

THAT the Town of Gander adopt the Control of Hazardous Water Sources By-Law, as attached.

Carried (6-0)

Resolution No. 25-106

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the Town of Gander adopt the Gander Fire/Rescue Operating By-Law, as attached.

Carried (6-0)

Resolution No. 25-107

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the Town of Gander adopt the Accommodations Tax By-Law, as attached.

Carried (6-0)

28 Waterton Street

Council received a development application for the construction of a four-unit apartment building at 28 Waterton Street, located within a Residential Medium Density zone. As apartment buildings are a discretionary use in this zone, public notice was issued in accordance with the Town's development regulations, with a representation deadline of May 5, 2025. No objections were received.

Resolution No. 25-108

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the application to construct a four-unit apartment building at 28 Waterton Street be approved as a discretionary use within the Residential Medium Density zone.

Carried (6-0)

WTP Compressor Replacement

Gander's Water Treatment Plant uses three rotary screw compressors to generate compressed air which is converted to Ozone as the primary disinfectant in the treatment process. In the 2025 budget process Council allocated \$300,000 and subsequently CBCL was engaged to review the air compressor system at the Gander Water Treatment Plant (WTP).

An evaluation of the existing equipment was presented in the CBCL report Gander Water Treatment Plant - Air Compressor Review – Final Report in February 2025. The report indicated that the existing compressors are nearing their expected end of life and evaluated the potential for alternative sources of oxygen supply that could be used to feed the ozone equipment. The report ultimately demonstrated that on-site oxygen generation is substantially more cost effective for the Town, and that the existing air compressors should be replaced with new units with similar capacity but higher efficiency.

Following previous work, the proposal presented the scope and budget for detailed engineering design, tendering and construction phase services for the replacement of the air compressors at the Gander Water Treatment Plant.

The infrastructure is critical to the production of high quality, potable water in the community.

Resolution No. 25-109

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT CBCL be engaged to immediately start the design and tender process to replace the existing compressors and associated equipment for the quoted price of \$78,159.75, HST inclusive.

Carried (6-0)

131 Memorial Drive - Shed Height Variance

The Committee reviewed a development application for an extension to an accessory building at 131 Memorial Drive. The proposal includes an increase in building height that exceeds the maximum variance Council is permitted to approve under the Urban and Rural Planning Act.

Resolution No. 25-110

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the development application for an extension to the accessory building at 131 Memorial Drive be referred back to the applicant, advising that the proposed height variance exceeds Council's authority under the Urban and Rural Planning Act.

Carried (6-0)

Finance

The Finance report was presented by Councillor Handcock.

Property Tax Reductions

The Committee reviewed five (5) applications for residential property tax reductions that met the Council's policy based on income criteria. The total amount to be adjusted is \$5,939.99. Since the beginning of 2025, the Town of Gander has issued 16 property tax reductions totaling \$14,134.71.

Resolution No. 25-111

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT all five (5) applications for residential property reductions, totaling \$5,939.99 be approved, as attached.

Carried (6-0)

RFP25-03 - Festival of Flight Production, Lighting and Sound Services

Percy Farwell, Mayor, declared a conflict on this item (Mayor Farewell declared potential conflict of interest as a family member occasionally performs paid work for Eastern Audio Limited).

Mayor Farwell left Council Chambers at 4:24 p.m.

The Committee reviewed the results of RFP25-03 for the provision of production, lighting, and sound services for the 2025 Festival of Flight. Two bids were received, with the lowest compliant bid submitted by Eastern Audio Limited in the amount of \$29,900 (HST inclusive).

The Committee recommends awarding the contract to Eastern Audio Limited, noting that the proposal is within the allocated budget.

Resolution No. 25-112

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the Town of Gander award the contract for RFP25-03 – 2025 Festival of Flight Production, Lighting and Sound Services – to Eastern Audio Limited in the amount of \$29,900, HST inclusive.

For (5): Deputy Mayor Ford, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Percy Farwell, Mayor

Carried (5 to 0)

Mayor Farwell returned to Council Chambers at 4:26 p.m.

Strategy, Growth, and Investments

The Strategy, Growth, and Investments report was presented by Councillor Hoffe.

HAF Application Funding Approval Request - 81 Elizabeth Drive

The Committee reviewed an application submitted under the Housing Accelerator Fund to convert second-floor office space at 81 Elizabeth Drive into residential units. The applicant intends to meet eligibility criteria for multiple incentives, and the proposed project aligns with the goals of the Town's Housing Incentive Program. The Committee recommends allocating \$60,225 in funding, contingent on continued compliance with all program requirements.

Resolution No. 25-113

Moved By Councillor Hoffe

Seconded By Councillor Handcock

THAT \$60,225 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed residential conversion project at 81 Elizabeth Drive, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

Carried (6-0)

HAF Application Funding Approval Request - 66 Bennett Drive

The Committee reviewed a Housing Accelerator Fund (HAF) application for the development of a secondary suite at 66 Bennett Drive. The project is eligible for multiple incentives under the Town's Housing Incentive Program and has received conditional provincial support. The Committee recommends allocating \$20,078 in funding, subject to continued compliance with HAF requirements.

Resolution No. 25-114

Moved By Councillor Hoffe

Seconded By Councillor Pollett

THAT \$20,078 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the development of a secondary suite at 66 Bennett Drive, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

Carried (6-0)

Newfoundland and Labrador Health Services Request

The Committee discussed a request from NL Health Services for an individual to act as a settlement contact for an incoming healthcare professional and their family. The Committee recognized the importance of this role in supporting new residents and emphasized the need to ensure the contact person reflects the Town's values of inclusion and respect. Several suitable individuals were suggested, and staff will follow up to provide NL Health Services with a list of potential contacts.

Carr Crescent - Lease Agreement

Council reviewed a proposed Telecommunications Site Agreement with Rogers Communications Inc. for the lease of land at Carr Crescent.

Resolution No. 25-115

Moved By Councillor Hoffe

Seconded By Councillor Pollett

THAT the Town of Gander approve the Telecommunications Site Agreement with Rogers Communications Inc. for the lease of land situated behind the properties at 16- 18 Carr Crescent.

Carried (6-0)

Community Well-Being and Outreach

The Community Well-Being and Outreach report was presented by Deputy Mayor Ford.

Gander Pride: Request for Support

The Committee reviewed a request from the Gander Pride Committee for support of upcoming 2025 Pride events. The request includes use of Cobb's Pond Pavilion and BBQ for the Pride Month Dog Walk on June 1st, sponsorship toward food and supplies for the Pride Week Kickoff BBQ, the provision of event equipment, and confirmation of the Mayor's attendance at the Pride Brunch and Closing Ceremonies on July 27th.

The Committee also confirmed the Town's continued support for the painting of the Pride crosswalk and recognized their positive impact on diversity and inclusion within the community.

Resolution No. 25-116

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the Town of Gander approve the Gander Pride Committee's 2025 request as presented, including use of Cobb's Pond Pavilion and BBQ on June 1st, and sponsorship of \$600 for the Pride Week Kickoff BBQ.

Carried (6-0)

Civic Enhancement Proposed Projects

The Committee discussed 2025 civic enhancement initiatives. It was agreed to proceed with the purchase and planting of 25 trees from the existing budget and to explore the inclusion of fruit-bearing trees. The Committee also recommended revisiting the structure and mandate of the Civic Enhancement Committee following the upcoming municipal election.

Name the Snow Plow

The Committee discussed the snowplow naming initiative organized for Municipal Awareness Week. Twelve submissions were received from Gander Elementary, with one entry per class. The

Committee agreed to shortlist three names for a public vote: Snowy and Sunny, Snowblazer, and Iceberg. The winning class will be invited to a future Council meeting for recognition. It was noted that Gander Academy did not participate this year, and the Committee expressed interest in re-engaging them in a future initiative.

Upcoming Events

Town of Gander Upcoming Events for May 15 - June 11, 2025

May 21: Community Wellness Event

May 24: Gigantic Yard Sale

May 31: Canada's Circus Spectacular June 1: Ball Hockey Lab Camp

June 7 - 8: Street Jam Ball Hockey Tournament

Notable Dates

Garbage collection scheduled for the Victoria Day Holiday, May 19th is rescheduled to Wednesday, May 21st.

The next Waste Transfer Station dates will be on June 14th and July 12th from 8 AM to 4 PM. Residents are encouraged to arrive early to ensure enough time for drop-off before closing.

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.

Council Engagement Report

Effective engagement with the community is essential for successful local governance, as it promotes transparency, inclusivity, and collaboration. In line with our commitment to these values, we are excited to share highlights of recent events attended or hosted by Council, meetings with community members, and the ongoing leadership and advocacy efforts led by the Mayor.

Events and Engagements:

Council is actively involved in numerous community events, both hosting and attending.

Highlights include:

April 19: Participated in the Rotary Club Clean-Up event at Cobb's Pond.

April 25: Attended and brought greetings at the U15 Minor Hockey Provincials.

April 30 – May 3: Hosted and attended the Municipalities Newfoundland and Labrador Symposium.

May 1: In recognition of National Volunteer Week, Council presented custom jackets to members of Gander Fire Rescue as a small gesture to honour their service and the pride they take in protecting our town.

May 1: Hosted the Central Region Volunteer Week Reception in partnership with the Community Sector Council NL, welcoming Her Honour The Honourable Joan Marie Aylward, Lieutenant Governor of Newfoundland and Labrador, and His Honour The Honourable Carl R. Thompson.

May 2: Hosted and attended Municipal Equipment Displays at Gander Academy and Gander Elementary for Municipal Awareness Week.

May 3–4: Hosted and attended Geek Fest.

May 7: Hosted and attended the Gander Fire Rescue Open House for Municipal Awareness Week.

May 7–8: Hosted and attended Water and Sewer Facilities Tours for Municipal Awareness Week.

May 8: Hosted a Mock Council Meeting with Gander Elementary for Municipal Awareness Week.

May 8: Attended and brought greetings at the 68th Annual Safety Conference of the Occupational Health & Safety Association.

May 9: Participated in the Sea to Sea for PTSD National Walk Campaign.

May 13–15: Co-hosted and participated in the Central MinEx Conference and Trade Show.

Mayor's Leadership Initiatives:

As the spokesperson for our Council and community, the Mayor is actively involved in various advocacy efforts and projects that aim to foster community growth and address local issues.

Recent initiatives include:

April 24: Deputy Mayor Ford, on behalf of Mayor Farwell, met with a visiting radiologist to discuss Gander's community strengths and healthcare opportunities.

April 28: Welcomed first-year medical students during their Gander community visit.

8. ADMINISTRATION

9. NEW BUSINESS

New Business was presented by Deputy Mayor Ford.

RFP25-04 - Cobb's Pond Rotary Park Visitor Building and Services

Council received a summary of the sole compliant submission under RFP25-04 for the lease and operation of the Cobb's Pond Rotary Park Visitor Building, submitted by Gander Grow Co. The proposal outlines a community-focused activation plan including weekly markets, event and space rentals, food and beverage services, and seasonal equipment rentals to enhance year-round use of the park. The submission aligns with the Town's objectives of increasing park activation and community service access.

Resolution No. 25-117

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT council approve, in principle, the award of RFP25-04 for the lease and operation of the Cobb's Pond Rotary Park Visitor Building to Gander Grow Co., the sole and compliant proponent under the public call for proposals.

Carried (6-0)

Resolution No. 25-118

Moved By Deputy Mayor Ford

Seconded By Councillor Handcock

THAT the Mayor and Town Clerk be authorized to enter into a lease agreement with Gander Grow Co. under the general terms and parameters outlined in RFP25-04, subject to any final administrative clarifications deemed necessary by the CAO.

Carried (6-0)

10. ADJOURNMENT

Mayor Farwell adjourned the meeting at 4:47 P.M.

Resolution No. 25-119

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT the meeting be adjourned at 4:47 P.M.

Carried (6-0)

P. Farwell, Mayor

B. Hefford, Town Clerk

**TOWN OF GANDER
PUBLIC COUNCIL MEETING MINUTES**

April 16, 2025, 4:00 P.M.

Council Chambers

Council Present: Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Sheldon Handcock, Councillor
Marcie White, Councillor
Pat Woodford, Councillor
Tara Pollett, Councillor
Wilson Hoffe, Councillor

Staff Present: Brad Hefford, CAO, Director of Governance & Legislative Services/Town Clerk
James Blackwood, Director, Planning and Public Works
Jerry Knee, Director, Community Services
Kelly Hiscock, Director, Corporate Services
Kayla White, Manager, Communications, Branding & Partnerships
Alexa Oldford, Manager, Governance & Legislative Services

Regrets: Dave Shea, Fire Chief/Fire and Public Safety Lead (Manager)

1. CALL TO ORDER

The meeting was called to order by Percy Farwell, Mayor at 4:00 P.M.

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the land acknowledgement.

3. VISITORS/PRESENTATIONS

Heart Failure Awareness Week

Mayor Farwell proclaimed May 4 – 10, 2025 as Heart Failure Awareness Week. This week is marked across Canada to raise awareness of the causes of heart failure and the impact it has on individuals living with heart failure and their caregivers. People with heart failure experience debilitating symptoms such as shortness of breath, swelling and exhaustion. Those who care for their loved ones with heart failure are often overwhelmed and stressed.

Melanoma and Skin Cancer Awareness Month

Mayor Farwell proclaimed May 1 – May 31, 2025 as Melanoma and Skin Cancer Awareness Month. The importance of the communities across the country to be aware of sun safety and its risks of over exposure causing melanoma and non-melanoma skin cancers. Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes. Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives.

National Volunteer Week 2026

Mayor Farwell proclaimed April 27 – May 3, 2025 as National Volunteer Week. Community Sector Council Newfoundland and Labrador, along with local and national partners, are navigating the complexities of modern volunteerism. They work together to build Volunteer Action Strategies for our province and the country to remove barriers to participation so that every individual feels empowered to contribute to building more connected communities. Now, it is more important than ever to acknowledge the contributions of those participating in our towns and cities and to show our appreciation for their efforts.

World Ovarian Cancer Day (WOCD)

Mayor Farwell proclaimed May 8, 2025 World Ovarian Cancer Day. Ovarian Cancer symptoms are often confused with other less severe illnesses and has the lowest survival rate of all female cancers. As many as 23 percent of women with Ovarian Cancer have an inherited genetic mutation and genetic testing is a way to identify those at high risk before developing Ovarian Cancer.

Presentation of Street Sign – Oake Family

Mayor Farwell presented to the Oake Family a street sign in memory of Terry Wesley Oake (1953 – 2015). A proud native of Gander earning his pilot's license in 1974 which began his aviation career with the Newfoundland and Labrador Government Air Services as co-pilot on Canso water bombers. His career in aviation also included stints at The Flying Firemen and Buffalo Airways before returning to the Government Air Services. There, he flew Air Ambulance missions and piloted the CL215 and eventually the CL415, retiring as Captain. Internationally, Terry Oake flew demonstration missions in Lebanon, Israel, Italy, and Greece. Notably, in 1996, he flew a Canso from St. John's to France, where it was converted into a flying studio for the French network TF1. Terry then piloted cast and crew across Africa for the TV series Operation Okavango, a career highlight he often spoke about with pride.

In recognition of Mr. Oake's remarkable life and service, the Town of Gander named Oake Street in his honor. The town is proud to present the Oake Street sign to members of the Oake family as a tribute to his legacy.

4. APPROVAL OF AGENDA

Approval of Agenda

The agenda presented for approval with the addition of Alternate Assessment Appeal Commissioner under New Business.

Resolution No. 25-068

Moved by Pat Woodford, Councillor

Seconded by Sheldon Handcock, Councillor

To adopt the agenda for the Wednesday, April 16, 2025 Regular Meeting of Council.

Carried 7 - 0

5. APPROVAL OF PREVIOUS MINUTES

Approval of Minutes

Resolution No. 25-069

Moved by Tara Pollett, Councillor

Seconded by Marcie White, Councillor

To adopt the minutes of the Wednesday, March 19, 2025 Regular Meeting of Council.

Carried 7 - 0

6 BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

Correspondence and Action Plans

The Correspondence and Action Plans report was presented by Pat Woodford, Councillor.

Gander Sport Facility Capacity

A concerned citizen addressed Council regarding the lack of sports infrastructure in Gander, noting that the absence of regional and elite athletic programs forces local athletes to travel, creating added financial and time pressures. School gymnasiums, the primary indoor venues, are at capacity and difficult to access for competitive use. The citizen urged the Town to explore solutions for all competitive sports. Council acknowledged the concern and noted that any action must align with the Province's "Community Use of Schools" policy.

Golf for Health

The Committee received an update on the 25th Annual Golf for Health Tournament, scheduled for July 3, 2025, at the Gander Golf Club, with the traditional "Night Before" event on July 2, 2025, at the Clubhouse. This year's tournament will mark the 25-year milestone and will feature a "Silver Screen" theme, encouraging participants to dress as iconic characters from past Best Picture Oscar winners. The fundraising goal is set at \$55,000, which will support the purchase of stress testing and Holter monitoring equipment for the Cardiopulmonary Department at the James Paton Memorial Regional Health Centre. The Committee was reminded of last year's event, which raised \$25,000 for the Resident Wayfinding Project at Lakeside Homes. Members were encouraged to promote team registrations and sponsorships to ensure the continued success of this healthcare initiative.

Rename Old Navy Road

A request was received by the Town of Gander to name Navy Road to Ranger Road. This request deviates from the existing policy, as Ranger Road does not meet the typical criteria. The rationale for the request is that the majority of buildings along this road are associated with the Canadian Rangers. The Committee discussed the importance of acknowledging the Canadian Ranger presence and is recommending to proceed with the request.

Resolution No. 25-070

Moved by Pat Woodford, Councillor

Seconded by Sheldon Handcock, Councillor

Resolved that the Town of Gander approve the naming of Ranger Road in recognition of the significant presence of the Canadian Rangers along the roadway, notwithstanding that the request does not meet the typical criteria outlined in the Town's street naming policy.

Carried 7 - 0

RCMP Delegation

The Committee of the Whole met with representatives of the RCMP to discuss policing resources and community safety in Gander. The RCMP reported a significant increase in calls for service and noted that the Gander Detachment handled nearly half of all district files in the previous year. A formal request has been submitted for five additional RCMP members, including a dedicated sergeant position, to address operational demands and support regional oversight. Council members acknowledged the impact of Gander's growth and its role as a regional service centre, highlighting the importance of collaborative planning. The discussion also addressed challenges related to mental health response and the value of continued partnership in public safety. Council agreed to prepare a letter to the provincial government in support of the RCMP's resourcing request and to work together on broader community safety planning initiatives.

Engagement - NAV Canada, Gander

The Committee discussed the importance of NAV Canada's presence in Gander and the value of its employees and infrastructure to the community. The Committee explored ways for the Town to engage with NAV Canada to ensure its staff feel seen and supported. Discussion included identifying any operational or strategic developments within NAV Canada that could impact Gander. Given the appointment of a new CEO, Council suggested establishing a relationship to foster familiarity and a connection with the community.

Internal Operations

The Internal Operations report was presented by Tara Pollett, Councillor.

Planning Monthly Report

The Committee reviewed the Planning report for the period of February 26 to March 25, 2025. The department continued to process a steady volume of applications and permits, including those related to residential development. Several new single-family dwellings were approved during the reporting period. Activity also included the issuance of occupancy permits and compliance letters as part of ongoing development.

Public Works Monthly Report

The Committee reviewed the Public Works report covering the period of February 25 – March 25, 2025. Regular seasonal maintenance and snow operations continued, along with responses to water and sewer service calls. The Committee was also provided with an update on ongoing infrastructure projects.

Elections 2025 Training

The Committee reviewed correspondence from the Department of Municipal and Provincial Affairs regarding Election Training 2025. The training is intended to prepare municipal staff for the upcoming municipal elections, focusing on the roles and responsibilities of the process. The session will be offered in-person in Gander on Thursday, May 15. The Committee noted that applicable staff will be attending.

Seminar Request Forms

The Committee discussed the use of Seminar Request Forms for members of Council and the Chief Administrative Officer (CAO). Council members are encouraged, where time permits, to present their seminar requests for group discussion and approval prior to attending. It was noted that CAO travel claims will be approved directly by the Mayor and do not require pre-approval by Council. A travel request was reviewed from Councillor Woodford to attend the 2025 Newfoundland and Labrador Habitat Conservation Workshop in St. John's, scheduled for June 3–5, 2025. The purpose of

attendance is to represent the Town and reaffirm its ongoing involvement in the Stewardship Association of Municipalities (SAM). The Committee expressed its full support for this request.

Regulatory Affairs and Policy

The Regulatory Affairs and Policy report was presented by Marcie White, Councillor.

Home-Based Business Application – 3 Cochran Street

The Committee reviewed an application from A & A Mobile Coating Solutions to register a Home-Based Business (HBB) at 3 Cochran Street for a mobile sandblasting and coatings application business. The proposed home office use complies with all applicable HBB guidelines. As this type of business is classified as a discretionary use in all residential zones, the application proceeded through the required public notification and discretionary use process, with no objections received.

Resolution No. 25-071

Moved by Marcie White, Councillor

Seconded by Pat Woodford, Councillor

Resolved that A & A Mobile Coating Solutions be permitted to operate a Home-Based Business at 3 Cochran Street, subject to all business activities be conducted remotely and not at the residence itself, and compliance with all other conditions as outlined in the home-based business permit issued by the Town of Gander.

Carried 7 - 0

Home-Based Business Application – 53 Airport Boulevard

The Committee reviewed an application from Accurate Crystalline Technology Solutions Inc. to register a Home-Based Business (HBB) at 53 Airport Boulevard for a home office providing remote consulting services related to scientific data analysis, processing, and reporting, with a focus on the Natural Resource Sector. The proposed use complies with all applicable HBB guidelines. As this type of business is classified as a discretionary use in all residential zones, the application proceeded through the required public notification and discretionary use process, with no objections received.

Resolution No. 25-072

Moved by Marcie White, Councillor

Seconded by Sheldon Handcock, Councillor

Resolved that Accurate Crystalline Technology Solutions Inc. be permitted to operate a Home-Based Business at 53 Airport Boulevard, subject to all conditions outlined in the permit.

Carried 7 - 0

Mandatory By-Laws – 1st Reading

The Committee discussed two mandatory by-laws required under the Towns and Local Service Districts Act. The first, the proposed Control of Hazardous Water Sources By-Law, provides a regulatory framework for identifying and managing water sources that may pose a risk to public health. The second, the Gander Fire/Rescue Operating By-Law, establishes the operational structure, authority, and responsibilities of Gander Fire/Rescue, including fire prevention, emergency response, and mutual aid services.

Resolution No. 25-074

Moved by Marcie White, Councillor

Seconded by Bettina Ford, Deputy Mayor

Resolved that the Town of Gander proceed with the first reading of the Control of Hazardous Water Sources By-Law, as attached.

Carried 7 - 0

Resolution No. 25-075

Moved by Marcie White, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town of Gander proceed with the first reading of the Gander Fire/Rescue Operating By-Law, as attached.

Carried 7 - 0

Accessory Building Variance – 6 Lacey Place

The Committee reviewed a request from the property owner at 6 Lacey Place to construct an accessory building exceeding the permitted lot coverage in a Residential Medium Density zone. The proposed structure measures 800 ft², while the maximum allowed by current regulations is 734 ft². No public representations were received by the posted deadline.

There is a 10% discretionary allowance under the Urban and Rural Planning Act, and therefore the Committee is recommending approval.

Resolution No. 25-076

Moved by Marcie White, Councillor

Seconded by Sheldon Handcock, Councillor

Resolved that the property owner at 6 Lacey Place be permitted to construct an accessory building at that property measuring approximately 800 ft².

Carried 7 - 0

Accessory Building Variance – 16 Vatcher Place

The Committee reviewed a development application from a resident requesting a variance for the construction of an accessory building at 16 Vatcher Place. The proposed structure has a total height of 6.05 metres, exceeding the maximum allowable height of 5.50 metres in the Residential Medium Density zone. In accordance with the Accessory Building Regulations, Council has the authority to permit a variance of up to 10% from established limits. The application falls within this threshold. Public notice was issued with no representation received by the posted deadline.

Resolution No. 25-077

Moved by Marcie White, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the property owner at 16 Vatcher Place be permitted to construct an accessory building with a total height of approximately 6.05 metres.

Carried 7 - 0

Accessory Building Variance – 43 Johnson

The Committee reviewed a development application from a resident requesting a variance for an accessory building at 43 Johnson Crescent that exceeds the maximum allowable lot coverage for such structures in a Residential Medium Density zone. The applicant proposed a 384 ft² building, exceeding the permitted 355 ft². Public notice was issued with no representation received by the posted deadline.

Resolution No. 25-078

Moved by Marcie White, Councillor

Seconded by Pat Woodford, Councillor

Resolved that the property owner at 43 Johnson Crescent be permitted to construct an accessory building at that property measuring approximately 384 ft².

Carried 7 - 0

Accommodation Tax By-Law

The Committee reviewed the proposed Accommodation Tax By-Law, which introduces a 4% Tourism Accommodation Tax intended to support tourism development, marketing initiatives, and infrastructure improvements within the Town of Gander. The by-law is scheduled to take effect on July 1, 2025, with provisions to accommodate existing pre-bookings for the remainder of the year.

Resolution No. 25-079

Moved by Marcie White, Councillor

Seconded by Bettina Ford, Deputy Mayor

Resolved that to proceed with the first reading of the Accommodation Tax By-Law, as attached.

Carried 7 - 0

Council – Staff Relations Policy

The Committee discussed the proposed Council-Staff Relations Policy, developed to clarify the roles and responsibilities of elected officials and staff, reinforce appropriate administrative boundaries, and mitigate risks of undue influence, particularly in advance of the upcoming municipal election period. The policy outlines expectations for professional conduct, defines appropriate communication channels, and affirms the principle of administrative independence. The Committee supports the policy and recommends proceeding to first reading.

Resolution No. 25-080

Moved by Marcie White, Councillor

Seconded by Bettina Ford, Deputy Mayor

Resolved that the Town of Gander proceed with the first reading of the Council – Staff Relations Policy, as attached.

Carried 7 - 0

Junior Firefighter Award Policy

The Committee reviewed the Eithne E. Daly Junior Firefighter Award Policy, which establishes a \$1,500 annual scholarship for a Junior Firefighter pursuing post-secondary education. The award, named in honour of longtime firefighter and educator Eithne Daly, recognizes leadership, commitment, and community involvement. It will be granted based on a completed application, essay, references, and attendance. The policy outlines a three-member selection committee and ensures the award is held in trust until the recipient begins post-secondary studies. The Committee supports the award's alignment with community and youth development goals.

Resolution No. 25-081

Moved by Marcie White, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town of Gander proceed with the first reading of the Eithne E. Daly Junior Firefighter Award Policy, FPC-FD-001, as attached.

Carried 7 - 0

Councillor White left Council Chambers at 4:48 p.m. due to conflict of interest, being owner of Riverstone Construction.

Councillor Handcock presented 32 Waterton Street.

32 Waterton Street

The Committee reviewed a discretionary use application from Riverstone Construction to develop a 4-unit apartment building at 32 Waterton Street. The property is located within a Residential Medium Density zone, where apartment buildings are considered a discretionary use under the Town's Development Regulations. Public notice was issued, and objections were received prior to the posted deadline. The Committee considered the input received and discussed the proposed development in the context of zoning, land use compatibility, and neighbourhood impact. After review, the Committee recommends that the application proceed.

Resolution No. 25-082

Moved by Sheldon Handcock, Councillor

Seconded by Tara Pollett, Councillor

Resolved that Riverstone Construction be permitted to develop a 4-unit apartment building at 32 Waterton Street, as a discretionary use in accordance with the Town of Gander's Development Regulations.

Carried 6 - 0

Councillor White returned to Council Chambers at 4:50 p.m.

Business Park – 53 Ward

The Committee revisited Motion 25-046, which approved the sale of a 0.30 ha parcel of land located at 53 Ward Street. Upon further review, it was determined that while the proposed use falls within the list of permitted or discretionary uses under the Commercial General (CG) zoning, the specific parcel in question is located in the business park and is considered premium land intended for future building-based development. The proposed use does not align with that intent and could be better accommodated elsewhere. It is recommended that the Town engage with the proponent to explore alternative sites more suitable to the proposed development.

Resolution No. 25-083

Moved by Marcie White, Councillor

Seconded by Bettina Ford, Deputy Mayor

Resolved that Motion 25-046, which approved the sale of a 0.30 ha parcel of land located at 53 Ward Street, be rescinded.

Carried 7 - 0

Mandatory By-Laws 2nd Reading

The Committee confirmed that the first reading of the Arrears Sale By-Law, Development Regulations By-Law, and Emergency and Fire Protection Services By-Law has been completed. These are Mandatory By-Laws under the Towns and Local Service Districts Act. All three By-Laws will now proceed to the second reading and adoption.

Resolution No. 25-084

Moved by Marcie White, Councillor

Seconded by Pat Woodford, Councillor

Resolved that the Arrears Sale By-Law shall be adopted as attached hereto.

Carried 7 - 0

Resolution No. 25-085

Moved by Marcie White, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Development Regulations By-Law shall be adopted as attached hereto.

Carried 7 - 0

Resolution No. 25-086

Moved by Marcie White, Councillor

Seconded by Sheldon Handcock, Councillor

Resolved that the Emergency and Fire Protection Services By-Law shall be adopted as attached hereto.

Carried 7 - 0

Finance

The Finance report was presented by Wilson Hoffe, Councillor.

Bathroom Fixtures – Steele Community Centre

A Request for Quote (RFQ) for bathroom fixtures at the Steele Community Centre was brought forward for consideration. Following a strategic review by staff, an alternative approach to project delivery was identified that maintained the intended outcomes while significantly reducing scope complexity and cost. This refinement resulted in a preferred bid from Canoe Procurement - EMCO in the amount of \$34,703.55, which is \$137,491.82 under the original budget of \$170,000. Though there will be additional costs associated with the installation of approximately \$15,000, the Committee recognized the value of this efficient and solutions-focused approach and recommends

proceeding with the award as submitted.

Resolution No. 25-087

Moved by Wilson HOFFE, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town of Gander award the Request for Quote for bathroom fixtures at the Steele Community Centre to EMCO, in the amount of \$34,703.55, HST included.

Carried 7 - 0

Ozone Parts for Water Treatment Plant

The Committee reviewed a sole-sourced Request for Bid for the procurement of ozone parts required for the Water Treatment Plant. The preferred supplier, Kaufmann - The Ozone House, submitted a total bid of \$16,194.30 EUR, plus applicable freight charges. This procurement falls well below the original project budget of \$55,000. Given the specialized nature of the components and supplier expertise, the parts were sole sourced to ensure compatibility and performance.

Resolution No. 25-088

Moved by Wilson HOFFE, Councillor

Seconded by Bettina Ford, Deputy Mayor

Resolved that the Town of Gander award the bid for the procurement of ozone parts required for the Water Treatment Plant to Kaufmann – The Ozone House, in the amount of \$16,194.30 EUR, which is approximately \$25,000 CAD at today's exchange rate, plus applicable freight charges.

Carried 7 - 0

Residential Property Tax Reductions

The Committee reviewed ten (10) applications for residential property tax reductions that all met Council's policy based on established criteria. The total overall amount to be adjusted is \$6,982.65. Since the beginning of 2025, the Town of Gander has issued property tax reductions totaling \$8,194.72.

Resolution No. 25-089

Moved by Wilson HOFFE, Councillor

Seconded by Tara Pollett, Councillor

Resolved that all ten (10) applications for residential property reductions totalling \$6,982.65 be approved, as attached.

Carried 7 - 0

RFQ25-07 - Full-Size Single Cab Pickup Truck

The Committee reviewed a Request for Quote (RFQ) for the purchase of a full-size 3/4 ton single-cab pickup truck. The budgeted amount for this purchase was \$75,000. The preferred bidder is Kelly Ford, with a bid of \$71,718.54, HST inclusive, which is \$9,963.13 under budget.

Resolution No. 25-090

Moved by Wilson Hoffe, Councillor

Seconded by Sheldon Handcock, Councillor

Resolved that the Town of Gander award RFQ25-07 for the purchase and delivery of one full-size ¾ ton single-cab 4x4 pickup truck with 8' box to Kelly Ford in the amount of \$71,718.54, HST inclusive.

Carried 7 - 0

RFQ25-08 – Full-Size Quad Cab Pickup Truck

The Committee reviewed a Request for Quote (RFQ) for the purchase of a full-size quad-cab pickup truck. The budgeted amount for this purchase was \$75,000. The preferred bidder is Kelly Ford, with a bid of \$63,301.69, HST inclusive, which is \$17,595.82 under budget.

Resolution No. 25-091

Moved by Wilson Hoffe, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town of Gander award RFQ25-08 for the purchase and delivery of one full-size Quad Cab 4x4 Pickup Truck with a 6.5' Box to Kelly Ford in the amount of \$63,301.69, HST inclusive.

Carried 7 - 0

Deputy Mayor Ford left Council Chambers at 5:05 p.m.

Sale of One Used Mycom Compressor OC25-01

The Committee reviewed the results from the Open Call for Bid, OC25-01, for the sale of one used Mycom compressor. One bid was received from Young's Industrial Refrigeration in the amount of \$2,875.00, tax inclusive.

Resolution No. 25-092

Moved by Wilson Hoffe, Councillor

Seconded by Pat Woodford, Councillor

Resolved that the Open Call for Bid, OC25-01, for the sale of one used Mycom Compressor serial #631853 be awarded to Young's Industrial Refrigeration in the amount of \$2,875.00.

Carried 6 - 0

Deputy Mayor Ford returned to Council Chambers at 5:07 p.m.

Ultimate Recipient Expenditure Report

Council engaged Kimberly G. Humphries Professional Corporation to audit and prepare the 2024 Ultimate Recipient Annual Expenditure Report (formerly known as the Gas Tax Fund). The audit confirmed that the financial statements were presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards (PSAB). Since the inception of the Canada Community–Building Fund Agreement in 2007, the Town has successfully completed \$7.7 million in capital projects under the program. The Committee was pleased to note that no issues were identified during the audit.

J. Blackwood left Council Chambers at 5:09 p.m.

Snowblower Quote

The Committee reviewed a recommendation to purchase a Larue D50 Loader Mounted Snow Blower from Saunders Equipment Ltd. through the Canoe Procurement Program. The recommended unit is the lightest in its class, compatible with all Town loaders, and helps minimize sidewalk damage. Saunders also offers strong after-sales support. Three bids were received, with the lowest compliant bid from Saunders at \$266,541.98 (net of HST).

As this item is \$49,541.98 over budget, savings from the purchase of the new dump truck will be used to offset this overage.

Resolution No. 25-093

Moved by Wilson Hoffe, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town proceed with the purchase of a Larue D50 Loader Mounted Snow Blower from Saunders Equipment, under Canoe Procurement in the amount of \$293,925.63 HST included.

Carried 7 - 0

J. Blackwood returned to Council Chambers at 5:11 p.m.

Award for Audio Equipment

The Committee reviewed the bid summary for RFQ OC25-03 regarding the supply and delivery of sound equipment. The preferred bidder was Tourtech East, with a total bid of \$516,554.60, HST

inclusive, and a net price of \$468,429.67 after HST rebate. The project falls within the approved budget allocation. The Committee supported awarding the contract to Tourtech East based on price and compliance with specifications.

This equipment will support and enhance the Town's capacity to host large events. The Town received 65% funding from ACOA and 25% funding through IET. The cost to the Town is approximately 10%.

Resolution No. 25-094

Moved by Wilson Hoffe, Councillor

Seconded by Bettina Ford, Deputy Mayor

Resolved the award of RFQ OC25-03 for the supply and delivery of sound equipment to Tourtech East in the amount of \$516,554.60, HST inclusive.

Carried 7 - 0

Strategy, Growth, and Investments

The Strategy, Growth, and Investments report was presented by Bettina Ford, Deputy Mayor.

Opening of Athletic and Soccer Field

The Town of Gander plans to hold an official grand opening for the Athletic and Soccer Field Facility, which has been in use for just under a year. With the washroom/change room and storage shed now complete, and spring activities set to resume, a community "try it" event is being planned. Schools and the general public will be invited to participate, with access to the facility and equipment. The event will include an official ribbon cutting, with invitations extended to funding partners. The proposed date for the grand opening is June 10th, from 10 a.m. to 12 p.m.

Request for Support for Glenwood to Gander Shuttle Service

The Committee reviewed a request for a letter of support for a proposed shuttle service between Glenwood and Gander. Recognizing the value of improved regional connectivity and its alignment with the Town's ongoing transit study, the Committee recommends issuing a non-financial letter of support. The letter will express general support for community-led transportation initiatives without implying endorsement or future commitment.

ACOA Funding Opportunity for Smart Governance & Digital Transformation

Council discussed a proposal to pursue funding through the Atlantic Canada Opportunities Agency (ACOA) under the Innovative Communities Fund (ICF) in support of advancing Gander's digital transformation and Smart City objectives. The proposal outlined the need for a centralized data integration strategy to unify municipal systems, reduce data silos, and leverage AI-assisted analytics to improve decision-making and resource optimization. Additional objectives included automating

municipal workflows, enhancing transparency through real-time public data access, and advancing environmental sustainability through more efficient resource management. The Committee acknowledged the alignment of this initiative with Gander's strategic vision for innovation and recognized the value of pursuing external funding to reduce the financial burden on the Town.

Community Safety Planning

The Department of Justice and Public Safety has invited the Town to participate in a provincial Community Safety Planning Project. This initiative is a proactive step toward enhancing community well-being by addressing root causes and risk factors associated with key issues such as food security, housing, crime, and homelessness. As part of its commitment, the province will provide resources to support the initiative, including \$75,000 in funding to establish a dedicated lead position to coordinate the work of a Community Safety Planning Committee. The Town views this opportunity as a strategic movement toward strengthening safety and support systems within the community.

Resolution No. 25-095

Moved by Bettina Ford, Deputy Mayor

Seconded by Sheldon Handcock, Councillor

Resolved that the Town of Gander accept the \$75,000 funding from the Department of Justice and Public Safety to support the community safety planning initiative.

Carried 7 - 0

Cobb's Pond RFP

A draft Request for Proposals (RFP) for the lease and operation of the Visitor Building at Cobb's Pond Rotary Park was reviewed. The RFP outlines the opportunity for a qualified operator to provide food services, retail sales, activity rentals, and/or event catering. Proposals will be evaluated based on financial return to the Town, operator experience, quality of submission, and added value to park users. The submission deadline is May 9, 2025, with proposals to be presented to Council on May 14, 2025.

Tomorrow's Towns

The Committee reviewed a proposal for the Town of Gander to participate in Municipalities Newfoundland and Labrador's (MNL) *Tomorrow's Towns* initiative. This program supports sustainable community development by aligning local efforts with global Sustainable Development Goals (SDGs) across five focus areas: Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, and Climate Action. Participation offers guidance, training, and improved access to funding opportunities.

Resolution No. 25-096

Moved by Bettina Ford, Deputy Mayor

Seconded by Pat Woodford, Councillor

Resolved that the Town of Gander enroll in the Tomorrow's Towns program and authorize staff to proceed with the registration process.

Carried 7 – 0

Councillor White left Council Chambers at 5:27 p.m.

Community Well-Being and Outreach

The Community Well-Being and Outreach report was presented by Sheldon Handcock, Councillor.

School Gymnasiums as Community Recreation

The Committee discussed the need for improved community access to school gymnasiums and confirmed that a letter had been sent to the Minister of Education requesting immediate action to classify school infrastructure - particularly gymnasiums - as essential community recreation assets. The letter called for:

1. Formal classification of school gymnasiums as dual-use public infrastructure;
2. The establishment of minimum standards for community access outside instructional hours;
3. Operational support and incentives for school administrators to collaborate with municipalities and community groups; and
4. Alignment of school booking practices with the broader provincial sport and recreation strategy.

The Committee noted that as a regional hub, Gander regularly hosts School Sport NL events, provincial championships, and large-scale tournaments that rely on access to school gymnasiums. However, communities are increasingly facing barriers in accessing these spaces for non-curricular, community-focused programming. The Committee emphasized that this threatens the long-term sustainability of regional sport and recreation and undermines broader provincial goals related to health, wellness, youth engagement, and community resilience.

Councillor White returned to Council Chambers at 5:30 p.m.

Community Partnership Fund

The Committee reviewed the proposed Community Partnership Fund (CPF) Policy, FPC-CMS-001, a municipal initiative designed to support charitable, non-profit, and recognized organizations that contribute to the well-being of the Town of Gander. The CPF offers two funding streams: operational grants of up to \$5,000 annually to support staffing, programming, and training; and capital grants of up to \$20,000 for infrastructure or equipment improvements that provide clear public benefit. The policy emphasizes inclusive access, fiscal sustainability, and sound governance, with eligibility requirements, reporting obligations, and adjudication procedures outlined in the policy and associated funding agreement documents. By investing in organizations embedded in the

community, the Town positions itself as a strategic partner in advancing local innovation, resilience, and quality of life. The Committee further noted that applications are now available and will be accepted until May 9, 2025.

Resolution No. 25-097

Moved by Sheldon Handcock, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town of Gander proceed with the first reading of the Community Partnership Fund Policy, FPC-CMS-001, as attached.

Carried 7 - 0

Notable Dates

Garbage collection scheduled for Good Friday, April 18th, is rescheduled to Thursday, April 17th.

Residents are encouraged to participate in the curbside giveaway event happening on May 3rd and 4th, preceding cleanup week. It provides an opportunity to reuse good, used items that would otherwise be directed to the landfill. The 2025 Annual Curbside cleanup is scheduled for May 5th - 16th, inclusive.

The next Waste Transfer Station dates will be on June 14th and July 12th from 8 AM to 4 PM. Residents are encouraged to arrive early to ensure enough time for drop-off before closing. Residents are reminded that the winter parking ban remains in effect until April 30, 2025. During this period, street parking is not permitted from 12 am – 8 am, OR at any time of day that would hinder snow removal.

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

Municipal Awareness Week

The Committee noted that Municipal Awareness Week will take place from May 4–10. Planning and scheduling of community events are currently underway in preparation for the week. The Town of Gander looks forward to engaging with residents and utilizing this opportunity to promote awareness of municipal services and foster stronger community connections.

Upcoming Events

Town of Gander Upcoming Events for April 17 - May 14, 2025:

- April 23: Commander Gander Egg Hunt
- April 21 - 23: Provincial U13 Hockey Championships
- April 25 - 27: Provincial U15 Hockey Championships

- Closing May 2: Summer Student Job Competition
- May 3 - 4: Geek Fest
- May 9 - 11: Newfoundland & Labrador Outfitters Association Outdoor Show
- May 13 - 14: MinEx Conference

Upcoming Events – Gander Fire Rescue

Gander Fire Rescue will co-host the NL Association of Fire Services' annual Fire Training School from May 24–30, drawing hundreds of firefighters from across the province. Additional internal training initiatives include a provincially mandated Traffic Management course and a Pump Operators course for new recruits.

Municipal Enforcement is organizing a Bike Rodeo at the Community Centre parking lot on Saturday, June 21 from 12:00–3:00 p.m., designed to promote safe cycling practices among children. Prizes, including a new bike and helmet, will be provided by local sponsors.

Council Engagement Report

March 20 - April 16, 2025

Effective engagement with the community is essential for successful local governance, as it promotes transparency, inclusivity, and collaboration. In line with our commitment to these values, we are excited to share highlights of recent events attended or hosted by Council, meetings with community members, and the ongoing leadership and advocacy efforts led by the Mayor.

Events and Engagements:

Council is actively involved in numerous community events, both hosting and attending. Highlights include:

- **March 21:** Attended and gave greetings at the Navy League Cadets Ceremonial Review where Commander Lewis presented the prestigious King's Charles III Metal to one of Gander's cadets.
- **March 21:** Attended and provided greetings at the Kin Canada Annual Spring Zone Convention.
- **March 21:** Attended and provided greetings at the Water and Wastewater Workshop.
- **March 25:** Partnered with NL Health Services to dedicate the Obstetrics and Gynecology Unit to Dr. Peter Blackie.
- **March 27:** Co-hosted a Charity Hockey Game in support of Jamie Cokes.
- **April 3:** Hosted the "100 Years of Women's Rights and Leadership" event to commemorate the 100th anniversary of women gaining the right to vote and hold office in the Dominion of Newfoundland.

Mayor's Leadership Initiatives:

As the spokesperson for our Council and community, the Mayor is actively involved in various advocacy efforts and projects that aim to foster community growth and address local issues. Recent initiatives include:

- **April 1:** Visited Gander's four schools to donate FoodCyclers.
- **April 7:** Welcomed first-year medical students during their community visit to Gander.
- **April 8:** On behalf of the Mayor, the Deputy Mayor held a photo session with a new Canadian citizen to commemorate their recent achievement.

8. ADMINISTRATION

Water Treatment Plant Compressor Replacement

Gander's Water Treatment Plant uses three rotary screw compressors to generate compressed air which is converted to Ozone as the primary disinfectant in the treatment process. In the 2025 budget process Council allocated \$300,000 and subsequently CBCL was engaged to review the air compressor system at the Gander Water Treatment Plant (WTP). An evaluation of the existing equipment was presented in the CBCL report Gander Water Treatment Plant - Air Compressor Review – Final Report in February 2025. The report indicated that the existing compressors are nearing their expected end of life and evaluated the potential for alternative sources of oxygen supply that could be used to feed the ozone equipment. The report ultimately demonstrated that on-site oxygen generation is substantially more cost effective for the Town, and that the existing air compressors should be replaced with new units with similar capacity but higher efficiency.

Flowing from previous work, the proposal presented the scope and budget for detailed engineering design, tendering and construction phase services for the replacement of the air compressors at the Gander WTP. The pretender estimate is \$277,780 above the 2025 budget allocation. This infrastructure is critical to the production of high quality, potable water in the community. It is recommended that CBCL be engaged to immediately start the design and tender process to replace the existing compressors and associated equipment. If the low bidder is above the budget allocation capital funds will be reallocated.

9. NEW BUSINESS

Alternate Assessment Appeal Commission

The Town of Gander is required to appoint an Alternate Appeal Commissioner for the purpose of hearing assessment appeals.

Resolution No. 25-098

Moved by Marcie White, Councillor

Seconded by Tara Pollett, Councillor

Resolved that the Town of Gander appoint Mitchell Moran as the Alternate Assessment Appeals Commissioner for 2025.

Carried 7 - 0

10. ADJOURNMENT

Resolution No. 25-099

Moved by Pat Woodford, Councillor

Seconded by Sheldon Handcock, Councillor

To adjourn the meeting at 5:43 P.M.

Carried 7 - 0

P. Farwell, Mayor

B. Hefford, Town Clerk



**TOWN OF
GANDER**

CONTROL OF HAZARDOUS WATER SOURCES BY-LAW

**Effective the xx day of xxxxx, 2025.
Motion #25-xxx**

**1.0 Title**

- 1.1** This document will be known and cited as the “Control of Hazardous Water Sources By-Law”.

2.0 Adoption

- 2.1 WHEREAS** the Town of Gander is required under Section 7 of the *Towns and Local Service Districts Act* to adopt a by-law for prohibition and control of the use of a source of water that the town council considers to be dangerous to public health.
- 2.2 WHEREAS** the *Water Resources Act, NL*, grants the Minister authority over water quality and management, and empowers municipalities to regulate water use in accordance with public safety.
- 2.3 WHEREAS** the *Public Health Protection and Promotion Act, NL*, establishes the responsibility of municipal governments to safeguard public health and respond to health hazards, including unsafe water conditions.
- 2.4** Town Council of the Town of Gander hereby enacts the following.

3.0 Purpose of By-Law

- 3.1** The purpose of this by-law is to:
- 3.1.1** Establish a prohibition and regulate the use of any water source deemed by the town council to pose a danger to public health.
- 3.1.2** Regulate and control the use of water sources deemed hazardous to public health and to ensure compliance with the *Towns and Local Service Districts Act, NL*, the *Water Resources Act, NL*, and the *Public Health Protection and Promotion Act, NL*.

4.0 Definitions

- 4.1** “Town” shall mean the Town of Gander.
- 4.2** “Council” shall mean the Town Council for the Town of Gander.
- 4.3** “The Act” shall mean the *Towns and Local Service Districts Act, NL*.
- 4.4** “Hazardous Water Source” refers to any source of water, including surface or groundwater, that poses a risk to public health due to contamination or other hazardous conditions as determined by Council or a designated authority.
- 4.5** “Hazardous Water Condition” refers to any situation where water quality poses a risk to public health as determined by Council, the Minister, or the Chief Medical Officer of Health.
- 4.6** “Minister” means the Minister responsible for the *Water Resources Act, NL*.
- 4.7** “Public Water Supply” refers to a municipal water supply system regulated under the *Water Resources Act, NL*.
- 4.8** “Boil Order” refers to an official notice issued by the Town or an authorized provincial authority requiring residents to boil water before consumption due to potential contamination.

5.0 Hierarchy of Authority

- 5.1** This By-Law is secondary to the *Towns and Local Service Districts Act, NL*, the *Water Resources Act, NL*, and all other applicable provincial and federal legislation. In the event of a conflict, the provisions of the Act or other higher-level legislation shall prevail.



6.0 Application

6.1 This by-law applies to:

- 6.1.1** All members of the public.
- 6.1.2** All lands, bodies of water, and water sources within the municipal boundary of the Town of Gander.

7.0 Procedures

7.1 Prohibition of Hazardous Water Use

- 7.1.1** No person shall use, distribute, or allow the use of a water source that has been designated as hazardous by Council, the Minister, or other relevant authority.
- 7.1.2** Any person using a potentially hazardous water source must immediately report such use to the Town and comply with directives for mitigation or discontinuation.

7.2 Inspection and Testing

- 7.2.1** The Town shall have the authority to inspect and test any water source suspected of being hazardous to public health.
- 7.2.2** The Town shall have the authority to conduct comprehensive water quality assessments to identify potential contaminants and evaluate the safety of existing water sources.
- 7.2.3** The Town may order the closure of any hazardous water source until remedial actions are taken to ensure compliance with safety regulations.

7.3 Issuance of a Boil Order

- 7.3.1** The Town shall issue a boil order when notified by a provincial authority, public health official, or after independent testing confirms contamination.
- 7.3.2** A boil water order shall remain in effect until water testing confirms that the water quality meets acceptable safety standards.
- 7.3.3** Public notification may be issued via any official Town of Gander Communications platforms including, but not limited to:
 - a.** Website
 - b.** Social Media Platforms
 - c.** Mail
 - d.** Warning notices on taps in public places
 - e.** Warning notices near water sources
 - f.** Public Notification Systems, ie. TxtSquad

7.4 Enforcement and Penalties of Prohibition of Hazardous Water Use

- 7.4.1** Any individual found to be in violation of this by-law may be subject to penalties as outlined in the *Water Resources Act, NL*, the *Public Health Protection and Promotion Act, NL* and the *Towns and Local Service Districts Act, NL*.
- 7.4.2** The Town may impose fines, issue stop-use orders, and require remediation measures at the cost of the responsible party.



7.4.3 This by-law shall not exclude the application of other penalties not expressly listed.

8.0 Regular Review of the By-Law

8.1 Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

9.0 Effective Date

9.1 This by-law shall become effective upon the xx day of xxxxx, 2025 by Motion #25-xxx.

10.0 Publication

10.1 This by-law shall be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this regulation.



**TOWN OF
GANDER**

GANDER FIRE/RESCUE OPERATING BY-LAW

Effective the ** day of ***, 2025.
Motion #25-xxx**



1.0 Title

- 1.1 This document shall be known and cited as the "Gander Fire/Rescue Operating By-Law."

2.0 Adoption

- 2.1 **WHEREAS** the Town of Gander has established Gander Fire/Rescue to provide fire protection services within the town as authorized under section 163 of the *TLSDA*;
- 2.2 **AND WHEREAS** the Town of Gander is required under Section 7 of the *TLSDA* to adopt a bylaw for the control and management of the fire department and the participation of the fire department in emergency activities not related to firefighting or fire prevention.
- 2.3 Council of the Town of Gander hereby enacts the following.

3.0 Purpose of By-Law

- 3.1 The purpose of this by-law is to regulate and establish the structure, operation, and responsibilities of Gander Fire/Rescue in accordance with the *Towns and Local Service Districts Act*, the *Fire Protection Services Act*, and other relevant legislation.
- 3.2 Provides the authority, responsibilities, and operational framework for Gander Fire/Rescue operations, including fire prevention, emergency response, and related services.

4.0 Definitions

- 4.1 "Town" shall mean the Town of Gander.
- 4.2 "Council" shall mean the Town Council for the Town of Gander.
- 4.3 "Fire Department" shall mean Gander Fire/Rescue.
- 4.4 "Fire Chief" means the person appointed under Section 69 of the *Towns and Local Service Districts Act* responsible for overseeing fire services in the Town of Gander.
- 4.5 "Deputy Fire Chief" means the individual assigned to assist the Fire Chief and act on their behalf in case of absence or vacancy.
- 4.6 "Firefighter" means any individual employed or appointed to provide fire protection services, including volunteer firefighters.
- 4.7 "Fire Protection Services" includes fire suppression, rescue, emergency medical services, hazardous material response, fire prevention education, search and rescue, and other emergency response activities as directed by the Fire Chief or Council.

5.0 Hierarchy of Authority

- 5.1 This by-law is secondary to the *Towns and Local Service Districts Act*, the *Fire Protection Services Act*, and all other applicable provincial or federal legislation. In the event of a conflict, the provisions of higher-level legislation shall prevail.



6.0 Application

- 6.1** This by-law applies to all operations, personnel, and services of Gander Fire/Rescue, including but not limited to:
- 6.1.1** Fire prevention, suppression, emergency medical response, and other emergency services;
 - 6.1.2** Participation in mutual aid agreements, both within and outside municipal boundaries, as directed by the Fire Chief or Council;
 - 6.1.3** Inspections for compliance with fire safety standards, as well as public education and awareness programs related to fire safety.
 - 6.1.4** All properties and structures within the municipal boundaries of the Town of Gander, and all calls for response outside of municipal boundaries set forth by mutual or automatic aid agreements or where services are required by emergency.

7.0 Procedures

7.1 Responsibilities and Authority of the Fire Chief

- 7.1.1** The Fire Chief shall be responsible to Council through the Chief Administrative Officer (CAO) for the administration, operation, and management of the Fire Department, including:
- a.** Ensuring proper training, equipment, staffing levels, and readiness to perform fire suppression, rescue, emergency medical services, and other fire protection services.
 - b.** Developing and implementing policies and Standard Operating Guidelines (SOGs) for fire prevention, emergency response, and operational safety.
 - c.** Preparing annual budget estimates for Council approval, managing departmental finances, and ensuring proper resource allocation for fire department operations.
 - d.** Enforcing fire-related municipal by-laws, fire protection standards, and applicable provincial regulations.
 - e.** Maintaining accurate records of fire incidents, inspections, training, public education efforts, and departmental activities.
 - f.** Ensuring that mutual aid and automatic aid agreements are established and executed when necessary for coordinated emergency response.
- 7.1.2** The Fire Chief shall have full authority to mobilize personnel, equipment, and resources as necessary to address emergencies, and may request mutual aid or additional support from neighboring municipalities or organizations, including private contractors and specialized equipment when required.
- 7.1.3** In the absence of the Fire Chief, the Deputy Fire Chief shall assume all responsibilities and authorities of the position.

7.2 Emergency Response and Mutual Aid

- 7.2.1** The Fire Department shall respond to all emergencies within the Town of Gander and, when necessary, provide emergency response under mutual aid agreements with neighboring municipalities, as authorized by the Fire Chief and Council.



- 7.2.2** The Fire Chief may authorize emergency response outside the municipal boundaries when requested and deemed necessary for public safety, including life-threatening situations, wildfires, and vehicle extrication requests from the RCMP or ambulance services.
- 7.2.3** Gander Fire/Rescue personnel will also participate in automatic aid agreements with other departments, providing joint responses to emergencies based on proximity or need for supplemental assistance.

7.3 Fire Prevention and Public Education

- 7.3.1** The Fire Department shall conduct fire prevention inspections, provide fire safety education, and enforce compliance with fire codes and regulations.
- 7.3.2** The Fire Department shall inspect commercial properties and residential properties with wood-burning appliances to ensure fire protection standards are met. Fees may apply for inspections outside of regular permit issuance.
- 7.3.3** The Fire Department will conduct public education campaigns to raise awareness on fire prevention, fire safety practices, and emergency preparedness.

7.4 Organizational Structure

- 7.4.1** The organizational structure of Gander Fire/Rescue shall consist of the following:
 - a. Fire Chief: The senior official responsible for overseeing all fire protection operations.
 - b. Deputy Fire Chief: The individual appointed to assist the Fire Chief and act in their absence.
 - c. Officers: Appointed individuals responsible for specific operational or administrative functions within the department.
 - d. Firefighters: Paid and volunteer personnel appointed to provide fire protection services.
- 7.4.2** The Fire Chief is responsible for ensuring all personnel are adequately trained, equipped, and prepared to perform their duties safely and effectively. Training programs and certifications must meet municipal, provincial, and national standards.

7.5 Fire Services Outside Municipal Boundaries

- 7.5.1** Gander Fire/Rescue shall respond to emergency requests outside the Town's boundaries, provided these requests are for life safety emergencies, vehicle extrication, or other emergency situations as authorized by the Fire Chief.
- 7.5.2** Non-emergency services, such as fire inspections or alarm servicing, will only be performed outside municipal boundaries if they are directly related to the protection of life or property, as determined by the Fire Chief.
- 7.5.3** All fire services provided outside the Town's boundaries will be subject to mutual aid or automatic aid agreements.

8.0 Regular Review of the By-Law

- 8.1** Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.



9.0 Effective Date

9.1 This by-law shall become effective upon the *** day of *****, 2025 by Motion #25-xxx.

10.0 Publication

10.1 This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this regulation.

DRAFT March 26, 2025



**TOWN OF
GANDER**

TOURISM ACCOMMODATION TAX BY-LAW

Effective the ** day of ***, 2025.
Motion #25-xxx**

**1.0 Title**

- 1.1** This document shall be known and cited as the "Tourism Accommodation Tax By-Law."

2.0 Adoption

- 2.1 WHEREAS**, under Section 129 of the *Towns and Local Service Districts Act, 2024*, the Town of Gander is authorized to impose a municipal tax on tourist accommodations;
- 2.2 AND WHEREAS**, Council of the Town of Gander, at its March 19, 2025 Regular meeting of Council, approved the establishment of accommodation taxes to be imposed on the purchase of accommodations of short duration within the Town of Gander.
- 2.3 NOW THEREFORE**, the Town Council adopts this by-law to impose a 4% Accommodation Tax on the purchase of short-term accommodations within the municipal boundaries.

3.0 Administration

- 3.1** The administration of this by-law is delegated to the Town Clerk or their designate.

4.0 Purpose of By-Law

- 4.1** The purpose of this by-law is to impose a Municipal Accommodation Tax on the purchase of short-term accommodations within the Town of Gander, in accordance with Section 129 of the *Towns and Local Service Districts Act, 2024*. The tax is intended to generate revenue to support tourism initiatives, including funding for designated non-profit entities that promote and develop local tourism, thereby enhancing the Town's economic vitality and visitor appeal.

5.0 Definitions

- 5.1** "Accommodation" shall mean hotel and short-term rentals under 30 days.
- 5.2** "Tourist Accommodation" shall mean short-term lodging for the traveling public.
- 5.3** "Town" shall mean the Town of Gander.
- 5.4** "Council" shall mean Council of the Town of Gander.
- 5.5** "Ancillary Charges" shall mean charges related to the purchase of accommodations, including, but not limited to, food, mini bar products, movie rentals, etc.
- 5.6** "Purchaser" shall mean the person who makes payment in consideration for accommodation.
- 5.7** "Provider" shall mean hotel operators and short-term rental hosts.
- 5.8** "Broker" shall mean platforms or agents facilitating short-term bookings.
- 5.9** "MAT" shall mean Municipal Accommodations Tax.

6.0 Hierarchy of Authority

- 6.1** This by-law is secondary to the *Towns and Local Service Districts Act*, the *Fire Protection Services Act*, and all other applicable provincial or federal legislation. In the event of a conflict, the provisions of higher-level legislation shall prevail.



7.0 Application

- 7.1** This by-law applies to all providers of paid tourist accommodations within the Town of Gander for periods of 30 days or less.
- 7.2** All tourist accommodations must be registered under the *Tourist Accommodations Act* and hold valid permits under Gander's development regulations.

8.0 Procedures

8.1 Tax Rate and Collection

- 8.1.1** A Purchaser of Accommodation shall pay, at the time of purchase, a Municipal Accommodation Tax (MAT) of 4% on the purchase price of the accommodation for a continuous period of 30 days or less.
- 8.1.2** MAT does not apply to Ancillary Charges if those charges are itemized separately. If they are not itemized, accommodation tax will apply to the entire purchase price.

8.2 Exemptions

- 8.2.1** The accommodation tax shall not apply to:
- a.** Real property belonging to Canada or the province of Newfoundland;
 - b.** Real property belonging to a town or its agents, a regional service board or a municipal service delivery corporation;
 - c.** Real property exempted by an Act of the Legislature;
 - d.** Churches and other places of worship together with the land on which they are situated;
 - e.** Cemeteries operated by churches or non-profit organizations;
 - f.** The rectory or other principal place of residence of a religious leader in charge of a church or other place of worship where that residence is owned by the church or other place of worship, together with the land on which it is situated;
 - g.** Public health care facilities owned and operated by the Provincial Health Authority and the land on which they are situated, including student residences, but not including other residences and apartments;
 - h.** Schools as defined in the Schools Act, 1997 and the land on which they are situated, including student residences and playing fields and other recreational facilities owned by the Crown, or in the case of a French first language school, the Conseil Scolaire Francophone Provincial but not including other residences and apartments;
 - i.** Universities and colleges established under the Memorial University Act and the College Act, 1996, and the land on which they are situated, including student residences and playing fields and other recreational facilities owned by them, but not including other residences and apartments;
 - j.** Productive farmland and woodland and buildings on and used with respect to farm or wood production as the Minister of Fisheries, Forestry and Agriculture may designate;
 - k.** Every tent or trailer sites supplied by a campground, tourist camp, or trailer park; and



- I. Every accommodation supplied by employers to their employees in premises operated by the employer.

8.3 Collection – Hotel Accommodation Providers

- 8.3.1** Shall list the MAT as a separate line on receipts/invoices and identify such tax as “Municipal Accommodation Tax”.
- 8.3.2** Shall collect MAT at point of sale as agents of the Town.
- 8.3.3** Shall remit MAT monthly, no later than the 15th day following each month, to the Town’s tax collection agent, in a manner deemed acceptable by the Town Treasurer.
- 8.3.4** Shall submit a monthly statement, no later than the 15th day following each month, in a manner deemed acceptable by the tax collection agent, and shall include:
 - a. Number of rooms sold;
 - b. Purchase prices of the room sold;
 - c. The number of rooms exempt under the by-law and proof of the Provider relied on; and
 - d. MAT collected.
- 8.3.5** Shall provide any information as required by the Town for the purposes of enforcing this by-law.

8.4 Collection – Short-term Accommodation Providers

- 8.4.1** Shall list the MAT as a separate line on receipts/invoices and identify such tax as “Municipal Accommodation Tax”.
- 8.4.2** If the purchase of Short-term Accommodation is made through a Short-Term Accommodation Broker, the Short-Term Accommodation Broker shall list the Municipal Accommodation Tax as a separate item on the Purchaser’s receipt or invoice and identify such as tax as “Municipal Accommodation Tax”.
- 8.4.3** Shall collect the Municipal Accommodation Tax from the Purchaser at the time of purchase as agents of the municipality.
- 8.4.4** If the purchase of a Short-term Accommodation is made through a Short-Term Accommodation Broker, the Short-term Accommodation Broker shall collect the Municipal Accommodation Tax at the time of purchase as agents of the municipality and remit it to the Provider of Short-term Accommodation.
- 8.4.5** Shall, on a quarterly basis within 15 days of the end of the previous quarter, remit the Municipal Accommodation Tax to the tax collection agent designated by the Town in a manner the Town Treasurer deems acceptable.
- 8.4.6** Shall, on a quarterly basis within 15 days of the end of the previous quarter, provide a quarterly statement in the form required by the tax collection agent; these quarterly statements shall include:
- 8.4.7** Providers must also submit a quarterly statement detailing:
 - a. Number of rooms sold;
 - b. Purchase prices of the room sold;
 - c. The number of rooms exempt under the by-law and proof of the Provider relied on; and



d. MAT collected.

8.4.8 Shall provide any information as required by the Town Treasurer for the purposes of administering this by-law.

8.5 Refunds

8.5.1 Where a Purchaser has paid an amount that is not payable, the Town Treasurer or the Town's agent, may upon receipt of satisfactory evidence, make a determination that the amount was wrongly paid, and if such a determination is made, the Town or its agent shall refund or credit all or part of the amount, but no refund shall be made unless an application is made within twenty-four (24) months after the payment date.

8.5.2 Where a Provider remits a surplus in error, the Town or its agent, may upon receipt of satisfactory evidence, make a determination that an amount was wrongly paid, and if such a determination is made, the Town or its agent, shall refund all or part of the amount, but no refund shall be made unless an application for such a refund is made within twenty-four (24) months after the date of remittance.

8.5.3 Where a person has applied for a refund and the person's claim is in whole or in part refused, the Town or its agent shall provide a statement of disallowance in such form as determined by the Town or its agent, and the statement shall specify the amount of disallowance and the reasons for the disallowance.

8.6 Interest, Fees, and Liens

8.6.1 Penalties and interest at a monthly rate of interest applicable to overdue property taxes shall apply to any outstanding Municipal Accommodation Tax and shall be payable monthly by the Providers of Accommodation on the amount of any tax payable or remittable from the business day following the date on which the Municipal Accommodation Tax was payable, or its remittance was due up to and including the date on which such tax is paid or remitted in full.

8.6.2 The Town Treasurer may refer the collection of any Municipal Accommodation Tax payable or required to be remitted to a bailiff or a collection agency.

8.6.3 Upon default of Municipal Accommodation Tax required to be paid or remitted under this bylaw, the Town Treasurer may bring an action for the recovery of the amount in any court in which a debt or money demand or similar amount may be collected, and every such action shall be brought and executed in the name of the Town.

8.6.4 The Town Treasurer may register a lien on any property in which Accommodation has been provided and for which tax remains owing.

8.6.5 A fee may be charged in respect of all remittances made by cheque that are not honoured by the financial situation upon which it is drawn.

8.7 Audit and Inspections

8.7.1 Every Provider shall keep, for no less than three (3) years, books of account, records, and documents sufficient to furnish the Town or its designated tax collection agent(s) with the necessary particulars of:

- a. Sales of accommodation;
- b. Amount of the Municipal Accommodation Tax collected; and
- c. The remittances made to the tax collection agent.



8.7.2 Every Short-term Accommodation Broker shall keep, for no less than (3) years, books of account, records and documents sufficient to furnish the Town or its designated tax collection agent with the necessary particulars of:

- a. Sales of accommodation; and
- b. Amount of the Municipal Accommodation Tax collected.

8.7.3 The Town Treasurer or designate or the Town 's designated tax collection agent may inspect and audit all books, documents, transactions, and accounts of Providers and Short-term Accommodation Brokers and require Providers or Short-term Accommodation Brokers to produce copies of any document or records required for the purpose of administering and enforcing this by-law.

8.7.4 Every Provider or Short-term Accommodation Broker shall furnish upon the demand of the Town Treasurer or the Town 's designated tax collection agent for reasonable inspection, copies of any books, documents, transactions, accounts or records required for the purposes of the administration and enforcement of this by-law.

8.8 Offences and Penalties

8.8.1 Any person who contravenes any provision of this by-law is subject to the offences, penalties, and prosecution provisions as outlined under Division 6 of the *Town of Gander Local Service District Act* (TLSDA). This includes, but is not limited to, fines, imprisonment, court-ordered restitution of unpaid taxes or fees, and enforcement actions such as registration of judgments in the Supreme Court.

8.8.2 These penalties may be imposed in addition to any other remedies or actions the Town may pursue in the enforcement of this by-law.

9.0 Regular Review of the By-Law

9.1 Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

10.0 Effective Date

10.1 This by-law shall become effective upon the 1st day of July, 2025 by Motion #25-xxx.

11.0 Publication

11.1 This by-law will be posted to the Town's Website following adoption by Council.

12.0 Repeal of Previous By-Law

12.1 No prior by-laws are repealed by this by-law.

Title: Council - Staff Relations Policy	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date:	
Review Date:	
Issuing Department: Governance and Legislative Services	
<p>Objective</p> <p>To establish a clear and consistent framework that supports a respectful, collaborative, and effective working relationship between Council and staff. This policy aims to promote mutual respect, clarify roles and responsibilities, encourage appropriate communication, and ensure good governance and efficient municipal service delivery in accordance with applicable legislation and ethical standards.</p>	
<p>Purpose and Application</p> <p>The purpose of this policy is to define the principles and practices that guide interactions between Council and staff, ensuring they are rooted in mutual respect, professionalism, and accountability. The policy outlines expectations regarding communication, conduct, and roles to foster a productive and positive municipal workplace.</p> <p>This policy applies to all members of Council and all employees of the Town of Gander, including full-time, part-time, temporary, and contract staff. It is intended to support effective governance by ensuring that all parties understand their roles, responsibilities, and the appropriate protocols for interaction.</p>	
<p>Accommodation</p> <p>Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.</p>	
<p>Responsibilities</p> <p>Authority: Council will be responsible for policy approval.</p> <p>Accountable: Chief Administrative Office (CAO).</p> <p>Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.</p> <p>Responsible: Management to review policy for cross-departmental and organizational impacts.</p>	

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Responsible: All municipal officials and municipal councillors to ensure adherence to policy.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Consulted: Senior Management Team.

Informed: Applicable staff and public.

Definitions

Chief Administrative Officer (CAO) - The senior administrative official appointed by Council, responsible for the overall management of municipal operations and for implementing Council's policies and decisions.

Council - The elected body that governs the Town of Gander, composed of the Mayor, Deputy Mayor, and Councillors, responsible for setting strategic direction and municipal policies.

Staff - Employees of the Town of Gander, including full-time, part-time, temporary, and contract personnel, who report through the administrative structure led by the CAO.

Operational Matters - Day-to-day activities, administrative decisions, service delivery, internal staff management, or resource allocation carried out by staff under the CAO's leadership.

Governance - The system and processes used by Council to set direction, establish policies, and oversee the strategic performance of the municipality, distinct from administrative operations.

Directive - An instruction or request for action related to municipal operations. Council may only issue directives as a collective body through resolutions or bylaws, not as individuals.

Undue Influence - Any behaviour, whether explicit or implied, that seeks to interfere with or override the impartial, professional judgment or responsibilities of municipal staff.

Election Period - The period beginning six months before a scheduled municipal election and ending upon the swearing-in of the new Council, during which heightened neutrality and transparency are expected.

Political Activity - Actions that support or oppose a political party or candidate, including campaigning, partisan messaging, or use of municipal resources for electoral purposes.

Values

Integrity, Transparency, and Accountability – The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion – The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement – The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity – The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement – Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander’s organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 Respect for Roles and Responsibilities

- 1.1** Council is responsible for setting policy direction, establishing strategic goals, and making decisions in the best interest of the municipality.
- 1.2** Staff are responsible for administering policies, managing daily operations, and providing impartial advice based on professional knowledge and experience.
- 1.3** Council members shall not involve themselves in day-to-day administrative or personnel matters.
- 1.4** All operational or service-related concerns, directives, or inquiries shall be routed through the Chief Administrative Officer (CAO) or their designated management representative.
- 1.5** Council shall refrain from issuing instructions or assignments directly to staff members.
- 1.6** Staff must respect the authority of Council as a collective decision-making body and not respond to directives from individual members unless authorized through policy or delegation.

2.0 Professional Conduct

- 2.1** Council and staff must conduct themselves with integrity, professionalism, and respect in all communications and interactions.
- 2.2** Personal attacks, intimidation, sarcasm, or public criticism of staff by Council members, or vice versa, are not acceptable.
- 2.3** Council members must not request that staff undertake politically motivated, partisan, or personal tasks.
- 2.4** Staff shall not engage in political activities during work hours or while representing the municipality.

- 2.5** All parties shall foster an inclusive, harassment-free, and non-discriminatory working environment.
- 2.6** The Town supports a psychologically safe workplace, where individuals feel confident and secure to voice concerns, suggest improvements, or report misconduct without fear of retribution.

3.0 Communication Protocols

- 3.1** Communication between Council and staff must be structured, transparent, and guided by approved channels.
- 3.2** All formal requests for information, reports, or service updates from Council members must be submitted to the CAO for assignment and tracking.
- 3.3** Where Council has authorized individual members to liaise with staff (e.g., through committee appointments), interactions must remain within the defined scope of those duties.
- 3.4** Staff are expected to respond to Council inquiries in a timely, factual, and neutral manner.
- 3.5** Staff may redirect or decline individual requests if:
 - 3.5.1** They fall outside operational mandates;
 - 3.5.2** They duplicate existing work or reporting cycles;
 - 3.5.3** They present a risk to organizational capacity or impartiality.
- 3.6** All Council-staff communications should be documented where necessary to ensure transparency and traceability.
- 3.7** All communications between Council and staff, including digital platforms and informal channels, are subject to this policy and must adhere to professional standards and approved procedures.

4.0 Safeguarding Municipal Boundaries

- 4.1** The CAO is the administrative head of the organization and has the authority to interpret and implement Council's decisions in a manner consistent with municipal strategy and staff capacity.
- 4.2** Council members shall not engage in behaviours that may be perceived as exerting undue influence on administrative decisions or circumventing proper authority.
- 4.3** Staff have the right to carry out their responsibilities without interference, and to elevate concerns when governance boundaries are not observed.
- 4.4** Council members shall not use intermediaries or third parties to bypass administrative protocols or influence staff outside of approved channels.

5.0 Maintaining Neutrality During Elections

- 5.1** In the lead-up to municipal elections, all interactions between Council and staff must be especially mindful of the need for neutrality, continuity, and protection from perceived political influence.
- 5.2** Requests or initiatives during this period must be assessed by the CAO to ensure consistency with existing priorities, impartiality, and protection of staff from undue pressures.

- 5.3** Any concerns related to the politicization of staff activities or the misuse of administrative resources shall be addressed through established reporting channels.
- 5.4** Following a municipal election or staff leadership change, structured transition practices shall be used to support continuity, maintain professionalism, and uphold institutional memory.

6.0 Upholding Administrative Independence

- 6.1** Council acknowledges the authority of the CAO to oversee all operational, logistical, and administrative functions of the municipality.
- 6.2** Council members shall avoid involvement in internal administrative decisions or activities, and shall instead channel feedback, suggestions, or concerns through the appropriate governance structures.
- 6.3** All parties share responsibility for fostering a respectful, collaborative environment that enables staff to carry out their duties without disruption, confusion, or undue influence.

7.0 Confidentiality and Discretion

- 7.1** Council and staff must safeguard sensitive information, particularly matters relating to:
 - 7.1.1** Personnel;
 - 7.1.2** Legal advice;
 - 7.1.3** Procurement processes;
 - 7.1.4** Land negotiations;
 - 7.1.5** Closed sessions;
 - 7.1.6** Any information protected under ATIPPA or applicable privacy legislation.
- 7.2** Breaches of confidentiality may result in disciplinary or legal consequences, as applicable.

8.0 Conflict Resolution

- 8.1** Should disputes or concerns arise between Council members and staff, the following steps shall be taken:
 - 8.1.1** The issue is raised privately with the CAO.
 - 8.1.2** If unresolved, the CAO will engage the Mayor and/or the staff member's supervisor to facilitate resolution.
 - 8.1.3** If the issue persists, the matter may be escalated to a formal review process or mediation facilitated by an external party.
- 8.2** No staff member shall be penalized or retaliated against for reporting inappropriate conduct by a Council member, and vice versa.

9.0 Training and Orientation

- 9.1** Upon election or hiring, all Council members and staff shall receive orientation on:
 - 9.1.1** Roles and responsibilities;
 - 9.1.2** This Council/Staff Relations Policy;
 - 9.1.3** Conflict of interest provisions;

9.1.4 Relevant legislation

9.1.5 Respectful workplace expectations.

9.1.6 Newly elected officials and new staff will receive mandatory orientation that includes this policy.

9.2 Ongoing professional development, workshops, and refresher sessions may be offered upon request to reinforce good governance practices.

10.0 Legislative Compliance

10.1 All interactions, conduct, and communications must comply with the following legislation (including amendments and successor legislation):

10.1.1 *Towns and Local Service Districts Act;*

10.1.2 *Code of Conduct Policies;*

10.1.3 *Municipal Conduct Act;*

10.1.4 *Access to Information and Protection of Privacy Act;*

10.1.5 *All other relevant legislation.*

10.2 Where conflicts exist between this policy and applicable legislation, the legislation shall take precedence.

11.0 Roles and Responsibilities

11.1 The distinct roles of elected officials and administrative staff are foundational to good governance. As per applicable legislation:

Council (Collective Role):

11.1.1 Sets policy direction through by-laws, resolutions, and plans;

11.1.2 Approves budgets and allocates resources in accordance with strategic priorities;

11.1.3 Represents the interests of residents and ensures decisions reflect the public good;

11.1.4 Oversees the performance of the Chief Administrative Officer (CAO);

11.1.5 Adopts long-term planning documents including municipal plans and development regulations.

Individual Councillors:

11.1.6 Bring forward constituent concerns through formal mechanisms;

11.1.7 Participate actively in meetings, committees, and community engagement;

11.1.8 May not exercise executive authority or act independently on behalf of the municipality unless delegated by Council.

Mayor (or Presiding Officer):

11.1.9 Chairs meetings and represents the municipality in official functions;

11.1.10 Works collaboratively with the CAO to ensure effective flow of information between Council and administration.

Chief Administrative Officer (CAO):

11.1.11 Is the sole employee directly accountable to Council;

11.1.12 Provides impartial professional advice and ensures implementation of Council's decisions;

11.1.13 Manages all operational, financial, and human resource functions in accordance with Council policy and applicable legislation.

11.2 Role clarity protects the integrity of governance structures and prevents administrative interference. The success of the municipality depends on the cooperative and respectful exercise of these roles within their defined scope.

12.0 Personal Liability and Accountability for Deviations from Role

12.1 Municipal councillors are subject to both collective and individual liability for actions taken outside of their legislative authority. The following risks may arise from interfering in administrative decisions or violating the defined governance framework:

12.2 Legal Liability:

12.2.1 Councillors who direct staff or make unauthorized decisions may be held personally liable for:

- a. Breaches of contract;
- b. Violations of procurement rules;
- c. Improper influence in hiring or disciplinary matters;
- d. Misuse of municipal resources.

12.3 Conflict of Interest & Breach of Trust:

12.3.1 Under the *Municipal Conduct Act*, actions taken for personal gain, political advantage, or to influence outcomes outside the decision-making process may result in:

- a. Censure or suspension;
- b. Repayment of improperly allocated funds or benefits;
- c. Disqualification from office.

12.4 Insurance Limitations:

12.4.1 Municipal liability insurance may not cover individual councillors for actions deemed ultra vires (beyond legal authority), especially where personal involvement in administrative decisions is proven.

12.5 Governance Disruption and Reputational Harm:

12.5.1 Unauthorized involvement in operations can compromise staff morale, delay service delivery, and erode public trust in municipal government.

12.6 Reporting and Correction:

12.6.1 Any staff member who believes a Council member has acted outside their authority may report the matter through the CAO, who shall assess the situation and, if necessary, recommend formal remediation.

12.7 Duty to Self-Regulate:

12.7.1 Council members have an ethical and statutory responsibility to self-monitor, disclose potential breaches, and correct course when governance boundaries are exceeded.

Policy Procedures

1.0 Operational Requests and Communications

- 1.1** All Council member inquiries, service requests, or operational concerns must be submitted to the Chief Administrative Officer (CAO) in writing (email or formal request).
- 1.2** The CAO will review, prioritize, and assign the request to appropriate staff based on:
 - 1.2.1** Relevance to approved municipal plans or policies;
 - 1.2.2** Resource capacity and departmental workload;
 - 1.2.3** Alignment with strategic goals and timelines.
- 1.3** Staff shall not respond directly to operational requests from individual Council members unless explicitly authorized to do so by the CAO.

2.0 Documentation and Tracking

- 2.1** The CAO will maintain a centralized record of all Council requests for information or action that are operational in nature.
- 2.2** This record shall include:
 - 2.2.1** The nature and date of the request;
 - 2.2.2** Assigned staff or department;
 - 2.2.3** Estimated timelines and completion dates;
 - 2.2.4** Any delays or follow-up requirements.
- 2.3** This ensures transparency, consistency, and the ability to report on request volumes and trends.

3.0 Reporting and Escalation of Policy Breaches

- 3.1** Staff are encouraged to report any perceived breaches of this policy, including inappropriate requests, unprofessional conduct, or unauthorized direction by Council members.
- 3.2** Reports should be made to:
 - 3.2.1** The staff member's immediate supervisor, or;
 - 3.2.2** Directly to the CAO, in confidence, if appropriate.

3.3 Council members who believe a staff member has not complied with this policy may also report the concern to the CAO.

3.4 The CAO will:

3.4.1 Investigate the concern in a timely and impartial manner;

3.4.2 Document findings and outcomes;

3.4.3 Take corrective action where necessary.

4.0 Role of the CAO in Conflict Management

4.1 The CAO acts as the primary liaison between staff and Council on operational matters.

4.2 In the event of repeated or significant policy violations, the CAO will:

4.2.1 Notify the Mayor and/or Governance & Legislative Services;

4.2.2 Facilitate mediation or conflict resolution, where appropriate;

4.2.3 Recommend further action if necessary, including formal reprimand or referral to external bodies.

5.0 Accountability Measures for Policy Violations

5.1 Council members found to be in violation of this policy may be subject to the following, in accordance with the *Code of Conduct Act for Municipal Officials*:

5.1.1 Verbal or written warning;

5.1.2 Mandatory retraining or participation in mediation;

5.1.3 Censure by Council through a motion or resolution;

5.1.4 Referral to an independent investigator or Minister of Municipal and Provincial Affairs;

5.1.5 In severe cases, removal from committees or other privileges as permitted under law.

5.2 Staff who violate the policy may be subject to progressive disciplinary measures as outlined in the Town of Gander's personnel policies.

6.0 Monitoring and Continuous Improvement

6.1 Governance & Legislative Services will:

6.1.1 Periodically review the effectiveness of this policy;

6.1.2 Monitor compliance in collaboration with the CAO;

6.1.3 Recommend policy amendments to Council as necessary.

6.2 A formal review shall take place every two (2) years or upon significant changes to relevant legislation or governance structure.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

Amendments and Resolutions

Policy Adopted	Date:	Resolution:
Date:	Date:	
Date:	Date:	

DRAFT - April 9, 2025

Title: Eithne E. Daly Junior Firefighter Award	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard
Implementation Date: To be Determined	
Review Date: September 30, 2025	
Issuing Department: Public Safety and Protective Services	Public Impact: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Signature of Approval: _____ Date: _____

Objective

To foster the importance of community involvement, commitment, and fire prevention for Gander's youth, by awarding The Eithne E. Daly Junior Firefighter Award.

Purpose and Application

The purpose of The Eithne E. Daly Junior Firefighter Award policy is to ensure that, each year, the award will be granted to a Junior Firefighter. This policy applies to the member of the Junior Firefighter Program at Gander Fire Rescue, who will be attending a post secondary institution.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: The Fire Chief or designee is accountable for the overall management of this policy.

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Responsible: Fire Chief or Designate is responsible for adherence to this policy.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Consulted: Active members of Gander Fire Rescue, as required.

Informed: Applicable staff and public.

Definitions:

Award shall refer to the \$1500 scholarship provided by the Town of Gander.

Rubric shall refer to the evaluation tool used to rank the applicants based on pre-determined criteria.

Junior Firefighter shall refer to a secondary education student enrolled in the junior firefighter program at Gander Fire Rescue.

Selection Committee shall refer to the chief officer, volunteer firefighter and career firefighter who will ultimately make the selection.

Values

Integrity, Transparency, and Accountability - The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion - The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement - The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity - The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement - Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander's organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 Must be \$1,500 allotted each year in the annual Town of Gander Budget.

2.0 Selection Committee members will consist of one (1) Chief Officer, one (1) Volunteer Firefighter one (1) Career Firefighter and the Chief Administrative Officer, or Designate.

3.0 No one on the selection committee shall be a relative of any of the applicants.

- 4.0** No junior firefighter instructors shall serve on the Selection Committee
- 5.0** The recipient must be a current member of the Junior Firefighter Program.
- 6.0** Applications must be completed in full to be considered, including:
 - 6.1** Completed application form;
 - 6.2** Resume (outlining community involvement);
 - 6.3** 250-word essay titled *"The Most Important Lesson Learned as a Junior Firefighter"*;
 - 6.4** Two (2) letters of reference (one academic, one other)
 - 6.5** School transcript; and
 - 6.6** Letter confirming participation in the Junior Firefighter Program.
- 7.0** Late applications will not be considered.
- 8.0** The successful applicant must be attending a post-secondary institution to receive the award.
- 9.0** The award shall be placed in a trust fund by the Town of Gander and will be valid for up to a maximum of four (4) years, ensuring recipients have financial flexibility as they pursue future goals.
- 10.0** The trust fund can be held for up to one (1) year if the student is not attending a post-secondary institution immediately after completing Grade 12.
- 11.0** An individual may receive the award only once.
- 12.0** This is not an academic award.
 - 12.1** Academic performance will not be a determining factor in the selection process.
 - 12.2** The award is intended to recognize qualities such as commitment, personal growth, leadership, and community involvement demonstrated through participation in the Junior Firefighter Program.
 - 12.3** Transcripts may be submitted but are used solely to verify enrollment and general background; they will not influence scoring or eligibility.

Policy Procedures

- 1.0** The selection committee will make their decision based on the following three factors:
 - 1.1** Attendance;
 - 1.2** Written essay; and
 - 1.3** Overall application completion.
- 2.0** A Rubric will be provided for each section of the application: (Appendix B)
 - 2.1** Resume and application: 20 points
 - 2.2** Two references: 10 points each
 - 2.3** Essay: 20 points
 - 2.4** Attendance: 20 points
 - 2.5** Transcript (verification purposes only): 20 points

3.0 The deadline for applications will be March 15th of each year.

3.1 The Fire Chief or Designate shall ensure the award is advertised annually in Junior Firefighter Program Sessions.

4.0 Applications must be submitted electronically to gfr@gandercanada.com.

5.0 The recipient will be selected by March 31st of the same year.

5.1 If there is less than a five (5) point difference between the highest total scores at the end of the review process, the Selection Committee will determine the recipient through discussion and consensus.

5.2 The recipient will receive a congratulatory letter from the Fire Chief.

5.3 The recipient's name will also be added to a plaque, which will be mounted on a wall at Gander Fire Rescue.

5.4 The recipient shall be announced at the Junior Firefighter Program Graduation Night.

5.5 The presentation of this award will also be acknowledged at a Regular Meeting of Council.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

Amendments & Resolutions

Policy Adopted	Date: May 14, 2025	Resolution:
	Date:	
	Date:	

**APPENDIX B
APPLICATION AND RUBERIC**



TOWN OF
GANDER

ARREARS SALE BY-LAW

Effective the 19th day of February, 2025.
Motion #25-xxx



1.0 Title

- 1.1** This document shall be referred to and cited as the “*Arrears Sale By-Law*.”

2.0 Adoption

- 2.1** Whereas Section 7 of the *Towns and Local Service Districts Act* requires that a Council shall adopt an *Arrears Sale By-Law*, the Town Council of the Town of Gander hereby enacts the following.

3.0 Definitions

- 3.1** “Town Clerk” shall mean the Town Clerk of the Town of Gander.
- 3.2** “Town” shall mean the Town of Gander.
- 3.3** “Council” shall mean the Town Council for the Town of Gander.
- 3.4** “The Act” shall mean the *Towns and Local Service Districts Act*.
- 3.5** “Arrears” means unpaid taxes, fees, or other financial obligations as defined under the Act.

4.0 Hierarchy of Authority

- 4.1** This by-law is enacted pursuant to the *Towns and Local Service Districts Act*. In the event of a conflict, the provisions of the *Act* or other higher-level legislation shall prevail.

5.0 Application

- 5.1** This by-law applies to the sale of real property for which a notice of arrears has been served in accordance with Division 8 of the *Towns and Local Service Districts Act*.

6.0 Procedures

6.1 Resolution

- 6.1.1** Council shall, by resolution, direct the sale of real property by arrears sale upon confirmation by the Town Clerk that the arrears notice was served under Section 146 of the *Act*.

6.2 Notice of Arrears Sale

- 6.2.1** The Clerk shall serve notice of arrears sale on all parties with a legal interest in the property, including owners, mortgagees, judgment creditors, lienholders, or other persons having a charge or encumbrance upon or against the real property.
- 6.2.2** Recipients may appeal within 14 days of notice service, in accordance with the provisions of section 151(2) of the *Towns and Local Service Districts Act*.
- 6.2.3** If no appeal is filed, the Town Clerk may proceed to advertise the real property for public auction.
- 6.2.4** If an appeal is filed, the auction cannot proceed until the appeal is resolved.



6.3 Advertisement

- 6.3.1** The notice shall be published at least 30 days before the auction date, stating the time, place, and description of the property, in compliance with Section 292 of the *Act*.

6.4 Arrears Sale by Public Auction

- 6.4.1** The Town Clerk shall conduct the arrears sale by live or sealed-bid auction. The sale shall be publicly advertised, allowing all interested parties to bid.
- For sealed-bid auctions, the Town shall specify the deadline, submission process, and any required deposit or documentation. Bids shall remain confidential until opened by the Town Clerk in the presence of an independent witness. The highest compliant bid shall be accepted if it meets or exceeds the arrears or minimum bid set by Council.
- 6.4.2** The Town Clerk shall sell as much property as needed to recover all outstanding amounts, including taxes, water and sewer fees, local improvements, interest, and sale-related expenses. If proceeds are insufficient, additional portions may be sold without further notice to the owner but in accordance with applicable laws.
- 6.4.3** The Town may bid on properties to recover arrears, subject to provincial regulations and Town policies.
- 6.4.4** The successful bidder must immediately pay in full or provide a deposit covering all arrears, fees, and sale expenses. If the bidder fails to comply, the Clerk shall immediately re-offer the property for sale.
- 6.4.5** Upon sale completion, the Clerk shall issue a receipt and property summary. The sale is not final until a legally binding conveyance is completed per Section 6.10.
- 6.4.6** The sale excludes Crown claims, pre-existing easements, and other exempt encumbrances. The purchaser accepts the property "as-is," subject to these conditions.

6.5 Additional Notice for Unsuccessful Arrears Sale

- 6.5.1** If a property remains unsold at the scheduled arrears sale due to insufficient bids or inability to meet outstanding amounts, the Town Clerk shall:
- a.) Postpone the sale to a new date, not less than one (1) week and not more than two (2) weeks from the original date;
 - b.) Issue notice of the new sale date to all individuals entitled to receive notice under Section 6.2 of this by-law;
 - c.) Publish an announcement of the rescheduled sale in accordance with Section 292 of the *Towns and Local Service Districts Act*, specifying the updated date, time, and location; and
 - d.) Proceed with efforts to sell the property at the new public auction date.
- 6.5.2** At the rescheduled auction, the property may be sold for any reasonable amount that can be realized.

6.6 Void Arrears Sales

- 6.6.1** If an arrears sale is deemed void due to procedural errors, irregularities, or other valid reasons, the lien on the property shall remain in effect as if the sale had not occurred.
- 6.6.2** The Town retains the authority to re-sell the property unless all taxes, fees, interest, and expenses are paid in full.



6.7 Allocation of Sale Proceeds

6.7.1 The Town shall apply the proceeds of the auction in the following order:

- a.) Taxes, water and sewer fees, local improvement fees, and interest owed to the Town;
- b.) Any remaining balance shall be handled as per Sections 6.7.2 to 6.7.5.

6.7.2 If the surplus funds are less than \$200, they shall be paid directly to the former property owner.

6.7.3 If the surplus funds are \$200 or more:

- a.) They shall be paid to the former owner if no claim is filed within ninety (90) days of the sale; or
- b.) They shall be deposited into the Supreme Court if a claim is filed by another party within the ninety (90) days.

6.7.4 The Town Clerk shall notify individuals entitled to receive surplus funds, specifying the balance and the procedure for filing a claim within the prescribed timeframe.

6.7.5 If the former owner cannot be located, any surplus funds shall be deposited with the Supreme Court.

6.7.6 Payment into the Supreme Court fulfills the Town's obligation, and the Supreme Court may distribute the funds to the rightful claimant upon application.

6.8 Consequences of Non-Payment by Purchaser

6.8.1 The Town Clerk shall re-offer the property for sale at the public auction without delay if the successful bidder at an arrears sale fails to:

- a.) Pay the full purchase price immediately; or
- b.) Provide a deposit equal to the outstanding taxes, fees, interest, and expenses.

6.9 Assessment of Sold Property

6.9.1 After an arrears sale, the property shall be assessed to the purchaser or their legal successors.

6.9.2 If the Town purchases the property, it shall be assessed in the name of the Town.

6.10 Transfer of Ownership After Arrears Sale

6.10.1 Following an arrears sale, the Town Council shall issue a legally binding conveyance of the property to the purchaser. This document shall be executed in the name of the Town, signed by the Mayor and the Town Clerk (or another person authorized by the Council), and sealed with the Town's official seal.

6.10.2 The conveyance shall:

- a.) Serve as definitive proof that all statutory requirements under the Towns and Local Service Districts Act related to the arrears sale of the property have been fully satisfied, and all actions necessary to legally complete the sale have been performed; and
- b.) Transfer ownership of the property to the purchaser, or their legal successors, free and clear of encumbrances, except for any claims by the Crown or pre-existing easements.



7.0 General Provisions

- 7.1** Errors or irregularities in the sale process do not discharge liens, which remain enforceable under Section 154 of the *Act*.
- 7.2** All actions taken under this by-law shall adhere to the Rules of Procedure adopted by the Town.

8.0 Regular Review of the By-Law

- 8.1** The Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

9.0 Effective Date

- 9.1** This by-law shall become effective upon the 19th day of February, 2025 by Motion #25-xxx.

10.0 Publication

- 10.1** This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

- 11.1** No prior by-laws are repealed by this by-law.



TOWN OF
GANDER

DEVELOPMENT REGULATIONS BY-LAW

Effective the 19th day of March, 2025.
Motion #25-xxx



1.0 Title

- 1.1 This document will be known and cited as the “*Development Regulations By-Law*”.

2.0 Adoption

- 2.1 **WHEREAS** the Town of Gander is required under the *Urban and Rural Planning Act, 2000* to adopt a Municipal Plan and Development Regulations to guide land use planning and development.
- 2.2 **AND WHEREAS** Section 7 of the *Towns and Local Service Districts Act* authorizes the Town to make regulations respecting the design, construction, alteration, and occupancy of buildings within its jurisdiction.
- 2.3 Town Council of the Town of Gander hereby enacts the following:

3.0 Purpose of By-Law

- 3.1 The purpose of this by-law is to enforce the provisions of the Town’s Municipal Plan and Development Regulations, as enacted under the *Urban and Rural Planning Act, 2000*, and to regulate land use, zoning, building standards, and property maintenance in accordance with the *Towns and Local Service Districts Act*.

4.0 Definitions

- 4.1 “Town” shall mean the Town of Gander.
- 4.2 “Council” shall mean the Town Council for the Town of Gander.
- 4.3 “The Act” shall mean the *Towns and Local Service Districts Act*.
- 4.4 “Development Regulations” shall mean the *Town of Gander Development Regulations* enacted by Council under the *Urban and Rural Planning Act, 2000*.
- 4.5 “Municipal Plan” shall mean the *Town of Gander Municipal Plan* as enacted by Council under the *Urban and Rural Planning Act, 2000*.
- 4.6 “Occupancy and Maintenance Regulations” shall mean the provincial *Occupancy and Maintenance Regulations* enacted under the *Urban and Rural Planning Act, 2000*.
- 4.7 “National Building Code of Canada (NBC)” shall mean the latest edition of the code that governs building construction standards in Canada.
- 4.8 “National Energy Code of Canada (NEC)” shall mean the latest edition of the energy efficiency standard for buildings in Canada.
- 4.9 “National Energy Code for Buildings (NECB)” shall mean the latest edition of the energy code specifically for non-residential buildings.
- 4.10 “Building Permit” shall mean written authorization from the Town allowing construction, alteration, or demolition of a building.



- 4.11** "Occupancy Permit" shall mean written authorization from the Town certifying that a building meets all relevant codes and regulations and is safe for use.
- 4.12** "Demolition Permit" shall mean written authorization from the Town allowing the demolition of a structure under prescribed conditions.
- 4.13** "Lot" shall mean a parcel of land defined by property boundaries for development purposes.
- 4.14** "Zoning" shall mean the classification of land into districts that specify allowable uses and development standards.

5.0 Hierarchy of Authority

- 5.1** This *By-Law* is secondary to the *Towns and Local Service Districts Act (TLSDA)* and all other applicable legislation, including provincial and federal laws. In the event of a conflict, the provisions of the *Act* or other higher-level legislation shall prevail.

6.0 Application

- 6.1** This by-law applies to all members of the public, including Council.
- 6.2** This By-Law applies to all lands within the municipal boundary of the Town of Gander.

7.0 Procedures

7.1 Municipal Plan and Development Regulations

- 7.1.1** The Town of Gander Municipal Plan 2019-2029 is hereby adopted as the official planning document guiding growth and development.
- 7.1.2** The Gander Development Regulations 2019-2029 are hereby incorporated into this By-Law and shall regulate zoning, subdivision control, and permitted land uses.

7.2 Zoning and Land Use

- 7.2.1** All land use and zoning within the Town shall comply with the Town of Gander Development Regulations, as enacted and amended.
- 7.2.2** No development shall be carried out without the appropriate permits as required under the Town of Gander Development Regulations.

7.3 Building Permits and Occupancy

- 7.3.1** A development permit is required prior to construction, reconstruction, alteration, or relocation of any building.
- 7.3.2** An occupancy permit must be obtained before any building is occupied.

7.4 Adoption of National Codes

- 7.4.1** Through adoption of this *Development Regulations By-Law*, and in accordance with *Section 7 (3) (a)* of the *Towns and Local Service Districts Act*, the Town shall adopt and enforce the following with any supplements or amendments to that code:
- a.)** National Building Code of Canada 2020.



b.) National Energy Code of Canada for Buildings 2020.

7.5 Minimum Standards for Buildings

7.5.1 All buildings shall comply with the *National Building Code of Canada* and relevant provincial legislation

7.5.2 Owners shall maintain their properties to prevent hazards to public health and safety

7.6 Lot Size & Setbacks

7.6.1 Minimum lot sizes and building setbacks shall be as prescribed in the *Town of Gander Development Regulations 2019-2029*

7.7 Demolition & Removal of Buildings

7.7.1 A permit is required for demolition or removal of any building

7.7.2 The site must be cleared and restored upon completion of demolition

7.8 Enforcement & Penalties

7.8.1 Violations of this By-Law shall be subject to fines, penalties as prescribed under the *Towns and Local Service Districts Act and any relevant municipal regulations*.

7.8.2 The Town may issue stop-work orders, revoke permits, or take legal action to enforce compliance.

7.8.3 This by-law shall not exclude the application of other penalties not expressly listed.

8.0 Regular Review of the By-Law

8.1 The Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

9.0 Effective Date

9.1 This by-law shall become effective upon the 19th day of March, 2025 by Motion #25-xxx.

10.0 Publication

10.1 This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this regulation.



TOWN OF
GANDER

EMERGENCY AND FIRE PROTECTION SERVICES BY-LAW

**Effective the 19th day of March, 2025.
Motion #25-xxx**



1.0 Title

1.1 This document shall be referred to and cited as the *"Emergency and Fire Protection Services By-Law."*

2.0 Adoption

2.1 Whereas Section 7 of the *Towns and Local Service Districts Act* requires that a Council shall adopt an *Emergency and Fire Protection Services By-Law*, the Town Council of the Town of Gander hereby enacts the following.

3.0 Purpose of By-Law

- 3.1** This by-law establishes the authority, responsibilities, and operational framework for Gander Fire Rescue, including:
- a.)** The prevention of fires within the Town;
 - b.)** The inspection of buildings to ensure compliance with fire protection standards;
 - c.)** The management and operation of Gander Fire Rescue; and
 - d.)** Participation in emergency activities beyond firefighting, including medical response, search and rescue, and other municipal emergencies.

4.0 Definitions

- 4.1** "Chief Administrative Officer" (CAO) refers to the person appointed by Council to oversee municipal operations, including the fire department.
- 4.2** "Core Services" are the primary services provided by the Town of Gander.
- 4.3** "Town" shall mean the Town of Gander.
- 4.4** "Council" shall mean the Town Council for the Town of Gander.
- 4.5** "Fire Chief" refers to the individual leading Gander Fire Rescue.
- 4.6** "Deputy Fire Chief" refers to the individual who assists the Fire Chief and acts in their absence.
- 4.7** "Firefighter" includes any personnel appointed to provide fire protection services, including volunteers.
- 4.8** "Emergency Response Area" defines the geographic boundaries for fire services.
- 4.9** "Automatic Aid" means agreements between fire departments for joint response to emergencies based on proximity or supplemental assistance.
- 4.10** "Mutual Aid" refers to agreements for resource-sharing during major emergencies.
- 4.11** "The Act" shall mean the *Towns and Local Service Districts Act*.



5.0 Hierarchy of Authority

- 5.1** This *By-Law* is secondary to the *Towns and Local Service Districts Act (TLSDA)* and all other applicable legislation, including provincial and federal laws. In the event of a conflict, the provisions of the *Act* or other higher-level legislation shall prevail.

6.0 Application

- 6.1** This by-law applies to all activities and operations of Gander Fire Rescue, as established by the Town of Gander, including:
- a.)** Fire prevention, fire suppression, and emergency response services within the geographic boundaries of the Town of Gander;
 - b.)** Building inspections and enforcement of fire protection standards under applicable legislation;
 - c.)** Participation in emergency activities not related to firefighting or fire prevention, including medical response, search and rescue, and other emergencies as directed by Council or the Fire Chief; and
 - d.)** Mutual aid and automatic aid agreements with other municipalities, as approved by Council.
 - e.)** The primary goals and responsibilities of Gander Fire Rescue;
 - f.)** This by-law applies to all firefighters, officers, and personnel appointed to Gander Fire Rescue, including volunteers.

7.0 Procedures

7.1 Terms and Conditions of Employment

- 7.1.1** The terms and conditions of employment for all firefighters, officers, and personnel of Gander Fire Rescue shall be governed by the Town of Gander's personnel policies and procedures.
- 7.1.2** Compensation for firefighters, including honoraria for volunteers, shall be determined by Council and outlined in the annual budget.
- 7.1.3** Volunteer firefighters may be required to work shifts in the absence of paid firefighters, provided all paid personnel have been prioritized, provided that:
- a.)** They meet the necessary training and certification requirements;
 - b.)** They possess relevant qualifications to operate departmental vehicles and equipment; and
 - c.)** Their selection is based on seniority and experience, where applicable.

7.2 Organization

- 7.2.1** The organizational structure of Gander Fire Rescue shall include the Fire Chief as the senior official, the Deputy Fire Chief, officers, and a complement of volunteer and career firefighters.
- 7.2.2** The Fire Chief shall ensure all personnel are adequately trained, equipped, and prepared to perform their duties safely and effectively.

7.3 Role of the Fire Inspector

- 7.3.1** The Fire Inspector shall review building plans and permits to ensure compliance with fire regulations.



- 7.3.2** The Fire Inspector shall review plans that do not require forwarding to the Provincial Fire Commissioner's Office and provide recommendations within 48 hours, barring unforeseen circumstances.
- 7.3.3** Inspections for occupancy permits are required for commercial properties and residential properties with wood-burning appliances. A fee for inspections after permit issuance shall apply.
- 7.3.4** The Fire Inspector shall determine, in consultation with the property owner or contractor, the appropriate number of inspections required based on construction complexity.

7.4 Fire Services Outside Municipal Boundaries

- 7.4.1** Gander Fire Rescue shall respond to fire service requests outside the Town's boundaries for:
 - a.) Life safety emergencies involving property or potential loss of life; and
 - b.) Vehicle extrication requests received from the RCMP or ambulance services, including the use of specialized equipment such as the "Jaws of Life".
 - c.) Non-emergency requests, such as fire inspections or alarm servicing, shall not be entertained outside municipal boundaries unless directly related to the protection of life and property.

7.5 Core Services

- 7.5.1** Core services provided by Gander Fire Rescue include:
 - a.) Fire prevention, suppression, and emergency medical response;
 - b.) Building inspections to ensure compliance with fire protection standards;
 - c.) Public education and awareness programs;
 - d.) Search and rescue operations; and
 - e.) Hazardous materials response and mitigation.
- 7.5.2** Core services may be provided as "Limited Services" in cases where factors such as insufficient personnel, hazardous conditions, or resource limitations prevent full service delivery.
- 7.5.3** The Town of Gander accepts no liability for delays or inability to provide core services under circumstances where Limited Services apply.

7.6 Responsibilities and Authority of the Fire Chief

- 7.6.1** The Fire Chief shall oversee the administration, operation, and management of Gander Fire Rescue and is responsible for:
 - a.) Implementing policies and Standard Operating Guidelines (SOGs) approved by Council;
 - b.) Developing training programs and ensuring personnel certifications remain current;
 - c.) Preparing and managing the department's annual budget;
 - d.) Maintaining accurate records of emergency responses, inspections, training, and departmental activities;
 - e.) Liaising with external agencies and organizations to enhance departmental operations; and
 - f.) Reviewing departmental policies and SOGs biennially and recommending updates to Council.



- 7.6.2** During emergencies, the Fire Chief shall have full authority to:
- a.) Mobilize personnel, equipment, and resources as necessary;
 - b.) Request mutual aid or additional support from neighboring municipalities or organizations; and
 - c.) Engage private contractors or specialized equipment when required to address an emergency situation.
- 7.6.3** In the absence of the Fire Chief, the Deputy Fire Chief shall assume all responsibilities and authorities of the position.

7.7 Fire Protection Services

- 7.7.1** The Fire Inspector shall review building plans and permits to ensure compliance with fire protection standards and provide timely recommendations.
- 7.7.2** Building inspections shall be conducted as required, including inspections for commercial properties and residential properties with specific fire safety features.
- 7.7.3** The Fire Inspector shall determine the number of inspections required for construction projects in consultation with property owners or contractors, considering the complexity of the project.

7.8 Emergency Activities

- 7.8.1** Gander Fire Rescue shall participate in emergencies beyond municipal boundaries only under the following conditions:
- a.) Life-threatening situations involving property or individuals;
 - b.) Agreements under mutual aid or automatic aid;
 - c.) Requests authorized by the Provincial Fire Commissioner; or
 - d.) At the discretion of the Fire Chief when immediate action is necessary to protect life or property.
- 7.8.2** All emergency activities shall align with the department's training, guidelines, and available resources.

7.9 Property Management

- 7.9.1** All apparatus, equipment, and other property of Gander Fire Rescue shall be used solely for departmental purposes.
- 7.9.2** Any willful damage, misuse, or rendering inoperative of departmental property is prohibited and may result in disciplinary action.

8.0 Regular Review of the By-Law

- 8.1** The Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

9.0 Effective Date

- 9.1** This by-law shall become effective upon the 19 day of March, 2025 by Motion #25-xxx.

10.0 Publication



10.1 This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this regulation.

March 3, 2025 - DRAFT

PROPERTY TAX REDUCTION APPROVAL FORM

Department: Corporate Services
Submitted By: Tonya Byrne
Date Submitted: April 16, 2025

ELIGIBILITY VERIFICATION

- ☒ Applicants are the registered owners of the residential property.
- ☒ Total household income verified based on supporting documents.
- ☒ Reduction applies to the current tax year based on the previous year's income.
- ☒ Estimated household income for the current year has been provided.

Property Tax Reductions - Residential - Year 2025				
Roll Number	2025 Property Tax	% of Reduction	Amount of Reduction	Revised 2025 Taxes
026510130000	\$ 1927.13	25	\$ 481.78	\$ 1445.35
030500100000	\$ 2291.16	45	\$ 1031.02	\$ 1260.14
045000130000	\$ 2216.68	15	\$ 332.50	\$ 1884.18
003000050000	\$ 1892.92	55	\$ 1041.11	\$ 851.81
058010200000	\$ 1905.08	25	\$ 476.27	\$ 1428.81
042202040000	\$ 2038.32	15	\$ 305.75	\$ 1732.57
021510160000	\$ 1753.84	55	\$ 964.61	\$ 789.23
040500103000	\$ 1617.04	55	\$ 889.37	\$ 727.67
042212010000	\$ 1146.08	45	\$ 515.74	\$ 630.34
014510300000	\$ 2098.88	45	\$ 944.50	\$ 1154.38

MINUTE

The Committee reviewed 10 application(s) for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$ 6982.65 . Since the beginning of 2025, the Town of Gander has issued 11 property tax reductions totaling \$ 8194.72 , as attached.

MOTION

The Committee recommends, and I move, that the property tax reduction(s) be approved as presented.

REVIEW AND APPROVAL

Does the CAO Recommend Approval?
Approved for Inclusion in Agenda?
Comments (if any)

☐ Yes ☐ No
☐ Yes ☐ No

Title: Community Partnership Fund	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date:	
Review Date:	
Issuing Department: Community Services	

Objective

To support the growth, sustainability, and impact of charitable, non-profit, and public service organizations in Gander by providing structured, equitable, and transparent access to municipal funding that enhances community well-being, strengthens local capacity, and aligns with Council's strategic and inclusive development goals.

Purpose and Application

The Town of Gander shall establish an annual Community Partnership Fund (CPF) to provide financial assistance to registered charitable, non-profit, and recognized public service organizations that deliver programs and services benefiting the residents of Gander. The Fund is designed to foster the growth, resilience, and community impact of these organizations, enhancing the overall well-being of the town's citizens.

The CPF consists of two distinct funding streams:

1.0 Operating Funding for Core Programs

- 1.1** Organizations may apply once per year for up to \$5,000 in operational support.
- 1.2** Organizations currently receiving operational support from the Town are eligible only if the proposed initiative is clearly distinct from existing activities and demonstrates additional community benefit.
- 1.3** Priority will be given to applicants not currently receiving operational funding from the Town.

2.0 Capital Investment Program

- 2.1** Supports one-time infrastructure or equipment investments that provide a direct public benefit.
- 2.2** Maximum funding of \$20,000 per project.
- 2.3** Organizations are eligible once every five (5) years under this stream.
- 2.4** Funding does not cover ongoing repairs or maintenance, financing costs, non-fixed furniture, or recurring operational expenses.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Town Clerk or designate is accountable for the overall management and enforcement of this policy.

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Informed: Applicable staff and public.

Definitions

Community Partnership Fund shall refer to an annual fund established by the Town of Gander to provide financial assistance to charitable, non-profit, and public service organizations offering programs and services to the residents of Gander.

Community Groups and Organizations shall refer to charitable, non-profit, or public service entities based in the Town of Gander that offer programs, projects, or initiatives aimed at improving the well-being of the community's residents.

Registered Charity/Non-profit Organization shall refer to a legally recognized entity that is not-for-profit and is registered with appropriate governmental authorities, operating to benefit the community rather than for financial profit.

Core Programs shall refer to essential, ongoing initiatives or services that are central to the mission and operations of an organization or group. These programs typically address key community needs and are fundamental to the organization's ability to fulfill its purpose and objectives.

Capital Investment Programs shall refer to funding initiatives aimed at supporting large-scale projects that require significant financial investment, typically for infrastructure development, equipment purchases, or other major capital expenditures. These programs often seek to attract additional funding or resources to maximize the impact and sustainability of such projects.

Board of Directors shall refer to a governing body established by an organization, responsible for overseeing its operations and decisions.

Adjudication shall refer to the process by which applications for funding under the Community Partnership Fund are reviewed and evaluated by a special review committee appointed by the Town Council. This process assesses the eligibility and quality of the proposals based on set criteria.

Tomorrow's Towns shall refer to a strategic initiative by Municipalities Newfoundland and Labrador (MNL) that promotes community sustainability through themes such as Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, and Climate Action.

Overall Community Impact shall refer to the extent to which the proposed program, project, or initiative will positively affect the residents of Gander, contributing to their well-being, safety, or overall quality of life.

Economic Impact shall refer to the potential or measurable influence a project or initiative may have on the local economy, including but not limited to job creation, local business support, and community development.

Social Determinants of Health shall refer to the social and economic factors that influence the health and well-being of individuals and communities, such as income, education, housing, and access to services

Values

Integrity, Transparency, and Accountability – The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion – The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement – The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity – The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement – Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander's organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 To qualify for funding under the Community Partnership Fund, applicants must meet all of the following conditions:

- 1.1** The applicant must be a registered charity, non-profit, or incorporated organization headquartered and actively operating within the Town of Gander.
- 2.1** The organization must have a formal and active Board of Directors responsible for governance and oversight.
- 2.2** The organization must allow for membership or participation by Gander residents and ensure accessible programming or services for the local community.
- 2.3** The proposed programs or services must be specifically designed to benefit residents of the Town of Gander.
- 2.4** The applicant must provide programs or services that are specifically designed to benefit the residents of Gander.
- 2.5** The organization must have no outstanding debts or unresolved financial obligations with the Town of Gander.

3.0 Funding Limitations and Restrictions

- 3.1** Organizations may apply for capital funding only once every five (5) years to promote equitable access and long-term planning.
- 3.2** Organizations currently receiving operational support from the Town may only apply for additional operational funding if the proposed initiative is clearly distinct from existing activities and demonstrates added value to the community.

4.0 Financial Accountability

- 4.1** Applicants must provide a copy of their most recent financial statements, certified bank balance, and a complete list of current Board members as part of their application.
- 4.2** All successful applicants must submit a post-funding report detailing how funds were used and the impact of the initiative on the community.

5.0 Ineligible Organizations or Uses

- 5.1** Funding will not be provided to individuals, for-profit businesses, political or religious groups for proselytizing purposes.
- 5.2** Funding cannot be used to cover accumulated deficits, debt retirement, or fundraising events where the primary intent is to generate profit.

6.0 Multi-Year Planning and Funding

- 6.1** Organizations may outline multi-year initiatives, but funding is only approved on an annual basis and must be reapplied for each year.
- 6.2** Future funding is not guaranteed, and decisions are made based on annual budget availability and demonstrated performance.

7.0 Recognition of Town Support

- 7.1** Organizations receiving funding must publicly acknowledge the support of the Town of Gander in promotional materials, social media, or at events associated with the funded initiative.

8.0 Application Completeness

- 8.1** Incomplete applications or those submitted after the deadline may not be reviewed. Applicants are responsible for ensuring all documentation is submitted as outlined in the application form.

Policy Procedures

- 1.0** Community groups and organizations seeking financial assistance through the Community Partnership Fund must submit a completed application annually by the published deadline.
- 2.0** Applications must clearly outline the nature, objectives, and expected outcomes of the proposed initiative. All submissions must include the following supporting documentation:
- 2.1** Description of the initiative and its expected impact on quality of life.
 - 2.2** Most recent financial statements (preferably from the previous fiscal year).
 - 2.3** Certified bank balance (issued within 30 days of the application date).
 - 2.4** List of current Board members.
 - 2.5** Details of confirmed or potential funding sources and partnerships.
 - 2.6** Explanation of alignment with one or more themes of MNL's Tomorrow's Towns initiative (e.g., Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, Climate Action).
 - 2.7** Proof of registration as a non-profit, charity, or incorporated organization (if applicable).
 - 2.8** Optional: Additional supporting materials (e.g., letters of support, photos, quotes, promotional plans).

3.0 Adjudication

- 3.1** Applications will be reviewed by a designated Community Partnership Review Committee, appointed by Town Council. The committee will assess applications based on the following criteria:
- 3.1.1 Overall Community Impact** - The extent to which the initiative contributes to the well-being, resilience, or vibrancy of Gander's residents.
 - 3.1.2 Organizational Reach and Demographics** - Size, composition, and diversity of the organization's membership, as well as its inclusivity and accessibility to the community.
 - 3.1.3 Collaboration and Community Partnerships** - Strength and scope of partnerships with other community groups, institutions, or businesses to enhance the initiative's reach and effectiveness.
 - 3.1.4 Sustainability and Capacity** - Evidence of planning for long-term viability, including funding diversification and internal organizational capacity.
 - 3.1.5 Alignment with Social Determinants of Health** - Impact on key factors such as education, housing, access to services, employment, physical and mental health, and community safety.

4.0 Application Deadline and Notification Timeline

- 4.1** Unless otherwise indicated, applications must be submitted no later than March 31st each year. Funding decisions will be communicated to all applicants by May 31st.

5.0 Appeal or Reconsideration Process

- 5.1** Unsuccessful applicants may request a reconsideration by submitting a written request outlining specific concerns within 30 days of receiving notice. Council will review and respond within 30 days.

6.0 Funding Disbursement Process for Capital Projects

- 6.1** Up to 25% of approved capital funding may be held back until submission of a satisfactory final report and verification of project completion.
- 6.2** All successful applicants will be required to sign a formal Funding Agreement prior to the release of any funds. This agreement will outline the terms and conditions of the funding, including the approved use of funds, reporting obligations, recognition requirements, timelines, and provisions for repayment if terms are not met.

7.0 Use of Funds and Restrictions

- 7.1** Funds must be used only for the purposes outlined in the approved application. The Town reserves the right to request a return of funds if they are used for ineligible expenses or the project does not proceed as proposed.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

**APPENDIX A
POLICY AMENDMENTS AND MOTIONS OF COUNCIL**

Amendments & Resolutions

Policy Adopted	Date: May 14, 2025	Resolution:
	Date:	
	Date:	

DRAFT - April 6, 2025

Title: Council - Staff Relations Policy	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard
Implementation Date:	
Review Date:	
Issuing Department: Governance and Legislative Services	Public Impact: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Signature of Approval: _____ Date: _____

Objective

To establish a clear and consistent framework that supports a respectful, collaborative, and effective working relationship between Council and staff. This policy aims to promote mutual respect, clarify roles and responsibilities, encourage appropriate communication, and ensure good governance and efficient municipal service delivery in accordance with applicable legislation and ethical standards.

Purpose and Application

The purpose of this policy is to define the principles and practices that guide interactions between Council and staff, ensuring they are rooted in mutual respect, professionalism, and accountability. The policy outlines expectations regarding communication, conduct, and roles to foster a productive and positive municipal workplace.

This policy applies to all members of Council and all employees of the Town of Gander, including full-time, part-time, temporary, and contract staff. It is intended to support effective governance by ensuring that all parties understand their roles, responsibilities, and the appropriate protocols for interaction.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Chief Administrative Office (CAO).

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Responsible: All municipal officials and municipal councillors to ensure adherence to policy.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Consulted: Senior Management Team.

Informed: Applicable staff and public.

Definitions

Chief Administrative Officer (CAO) - The senior administrative official appointed by Council, responsible for the overall management of municipal operations and for implementing Council's policies and decisions.

Council - The elected body that governs the Town of Gander, composed of the Mayor, Deputy Mayor, and Councillors, responsible for setting strategic direction and municipal policies.

Staff - Employees of the Town of Gander, including full-time, part-time, temporary, and contract personnel, who report through the administrative structure led by the CAO.

Operational Matters - Day-to-day activities, administrative decisions, service delivery, internal staff management, or resource allocation carried out by staff under the CAO's leadership.

Governance - The system and processes used by Council to set direction, establish policies, and oversee the strategic performance of the municipality, distinct from administrative operations.

Directive - An instruction or request for action related to municipal operations. Council may only issue directives as a collective body through resolutions or bylaws, not as individuals.

Undue Influence - Any behaviour, whether explicit or implied, that seeks to interfere with or override the impartial, professional judgment or responsibilities of municipal staff.

Election Period - The period beginning six months before a scheduled municipal election and ending upon the swearing-in of the new Council, during which heightened neutrality and transparency are expected.

Political Activity - Actions that support or oppose a political party or candidate, including campaigning, partisan messaging, or use of municipal resources for electoral purposes.

Values

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Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement – Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander's organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 Respect for Roles and Responsibilities

- 1.1** Council is responsible for setting policy direction, establishing strategic goals, and making decisions in the best interest of the municipality.
- 1.2** Staff are responsible for administering policies, managing daily operations, and providing impartial advice based on professional knowledge and experience.
- 1.3** Council members shall not involve themselves in day-to-day administrative or personnel matters.
- 1.4** All operational or service-related concerns, directives, or inquiries shall be routed through the Chief Administrative Officer (CAO) or their designated management representative.
- 1.5** Council shall refrain from issuing instructions or assignments directly to staff members.
- 1.6** Staff must respect the authority of Council as a collective decision-making body and not respond to directives from individual members unless authorized through policy or delegation.

2.0 Professional Conduct

- 2.1** Council and staff must conduct themselves with integrity, professionalism, and respect in all communications and interactions.
- 2.2** Personal attacks, intimidation, sarcasm, or public criticism of staff by Council members, or vice versa, are not acceptable.
- 2.3** Council members must not request that staff undertake politically motivated, partisan, or personal tasks.
- 2.4** Staff shall not engage in political activities during work hours or while representing the municipality.

- 2.5** All parties shall foster an inclusive, harassment-free, and non-discriminatory working environment.
- 2.6** The Town supports a psychologically safe workplace, where individuals feel confident and secure to voice concerns, suggest improvements, or report misconduct without fear of retribution.

3.0 Communication Protocols

- 3.1** Communication between Council and staff must be structured, transparent, and guided by approved channels.
- 3.2** All formal requests for information, reports, or service updates from Council members must be submitted to the CAO for assignment and tracking.
- 3.3** Where Council has authorized individual members to liaise with staff (e.g., through committee appointments), interactions must remain within the defined scope of those duties.
- 3.4** Staff are expected to respond to Council inquiries in a timely, factual, and neutral manner.
- 3.5** Staff may redirect or decline individual requests if:
 - 3.5.1** They fall outside operational mandates;
 - 3.5.2** They duplicate existing work or reporting cycles;
 - 3.5.3** They present a risk to organizational capacity or impartiality.
- 3.6** All Council-staff communications should be documented where necessary to ensure transparency and traceability.
- 3.7** All communications between Council and staff, including digital platforms and informal channels, are subject to this policy and must adhere to professional standards and approved procedures.

4.0 Safeguarding Municipal Boundaries

- 4.1** The CAO is the administrative head of the organization and has the authority to interpret and implement Council's decisions in a manner consistent with municipal strategy and staff capacity.
- 4.2** Council members shall not engage in behaviours that may be perceived as exerting undue influence on administrative decisions or circumventing proper authority.
- 4.3** Staff have the right to carry out their responsibilities without interference, and to elevate concerns when governance boundaries are not observed.
- 4.4** Council members shall not use intermediaries or third parties to bypass administrative protocols or influence staff outside of approved channels.

5.0 Maintaining Neutrality During Elections

- 5.1** In the lead-up to municipal elections, all interactions between Council and staff must be especially mindful of the need for neutrality, continuity, and protection from perceived political influence.
- 5.2** Requests or initiatives during this period must be assessed by the CAO to ensure consistency with existing priorities, impartiality, and protection of staff from undue pressures.

- 5.3** Any concerns related to the politicization of staff activities or the misuse of administrative resources shall be addressed through established reporting channels.
- 5.4** Following a municipal election or staff leadership change, structured transition practices shall be used to support continuity, maintain professionalism, and uphold institutional memory.

6.0 Upholding Administrative Independence

- 6.1** Council acknowledges the authority of the CAO to oversee all operational, logistical, and administrative functions of the municipality.
- 6.2** Council members shall avoid involvement in internal administrative decisions or activities, and shall instead channel feedback, suggestions, or concerns through the appropriate governance structures.
- 6.3** All parties share responsibility for fostering a respectful, collaborative environment that enables staff to carry out their duties without disruption, confusion, or undue influence.

7.0 Confidentiality and Discretion

- 7.1** Council and staff must safeguard sensitive information, particularly matters relating to:
 - 7.1.1** Personnel;
 - 7.1.2** Legal advice;
 - 7.1.3** Procurement processes;
 - 7.1.4** Land negotiations;
 - 7.1.5** Closed sessions;
 - 7.1.6** Any information protected under ATIPPA or applicable privacy legislation.
- 7.2** Breaches of confidentiality may result in disciplinary or legal consequences, as applicable.

8.0 Conflict Resolution

- 8.1** Should disputes or concerns arise between Council members and staff, the following steps shall be taken:
 - 8.1.1** The issue is raised privately with the CAO.
 - 8.1.2** If unresolved, the CAO will engage the Mayor and/or the staff member's supervisor to facilitate resolution.
 - 8.1.3** If the issue persists, the matter may be escalated to a formal review process or mediation facilitated by an external party.
- 8.2** No staff member shall be penalized or retaliated against for reporting inappropriate conduct by a Council member, and vice versa.

9.0 Training and Orientation

- 9.1** Upon election or hiring, all Council members and staff shall receive orientation on:
 - 9.1.1** Roles and responsibilities;
 - 9.1.2** This Council/Staff Relations Policy;
 - 9.1.3** Conflict of interest provisions;

9.1.4 Relevant legislation

9.1.5 Respectful workplace expectations.

9.1.6 Newly elected officials and new staff will receive mandatory orientation that includes this policy.

9.2 Ongoing professional development, workshops, and refresher sessions may be offered upon request to reinforce good governance practices.

10.0 Legislative Compliance

10.1 All interactions, conduct, and communications must comply with the following legislation (including amendments and successor legislation):

10.1.1 *Towns and Local Service Districts Act;*

10.1.2 *Code of Conduct Policies;*

10.1.3 *Municipal Conduct Act;*

10.1.4 *Access to Information and Protection of Privacy Act;*

10.1.5 *All other relevant legislation.*

10.2 Where conflicts exist between this policy and applicable legislation, the legislation shall take precedence.

11.0 Roles and Responsibilities

11.1 The distinct roles of elected officials and administrative staff are foundational to good governance. As per applicable legislation:

Council (Collective Role):

11.1.1 Sets policy direction through by-laws, resolutions, and plans;

11.1.2 Approves budgets and allocates resources in accordance with strategic priorities;

11.1.3 Represents the interests of residents and ensures decisions reflect the public good;

11.1.4 Oversees the performance of the Chief Administrative Officer (CAO);

11.1.5 Adopts long-term planning documents including municipal plans and development regulations.

Individual Councillors:

11.1.6 Bring forward constituent concerns through formal mechanisms;

11.1.7 Participate actively in meetings, committees, and community engagement;

11.1.8 May not exercise executive authority or act independently on behalf of the municipality unless delegated by Council.

Mayor (or Presiding Officer):

11.1.9 Chairs meetings and represents the municipality in official functions;

11.1.10 Works collaboratively with the CAO to ensure effective flow of information between Council and administration.

Chief Administrative Officer (CAO):

11.1.11 Is the sole employee directly accountable to Council;

11.1.12 Provides impartial professional advice and ensures implementation of Council's decisions;

11.1.13 Manages all operational, financial, and human resource functions in accordance with Council policy and applicable legislation.

11.2 Role clarity protects the integrity of governance structures and prevents administrative interference. The success of the municipality depends on the cooperative and respectful exercise of these roles within their defined scope.

12.0 Personal Liability and Accountability for Deviations from Role

12.1 Municipal councillors are subject to both collective and individual liability for actions taken outside of their legislative authority. The following risks may arise from interfering in administrative decisions or violating the defined governance framework:

12.2 Legal Liability:

12.2.1 Councillors who direct staff or make unauthorized decisions may be held personally liable for:

- a. Breaches of contract;
- b. Violations of procurement rules;
- c. Improper influence in hiring or disciplinary matters;
- d. Misuse of municipal resources.

12.3 Conflict of Interest & Breach of Trust:

12.3.1 Under the *Municipal Conduct Act*, actions taken for personal gain, political advantage, or to influence outcomes outside the decision-making process may result in:

- a. Censure or suspension;
- b. Repayment of improperly allocated funds or benefits;
- c. Disqualification from office.

12.4 Insurance Limitations:

12.4.1 Municipal liability insurance may not cover individual councillors for actions deemed ultra vires (beyond legal authority), especially where personal involvement in administrative decisions is proven.

12.5 Governance Disruption and Reputational Harm:

12.5.1 Unauthorized involvement in operations can compromise staff morale, delay service delivery, and erode public trust in municipal government.

12.6 Reporting and Correction:

- 12.6.1** Any staff member who believes a Council member has acted outside their authority may report the matter through the CAO, who shall assess the situation and, if necessary, recommend formal remediation.

12.7 Duty to Self-Regulate:

- 12.7.1** Council members have an ethical and statutory responsibility to self-monitor, disclose potential breaches, and correct course when governance boundaries are exceeded.

Policy Procedures

1.0 Operational Requests and Communications

- 1.1** All Council member inquiries, service requests, or operational concerns must be submitted to the Chief Administrative Officer (CAO) in writing (email or formal request).
- 1.2** The CAO will review, prioritize, and assign the request to appropriate staff based on:
- 1.2.1** Relevance to approved municipal plans or policies;
 - 1.2.2** Resource capacity and departmental workload;
 - 1.2.3** Alignment with strategic goals and timelines.
- 1.3** Staff shall not respond directly to operational requests from individual Council members unless explicitly authorized to do so by the CAO.

2.0 Documentation and Tracking

- 2.1** The CAO will maintain a centralized record of all Council requests for information or action that are operational in nature.
- 2.2** This record shall include:
- 2.2.1** The nature and date of the request;
 - 2.2.2** Assigned staff or department;
 - 2.2.3** Estimated timelines and completion dates;
 - 2.2.4** Any delays or follow-up requirements.
- 2.3** This ensures transparency, consistency, and the ability to report on request volumes and trends.

3.0 Reporting and Escalation of Policy Breaches

- 3.1** Staff are encouraged to report any perceived breaches of this policy, including inappropriate requests, unprofessional conduct, or unauthorized direction by Council members.
- 3.2** Reports should be made to:
- 3.2.1** The staff member's immediate supervisor, or;
 - 3.2.2** Directly to the CAO, in confidence, if appropriate.

3.3 Council members who believe a staff member has not complied with this policy may also report the concern to the CAO.

3.4 The CAO will:

3.4.1 Investigate the concern in a timely and impartial manner;

3.4.2 Document findings and outcomes;

3.4.3 Take corrective action where necessary.

4.0 Role of the CAO in Conflict Management

4.1 The CAO acts as the primary liaison between staff and Council on operational matters.

4.2 In the event of repeated or significant policy violations, the CAO will:

4.2.1 Notify the Mayor and/or Governance & Legislative Services;

4.2.2 Facilitate mediation or conflict resolution, where appropriate;

4.2.3 Recommend further action if necessary, including formal reprimand or referral to external bodies.

5.0 Accountability Measures for Policy Violations

5.1 Council members found to be in violation of this policy may be subject to the following, in accordance with the *Code of Conduct Act for Municipal Officials*:

5.1.1 Verbal or written warning;

5.1.2 Mandatory retraining or participation in mediation;

5.1.3 Censure by Council through a motion or resolution;

5.1.4 Referral to an independent investigator or Minister of Municipal and Provincial Affairs;

5.1.5 In severe cases, removal from committees or other privileges as permitted under law.

5.2 Staff who violate the policy may be subject to progressive disciplinary measures as outlined in the Town of Gander's personnel policies.

6.0 Monitoring and Continuous Improvement

6.1 Governance & Legislative Services will:

6.1.1 Periodically review the effectiveness of this policy;

6.1.2 Monitor compliance in collaboration with the CAO;

6.1.3 Recommend policy amendments to Council as necessary.

6.2 A formal review shall take place every two (2) years or upon significant changes to relevant legislation or governance structure.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

Amendments and Resolutions

Policy Adopted	Date:	Resolution:
Date:	Date:	
Date:	Date:	

DRAFT - April 9, 2025

Title: Community Partnership Fund	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date:	
Review Date:	
Issuing Department: Community Services	

Objective

To support the growth, sustainability, and impact of charitable, non-profit, and public service organizations in Gander by providing structured, equitable, and transparent access to municipal funding that enhances community well-being, strengthens local capacity, and aligns with Council's strategic and inclusive development goals.

Purpose and Application

The Town of Gander shall establish an annual Community Partnership Fund (CPF) to provide financial assistance to registered charitable, non-profit, and recognized public service organizations that deliver programs and services benefiting the residents of Gander. The Fund is designed to foster the growth, resilience, and community impact of these organizations, enhancing the overall well-being of the town's citizens.

The CPF consists of two distinct funding streams:

1.0 Operating Funding for Core Programs

- 1.1 Organizations may apply once per year for up to \$5,000 in operational support.
- 1.2 Organizations currently receiving operational support from the Town are eligible only if the proposed initiative is clearly distinct from existing activities and demonstrates additional community benefit.
- 1.3 Priority will be given to applicants not currently receiving operational funding from the Town.

2.0 Capital Investment Program

- 2.1 Supports one-time infrastructure or equipment investments that provide a direct public benefit.
- 2.2 Maximum funding of \$20,000 per project.
- 2.3 Organizations are eligible once every five (5) years under this stream.
- 2.4 Funding does not cover ongoing repairs or maintenance, financing costs, non-fixed furniture, or recurring operational expenses.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Town Clerk or designate is accountable for the overall management and enforcement of this policy.

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Informed: Applicable staff and public.

Definitions

Community Partnership Fund shall refer to an annual fund established by the Town of Gander to provide financial assistance to charitable, non-profit, and public service organizations offering programs and services to the residents of Gander.

Community Groups and Organizations shall refer to charitable, non-profit, or public service entities based in the Town of Gander that offer programs, projects, or initiatives aimed at improving the well-being of the community's residents.

Registered Charity/Non-profit Organization shall refer to a legally recognized entity that is not-for-profit and is registered with appropriate governmental authorities, operating to benefit the community rather than for financial profit.

Core Programs shall refer to essential, ongoing initiatives or services that are central to the mission and operations of an organization or group. These programs typically address key community needs and are fundamental to the organization's ability to fulfill its purpose and objectives.

Capital Investment Programs shall refer to funding initiatives aimed at supporting large-scale projects that require significant financial investment, typically for infrastructure development, equipment purchases, or other major capital expenditures. These programs often seek to attract additional funding or resources to maximize the impact and sustainability of such projects.

Board of Directors shall refer to a governing body established by an organization, responsible for overseeing its operations and decisions.

Adjudication shall refer to the process by which applications for funding under the Community Partnership Fund are reviewed and evaluated by a special review committee appointed by the Town Council. This process assesses the eligibility and quality of the proposals based on set criteria.

Tomorrow's Towns shall refer to a strategic initiative by Municipalities Newfoundland and Labrador (MNL) that promotes community sustainability through themes such as Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, and Climate Action.

Overall Community Impact shall refer to the extent to which the proposed program, project, or initiative will positively affect the residents of Gander, contributing to their well-being, safety, or overall quality of life.

Economic Impact shall refer to the potential or measurable influence a project or initiative may have on the local economy, including but not limited to job creation, local business support, and community development.

Social Determinants of Health shall refer to the social and economic factors that influence the health and well-being of individuals and communities, such as income, education, housing, and access to services

Values

Integrity, Transparency, and Accountability – The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion – The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement – The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity – The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement – Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander's organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 To qualify for funding under the Community Partnership Fund, applicants must meet all of the following conditions:

- 1.1** The applicant must be a registered charity, non-profit, or incorporated organization headquartered and actively operating within the Town of Gander.
- 2.1** The organization must have a formal and active Board of Directors responsible for governance and oversight.
- 2.2** The organization must allow for membership or participation by Gander residents and ensure accessible programming or services for the local community.
- 2.3** The proposed programs or services must be specifically designed to benefit residents of the Town of Gander.
- 2.4** The applicant must provide programs or services that are specifically designed to benefit the residents of Gander.
- 2.5** The organization must have no outstanding debts or unresolved financial obligations with the Town of Gander.

3.0 Funding Limitations and Restrictions

- 3.1** Organizations may apply for capital funding only once every five (5) years to promote equitable access and long-term planning.
- 3.2** Organizations currently receiving operational support from the Town may only apply for additional operational funding if the proposed initiative is clearly distinct from existing activities and demonstrates added value to the community.

4.0 Financial Accountability

- 4.1** Applicants must provide a copy of their most recent financial statements, certified bank balance, and a complete list of current Board members as part of their application.
- 4.2** All successful applicants must submit a post-funding report detailing how funds were used and the impact of the initiative on the community.

5.0 Ineligible Organizations or Uses

- 5.1** Funding will not be provided to individuals, for-profit businesses, political or religious groups for proselytizing purposes.
- 5.2** Funding cannot be used to cover accumulated deficits, debt retirement, or fundraising events where the primary intent is to generate profit.

6.0 Multi-Year Planning and Funding

- 6.1** Organizations may outline multi-year initiatives, but funding is only approved on an annual basis and must be reapplied for each year.
- 6.2** Future funding is not guaranteed, and decisions are made based on annual budget availability and demonstrated performance.

7.0 Recognition of Town Support

- 7.1** Organizations receiving funding must publicly acknowledge the support of the Town of Gander in promotional materials, social media, or at events associated with the funded initiative.

8.0 Application Completeness

- 8.1** Incomplete applications or those submitted after the deadline may not be reviewed. Applicants are responsible for ensuring all documentation is submitted as outlined in the application form.

Policy Procedures

- 1.0** Community groups and organizations seeking financial assistance through the Community Partnership Fund must submit a completed application annually by the published deadline.
- 2.0** Applications must clearly outline the nature, objectives, and expected outcomes of the proposed initiative. All submissions must include the following supporting documentation:
- 2.1** Description of the initiative and its expected impact on quality of life.
 - 2.2** Most recent financial statements (preferably from the previous fiscal year).
 - 2.3** Certified bank balance (issued within 30 days of the application date).
 - 2.4** List of current Board members.
 - 2.5** Details of confirmed or potential funding sources and partnerships.
 - 2.6** Explanation of alignment with one or more themes of MNL's Tomorrow's Towns initiative (e.g., Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, Climate Action).
 - 2.7** Proof of registration as a non-profit, charity, or incorporated organization (if applicable).
 - 2.8** Optional: Additional supporting materials (e.g., letters of support, photos, quotes, promotional plans).

3.0 Adjudication

- 3.1** Applications will be reviewed by a designated Community Partnership Review Committee, appointed by Town Council. The committee will assess applications based on the following criteria:
- 3.1.1 Overall Community Impact** - The extent to which the initiative contributes to the well-being, resilience, or vibrancy of Gander's residents.
 - 3.1.2 Organizational Reach and Demographics** - Size, composition, and diversity of the organization's membership, as well as its inclusivity and accessibility to the community.
 - 3.1.3 Collaboration and Community Partnerships** - Strength and scope of partnerships with other community groups, institutions, or businesses to enhance the initiative's reach and effectiveness.
 - 3.1.4 Sustainability and Capacity** - Evidence of planning for long-term viability, including funding diversification and internal organizational capacity.
 - 3.1.5 Alignment with Social Determinants of Health** - Impact on key factors such as education, housing, access to services, employment, physical and mental health, and community safety.

4.0 Application Deadline and Notification Timeline

- 4.1** Unless otherwise indicated, applications must be submitted no later than March 31st each year. Funding decisions will be communicated to all applicants by May 31st.

5.0 Appeal or Reconsideration Process

- 5.1** Unsuccessful applicants may request a reconsideration by submitting a written request outlining specific concerns within 30 days of receiving notice. Council will review and respond within 30 days.

6.0 Funding Disbursement Process for Capital Projects

- 6.1** Up to 25% of approved capital funding may be held back until submission of a satisfactory final report and verification of project completion.
- 6.2** All successful applicants will be required to sign a formal Funding Agreement prior to the release of any funds. This agreement will outline the terms and conditions of the funding, including the approved use of funds, reporting obligations, recognition requirements, timelines, and provisions for repayment if terms are not met.

7.0 Use of Funds and Restrictions

- 7.1** Funds must be used only for the purposes outlined in the approved application. The Town reserves the right to request a return of funds if they are used for ineligible expenses or the project does not proceed as proposed.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

**APPENDIX A
POLICY AMENDMENTS AND MOTIONS OF COUNCIL**

Amendments & Resolutions

Policy Adopted	Date: May 14, 2025	Resolution:
	Date:	
	Date:	

DRAFT - April 6, 2025

Title: Eithne Daly Junior Firefighter Award	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date: To be Determined	
Review Date: September 30, 2025	
Issuing Department: Gander Fire Rescue	

Objective

To foster the importance of community involvement, commitment, and fire prevention for Gander's youth, by awarding The Eithne Daly Junior Firefighter Award.

Purpose and Application

The purpose of The Eithne Daly Junior Firefighter Award policy is to ensure that, each year, the award will be granted to a Junior Firefighter. This policy applies to the member of the Junior Firefighter Program at Gander Fire Rescue, who will be attending a post secondary institution.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town's mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: The Fire Chief or designee is accountable for the overall management of this policy.

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Responsible: Fire Chief or Designate is responsible for adherence to this policy.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Consulted: Active members of Gander Fire Rescue, as required.

Informed: Applicable staff and public.

Definitions:

Award shall refer to the \$1500 scholarship provided by the Town of Gander.

Rubric shall refer to the evaluation tool used to rank the applicants based on pre-determined criteria.

Junior Firefighter shall refer to a secondary education student enrolled in the junior firefighter program at Gander Fire Rescue.

Selection Committee shall refer to the chief officer, volunteer firefighter and career firefighter who will ultimately make the selection.

Values

Integrity, Transparency, and Accountability - The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion - The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement - The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity - The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement - Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander's organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 Must be \$1,500 allotted each year in the annual Town of Gander Budget.

2.0 Selection Committee members will consist of one (1) Chief Officer, one (1) Volunteer Firefighter one (1) Career Firefighter and the Chief Administrative Officer, or Designate.

3.0 No one on the selection committee shall be a relative of any of the applicants.

- 4.0** No junior firefighter instructors shall serve on the Selection Committee
- 5.0** The recipient must be a current member of the Junior Firefighter Program.
- 6.0** Applications must be completed in full to be considered, including:
 - 6.1** Completed application form;
 - 6.2** Resume (outlining community involvement);
 - 6.3** 250-word essay titled *"The Most Important Lesson Learned as a Junior Firefighter"*;
 - 6.4** Two (2) letters of reference (one academic, one other)
 - 6.5** School transcript; and
 - 6.6** Letter confirming participation in the Junior Firefighter Program.
- 7.0** Late applications will not be considered.
- 8.0** The successful applicant must be attending a post-secondary institution to receive the award.
- 9.0** The award shall be placed in a trust fund by the Town of Gander and will be valid for up to a maximum of four (4) years, ensuring recipients have financial flexibility as they pursue future goals.
- 10.0** The trust fund can be held for up to one (1) year if the student is not attending a post-secondary institution immediately after completing Grade 12.
- 11.0** An individual may receive the award only once.
- 12.0** This is not an academic award.
 - 12.1** Academic performance will not be a determining factor in the selection process.
 - 12.2** The award is intended to recognize qualities such as commitment, personal growth, leadership, and community involvement demonstrated through participation in the Junior Firefighter Program.
 - 12.3** Transcripts may be submitted but are used solely to verify enrollment and general background; they will not influence scoring or eligibility.

Policy Procedures

- 1.0** The selection committee will make their decision based on the following three factors:
 - 1.1** Attendance;
 - 1.2** Written essay; and
 - 1.3** Overall application completion.
- 2.0** A Rubric will be provided for each section of the application: (Appendix B)
 - 2.1** Resume and application: 20 points
 - 2.2** Two references: 10 points each
 - 2.3** Essay: 20 points
 - 2.4** Attendance: 20 points
 - 2.5** Transcript (verification purposes only): 20 points

3.0 The deadline for applications will be March 15th of each year.

3.1 The Fire Chief or Designate shall ensure the award is advertised annually in Junior Firefighter Program Sessions.

4.0 Applications must be submitted electronically to gfr@gandercanada.com.

5.0 The recipient will be selected by March 31st of the same year.

5.1 If there is less than a five (5) point difference between the highest total scores at the end of the review process, the Selection Committee will determine the recipient through discussion and consensus.

5.2 The recipient will receive a congratulatory letter from the Fire Chief.

5.3 The recipient's name will also be added to a plaque, which will be mounted on a wall at Gander Fire Rescue.

5.4 The recipient shall be announced at the Junior Firefighter Program Graduation Night.

5.5 The presentation of this award will also be acknowledged at a Regular Meeting of Council.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

Amendments & Resolutions

Policy Adopted	Date: May 14, 2025	Resolution:
	Date:	
	Date:	

**APPENDIX B
APPLICATION AND RUBERIC**



EITHNE DALY JUNIOR FIREFIGHTER PROGRAM AWARD

APPLICATION

Year: _____

SPONSORED BY

GANDER FIRE RESCUE / TOWN OF GANDER

Name: _____

Address: _____

Telephone: _____ Date of Birth: _____

Email: _____

Name of Parents/ Guardians: _____

Current Year of Study: _____



EITHNE DALY JUNIOR FIREFIGHTER PROGRAM AWARD

APPLICATION

APPLICATION RUBRIC

One per applicant for each selection committee member PLUS one Master Copy for each applicant where averages from all three committee members can be calculated.

Name of Applicant: _____

Application Content	Weight
Application Form with Resume	120
References x 2 (one academic / one other)	/10
	/10
JFF Attendance Stats (use rubric)	120
Essay (use rubric)	120
Transcript	120

TOTAL = / 100



**EITHNE DALY JUNIOR FIREFIGHTER PROGRAM AWARD
APPLICATION**

Enter averages from three committee members on a Master Copy.

ESSAY Rubric

One per applicant for each selection committee member.

Name of Applicant: _____

Topic: *The Most Important Lesson I Learned as a Junior Firefighter*

Evaluate the essay based on these four categories, each receiving a maximum of five (5) points. Add up the total from the rows and transfer the total to the Application Rubric.

Evaluation Criteria	<u>Score</u> (Circle one)				
	1	2	3	4	5
On Topic	1	2	3	4	5
Pertinent Examples	1	2	3	4	5
Clarity	1	2	3	4	5
Format (Font 12, Double Spaced, 250 words)	1	2	3	4	5

TOTAL = / 20

Note: Transfer this total to the Application Rubric.



**EITHNE DALY JUNIOR FIREFIGHTER PROGRAM AWARD
APPLICATION**

Enter averages from three committee members on a Master Copy.

ATTENDANCE RUBRIC

Note: The Coordinator of the JFF Program has the attendance stats.

Attendance %	Score: / 20
95% -100%	20
90%-94%	18
85%-89%	16
80%-84%	14
75%-79%	12
70%-74%	10
65%-69%	8
60%-64%	6
55% -59%	4
50%-54%	2
Less than 50%	0

Note: Transfer this total to the Application Rubric.

TOTAL = / 20



**TOWN OF
GANDER**

GANDER FIRE/RESCUE OPERATING BY-LAW

Effective the ** day of ***, 2025.
Motion #25-xxx**



1.0 Title

- 1.1 This document shall be known and cited as the "Gander Fire/Rescue Operating By-Law."

2.0 Adoption

- 2.1 **WHEREAS** the Town of Gander has established Gander Fire/Rescue to provide fire protection services within the town as authorized under section 163 of the *TLSDA*;
- 2.2 **AND WHEREAS** the Town of Gander is required under Section 7 of the *TLSDA* to adopt a bylaw for the control and management of the fire department and the participation of the fire department in emergency activities not related to firefighting or fire prevention.
- 2.3 Council of the Town of Gander hereby enacts the following.

3.0 Purpose of By-Law

- 3.1 The purpose of this by-law is to regulate and establish the structure, operation, and responsibilities of Gander Fire/Rescue in accordance with the *Towns and Local Service Districts Act*, the *Fire Protection Services Act*, and other relevant legislation.
- 3.2 Provides the authority, responsibilities, and operational framework for Gander Fire/Rescue operations, including fire prevention, emergency response, and related services.

4.0 Definitions

- 4.1 "Town" shall mean the Town of Gander.
- 4.2 "Council" shall mean the Town Council for the Town of Gander.
- 4.3 "Fire Department" shall mean Gander Fire/Rescue.
- 4.4 "Fire Chief" shall mean the person responsible for overseeing fire services in the Town of Gander.
- 4.5 "Deputy Fire Chief" shall mean the individual responsible for assisting the Fire Chief and acting in their absence.
- 4.6 "Firefighter" shall mean any individual employed to provide fire protection services, including volunteer firefighters.
- 4.7 "Fire Protection Services" includes fire suppression, rescue, emergency medical services, hazardous material response, fire prevention education, search and rescue, and other emergency response activities as directed by the Fire Chief or Council.
- 4.8 "Fire Inspector" shall mean a member of Gander Fire/Rescue authorized to conduct fire inspections.

5.0 Hierarchy of Authority

- 5.1 This by-law is secondary to the *Towns and Local Service Districts Act*, the *Fire Protection Services Act*, and all other applicable provincial or federal legislation. In the event of a conflict, the provisions of higher-level legislation shall prevail.



6.0 Application

- 6.1** This by-law applies to all operations, personnel, and services of Gander Fire/Rescue, including but not limited to:
- 6.1.1** Fire prevention, suppression, emergency medical response, and other emergency services;
 - 6.1.2** Participation in mutual aid agreements, both within and outside municipal boundaries, as directed by the Fire Chief or Council;
 - 6.1.3** Inspections for compliance with fire safety standards, as well as public education and awareness programs related to fire safety.
 - 6.1.4** All fire protection services, fire prevention activities, and inspections shall be carried out in accordance with the National Fire Code of Canada and relevant provincial legislation.
 - 6.1.5** All properties and structures within the municipal boundaries of the Town of Gander, and all calls for response outside of municipal boundaries set forth by mutual or automatic aid agreements or where services are required by emergency.

7.0 Procedures

7.1 Responsibilities and Authority of the Fire Chief

- 7.1.1** The Fire Chief shall be responsible to Council through the Chief Administrative Officer (CAO) for the administration, operation, and management of the Fire Department, including:
- a.** Ensuring proper training, equipment, staffing levels, and readiness to perform fire suppression, rescue, emergency medical services, and other fire protection services.
 - b.** Developing and implementing policies and Standard Operating Guidelines (SOGs) for fire prevention, emergency response, and operational safety.
 - c.** Preparing annual budget estimates for Council approval, managing departmental finances, and ensuring proper resource allocation for fire department operations.
 - d.** Enforcing fire-related municipal by-laws, fire protection standards, and applicable provincial regulations.
 - e.** Maintaining accurate records of fire incidents, inspections, training, public education efforts, and departmental activities.
 - f.** Ensuring that mutual aid and automatic aid agreements are established and executed when necessary for coordinated emergency response.
- 7.1.2** The Fire Chief shall have full authority to mobilize personnel, equipment, and resources as necessary to address emergencies, and may request mutual aid or additional support from neighboring municipalities or organizations, including private contractors and specialized equipment when required.
- 7.1.3** In the absence of the Fire Chief, the Deputy Fire Chief shall assume all responsibilities and authorities of the position.

7.2 Emergency Response and Mutual Aid

- 7.2.1** The Fire Department shall respond to all emergencies within the Town of Gander and, when necessary, provide emergency response under mutual aid agreements with neighboring municipalities, as authorized by the Fire Chief and Council.



- 7.2.2** The Fire Chief may authorize emergency response outside the municipal boundaries when requested and deemed necessary for public safety, including life-threatening situations, wildfires, and vehicle extrication requests from the RCMP or ambulance services.
- 7.2.3** Gander Fire/Rescue personnel will also participate in automatic aid agreements with other departments, providing joint responses to emergencies based on proximity or need for supplemental assistance.

7.3 Fire Prevention and Public Education

- 7.3.1** The Fire Department shall conduct fire prevention inspections, provide fire safety education, and enforce compliance with fire codes and regulations.
- 7.3.2** The Fire Department shall inspect commercial properties and residential properties with wood-burning appliances to ensure compliance with the National Fire Code of Canada, municipal by-laws, and applicable provincial legislation. Fees may apply for inspections outside of regular permit issuance.
- 7.3.3** The Fire Department will conduct public education campaigns to raise awareness on fire prevention, fire safety practices, and emergency preparedness.

7.4 Organizational Structure

- 7.4.1** The organizational structure of Gander Fire/Rescue shall consist of the following:
 - a. Fire Chief: The senior official responsible for overseeing all fire protection operations.
 - b. Deputy Fire Chief: The individual responsible for assisting the Fire Chief and acting in their absence.
 - c. Officers: Assigned individuals responsible for specific operational or administrative functions within the department.
 - d. Firefighters: Paid and volunteer personnel assigned to provide fire protection services.
- 7.4.2** The Fire Chief is responsible for ensuring all personnel are adequately trained, equipped, and prepared to perform their duties safely and effectively. Training programs and certifications must meet municipal, provincial, and national standards.

7.5 Fire Services Outside Municipal Boundaries

- 7.5.1** Gander Fire/Rescue shall respond to emergency requests outside the Town's boundaries, provided these requests are for life safety emergencies, vehicle extrication, or other emergency situations as authorized by the Fire Chief.
- 7.5.2** Non-emergency services, such as fire inspections or alarm servicing, will only be performed outside municipal boundaries if they are directly related to the protection of life or property, as determined by the Fire Chief.
- 7.5.3** All fire services provided outside the Town's boundaries will be subject to mutual aid or automatic aid agreements.

8.0 Regular Review of the By-Law

- 8.1** Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.



9.0 Effective Date

9.1 This by-law shall become effective upon the *** day of *****, 2025 by Motion #25-xxx.

10.0 Publication

10.1 This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this regulation.

DRAFT March 26, 2025



**TOWN OF
GANDER**

CONTROL OF HAZARDOUS WATER SOURCES BY-LAW

**Effective the xx day of xxxxx, 2025.
Motion #25-xxx**

**1.0 Title**

- 1.1** This document will be known and cited as the “Control of Hazardous Water Sources By-Law”.

2.0 Adoption

- 2.1 WHEREAS** the Town of Gander is required under Section 7 of the *Towns and Local Service Districts Act* to adopt a by-law for prohibition and control of the use of a source of water that the town council considers to be dangerous to public health.
- 2.2 WHEREAS** the *Water Resources Act, NL*, grants the Minister authority over water quality and management, and empowers municipalities to regulate water use in accordance with public safety.
- 2.3 WHEREAS** the *Public Health Protection and Promotion Act, NL*, establishes the responsibility of municipal governments to safeguard public health and respond to health hazards, including unsafe water conditions.
- 2.4** Town Council of the Town of Gander hereby enacts the following.

3.0 Purpose of By-Law

- 3.1** The purpose of this by-law is to:
- 3.1.1** Establish a prohibition and regulate the use of any water source deemed by the town council to pose a danger to public health.
- 3.1.2** Regulate and control the use of water sources deemed hazardous to public health and to ensure compliance with the *Towns and Local Service Districts Act, NL*, the *Water Resources Act, NL*, and the *Public Health Protection and Promotion Act, NL*.

4.0 Definitions

- 4.1** “Town” shall mean the Town of Gander.
- 4.2** “Council” shall mean the Town Council for the Town of Gander.
- 4.3** “The Act” shall mean the *Towns and Local Service Districts Act, NL*.
- 4.4** “Hazardous Water Source” refers to any source of water, including surface or groundwater, that poses a risk to public health due to contamination or other hazardous conditions as determined by Council or a designated authority.
- 4.5** “Hazardous Water Condition” refers to any situation where water quality poses a risk to public health as determined by Council, the Minister, or the Chief Medical Officer of Health.
- 4.6** “Minister” means the Minister responsible for the *Water Resources Act, NL*.
- 4.7** “Public Water Supply” refers to a municipal water supply system regulated under the *Water Resources Act, NL*.
- 4.8** “Boil Order” refers to an official notice issued by the Town or an authorized provincial authority requiring residents to boil water before consumption due to potential contamination.

5.0 Hierarchy of Authority

- 5.1** This By-Law is secondary to the *Towns and Local Service Districts Act, NL*, the *Water Resources Act, NL*, and all other applicable provincial and federal legislation. In the event of a conflict, the provisions of the Act or other higher-level legislation shall prevail.



6.0 Application

6.1 This by-law applies to:

- 6.1.1** All members of the public.
- 6.1.2** All lands, bodies of water, and water sources within the municipal boundary of the Town of Gander.

7.0 Procedures

7.1 Prohibition of Hazardous Water Use

- 7.1.1** No person shall use, distribute, or allow the use of a water source that has been designated as hazardous by Council, the Minister, or other relevant authority.
- 7.1.2** Any person using a potentially hazardous water source must immediately report such use to the Town and comply with directives for mitigation or discontinuation.

7.2 Inspection and Testing

- 7.2.1** The Town shall have the authority to inspect and test any water source suspected of being hazardous to public health.
- 7.2.2** The Town shall have the authority to conduct comprehensive water quality assessments to identify potential contaminants and evaluate the safety of existing water sources.
- 7.2.3** The Town may order the closure of any hazardous water source until remedial actions are taken to ensure compliance with safety regulations.

7.3 Issuance of a Boil Order

- 7.3.1** The Town shall issue a boil order when notified by a provincial authority, public health official, or after independent testing confirms contamination.
- 7.3.2** A boil water order shall remain in effect until water testing confirms that the water quality meets acceptable safety standards.
- 7.3.3** Public notification may be issued via any official Town of Gander Communications platforms including, but not limited to:
 - a.** Website
 - b.** Social Media Platforms
 - c.** Mail
 - d.** Warning notices on taps in public places
 - e.** Warning notices near water sources
 - f.** Public Notification Systems, ie. TxtSquad

7.4 Enforcement and Penalties of Prohibition of Hazardous Water Use

- 7.4.1** Any individual found to be in violation of this by-law may be subject to penalties as outlined in the *Water Resources Act, NL*, the *Public Health Protection and Promotion Act, NL* and the *Towns and Local Service Districts Act, NL*.
- 7.4.2** The Town may impose fines, issue stop-use orders, and require remediation measures at the cost of the responsible party.



7.4.3 This by-law shall not exclude the application of other penalties not expressly listed.

8.0 Regular Review of the By-Law

8.1 Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

9.0 Effective Date

9.1 This by-law shall become effective upon the xx day of xxxxx, 2025 by Motion #25-xxx.

10.0 Publication

10.1 This by-law shall be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this regulation.



**TOWN OF
GANDER**

TOURISM ACCOMMODATION TAX BY-LAW

Effective the ** day of ***, 2025.
Motion #25-xxx**

**1.0 Title**

- 1.1** This document shall be known and cited as the "Tourism Accommodation Tax By-Law."

2.0 Adoption

- 2.1 WHEREAS**, under Section 129 of the *Towns and Local Service Districts Act, 2024*, the Town of Gander is authorized to impose a municipal tax on tourist accommodations;
- 2.2 AND WHEREAS**, Council of the Town of Gander, at its March 19, 2025 Regular meeting of Council, approved the establishment of accommodation taxes to be imposed on the purchase of accommodations of short duration within the Town of Gander.
- 2.3 NOW THEREFORE**, the Town Council adopts this by-law to impose a 4% Accommodation Tax on the purchase of short-term accommodations within the municipal boundaries.

3.0 Administration

- 3.1** The administration of this by-law is delegated to the Town Clerk or their designate.

4.0 Purpose of By-Law

- 4.1** The purpose of this by-law is to impose a Municipal Accommodation Tax on the purchase of short-term accommodations within the Town of Gander, in accordance with Section 129 of the *Towns and Local Service Districts Act, 2024*. The tax is intended to generate revenue to support tourism initiatives, including funding for designated non-profit entities that promote and develop local tourism, thereby enhancing the Town's economic vitality and visitor appeal.

5.0 Definitions

- 5.1** "Accommodation" shall mean hotel and short-term rentals under 30 days.
- 5.2** "Tourist Accommodation" shall mean short-term lodging for the traveling public.
- 5.3** "Town" shall mean the Town of Gander.
- 5.4** "Council" shall mean Council of the Town of Gander.
- 5.5** "Ancillary Charges" shall mean charges related to the purchase of accommodations, including, but not limited to, food, mini bar products, movie rentals, etc.
- 5.6** "Purchaser" shall mean the person who makes payment in consideration for accommodation.
- 5.7** "Provider" shall mean hotel operators and short-term rental hosts.
- 5.8** "Broker" shall mean platforms or agents facilitating short-term bookings.
- 5.9** "MAT" shall mean Municipal Accommodations Tax.

6.0 Hierarchy of Authority

- 6.1** This by-law is secondary to the *Towns and Local Service Districts Act*, the *Fire Protection Services Act*, and all other applicable provincial or federal legislation. In the event of a conflict, the provisions of higher-level legislation shall prevail.



7.0 Application

- 7.1** This by-law applies to all providers of paid tourist accommodations within the Town of Gander for periods of 30 days or less.
- 7.2** All tourist accommodations must be registered under the *Tourist Accommodations Act* and hold valid permits under Gander's development regulations.

8.0 Procedures

8.1 Tax Rate and Collection

- 8.1.1** A Purchaser of Accommodation shall pay, at the time of purchase, a Municipal Accommodation Tax (MAT) of 4% on the purchase price of the accommodation for a continuous period of 30 days or less.
- 8.1.2** MAT does not apply to Ancillary Charges if those charges are itemized separately. If they are not itemized, accommodation tax will apply to the entire purchase price.

8.2 Exemptions

- 8.2.1** The accommodation tax shall not apply to:
- a.** Real property belonging to Canada or the province of Newfoundland;
 - b.** Real property belonging to a town or its agents, a regional service board or a municipal service delivery corporation;
 - c.** Real property exempted by an Act of the Legislature;
 - d.** Churches and other places of worship together with the land on which they are situated;
 - e.** Cemeteries operated by churches or non-profit organizations;
 - f.** The rectory or other principal place of residence of a religious leader in charge of a church or other place of worship where that residence is owned by the church or other place of worship, together with the land on which it is situated;
 - g.** Public health care facilities owned and operated by the Provincial Health Authority and the land on which they are situated, including student residences, but not including other residences and apartments;
 - h.** Schools as defined in the Schools Act, 1997 and the land on which they are situated, including student residences and playing fields and other recreational facilities owned by the Crown, or in the case of a French first language school, the Conseil Scolaire Francophone Provincial but not including other residences and apartments;
 - i.** Universities and colleges established under the Memorial University Act and the College Act, 1996, and the land on which they are situated, including student residences and playing fields and other recreational facilities owned by them, but not including other residences and apartments;
 - j.** Productive farmland and woodland and buildings on and used with respect to farm or wood production as the Minister of Fisheries, Forestry and Agriculture may designate;
 - k.** Every tent or trailer sites supplied by a campground, tourist camp, or trailer park; and



- I. Every accommodation supplied by employers to their employees in premises operated by the employer.

8.3 Collection – Hotel Accommodation Providers

- 8.3.1** Shall list the MAT as a separate line on receipts/invoices and identify such tax as “Municipal Accommodation Tax”.
- 8.3.2** Shall collect MAT at point of sale as agents of the Town.
- 8.3.3** Shall remit MAT monthly, no later than the 15th day following each month, to the Town’s tax collection agent, in a manner deemed acceptable by the Town Treasurer.
- 8.3.4** Shall submit a monthly statement, no later than the 15th day following each month, in a manner deemed acceptable by the tax collection agent, and shall include:
 - a. Number of rooms sold;
 - b. Purchase prices of the room sold;
 - c. The number of rooms exempt under the by-law and proof of the Provider relied on; and
 - d. MAT collected.
- 8.3.5** Shall provide any information as required by the Town for the purposes of enforcing this by-law.

8.4 Collection – Short-term Accommodation Providers

- 8.4.1** Shall list the MAT as a separate line on receipts/invoices and identify such tax as “Municipal Accommodation Tax”.
- 8.4.2** If the purchase of Short-term Accommodation is made through a Short-Term Accommodation Broker, the Short-Term Accommodation Broker shall list the Municipal Accommodation Tax as a separate item on the Purchaser’s receipt or invoice and identify such as tax as “Municipal Accommodation Tax”.
- 8.4.3** Shall collect the Municipal Accommodation Tax from the Purchaser at the time of purchase as agents of the municipality.
- 8.4.4** If the purchase of a Short-term Accommodation is made through a Short-Term Accommodation Broker, the Short-term Accommodation Broker shall collect the Municipal Accommodation Tax at the time of purchase as agents of the municipality and remit it to the Provider of Short-term Accommodation.
- 8.4.5** Shall, on a quarterly basis within 15 days of the end of the previous quarter, remit the Municipal Accommodation Tax to the tax collection agent designated by the Town in a manner the Town Treasurer deems acceptable.
- 8.4.6** Shall, on a quarterly basis within 15 days of the end of the previous quarter, provide a quarterly statement in the form required by the tax collection agent; these quarterly statements shall include:
- 8.4.7** Providers must also submit a quarterly statement detailing:
 - a. Number of rooms sold;
 - b. Purchase prices of the room sold;
 - c. The number of rooms exempt under the by-law and proof of the Provider relied on; and



d. MAT collected.

8.4.8 Shall provide any information as required by the Town Treasurer for the purposes of administering this by-law.

8.5 Refunds

8.5.1 Where a Purchaser has paid an amount that is not payable, the Town Treasurer or the Town's agent, may upon receipt of satisfactory evidence, make a determination that the amount was wrongly paid, and if such a determination is made, the Town or its agent shall refund or credit all or part of the amount, but no refund shall be made unless an application is made within twenty-four (24) months after the payment date.

8.5.2 Where a Provider remits a surplus in error, the Town or its agent, may upon receipt of satisfactory evidence, make a determination that an amount was wrongly paid, and if such a determination is made, the Town or its agent, shall refund all or part of the amount, but no refund shall be made unless an application for such a refund is made within twenty-four (24) months after the date of remittance.

8.5.3 Where a person has applied for a refund and the person's claim is in whole or in part refused, the Town or its agent shall provide a statement of disallowance in such form as determined by the Town or its agent, and the statement shall specify the amount of disallowance and the reasons for the disallowance.

8.6 Interest, Fees, and Liens

8.6.1 Penalties and interest at a monthly rate of interest applicable to overdue property taxes shall apply to any outstanding Municipal Accommodation Tax and shall be payable monthly by the Providers of Accommodation on the amount of any tax payable or remittable from the business day following the date on which the Municipal Accommodation Tax was payable, or its remittance was due up to and including the date on which such tax is paid or remitted in full.

8.6.2 The Town Treasurer may refer the collection of any Municipal Accommodation Tax payable or required to be remitted to a bailiff or a collection agency.

8.6.3 Upon default of Municipal Accommodation Tax required to be paid or remitted under this bylaw, the Town Treasurer may bring an action for the recovery of the amount in any court in which a debt or money demand or similar amount may be collected, and every such action shall be brought and executed in the name of the Town.

8.6.4 The Town Treasurer may register a lien on any property in which Accommodation has been provided and for which tax remains owing.

8.6.5 A fee may be charged in respect of all remittances made by cheque that are not honoured by the financial situation upon which it is drawn.

8.7 Audit and Inspections

8.7.1 Every Provider shall keep, for no less than three (3) years, books of account, records, and documents sufficient to furnish the Town or its designated tax collection agent(s) with the necessary particulars of:

- a. Sales of accommodation;
- b. Amount of the Municipal Accommodation Tax collected; and
- c. The remittances made to the tax collection agent.



8.7.2 Every Short-term Accommodation Broker shall keep, for no less than (3) years, books of account, records and documents sufficient to furnish the Town or its designated tax collection agent with the necessary particulars of:

- a. Sales of accommodation; and
- b. Amount of the Municipal Accommodation Tax collected.

8.7.3 The Town Treasurer or designate or the Town 's designated tax collection agent may inspect and audit all books, documents, transactions, and accounts of Providers and Short-term Accommodation Brokers and require Providers or Short-term Accommodation Brokers to produce copies of any document or records required for the purpose of administering and enforcing this by-law.

8.7.4 Every Provider or Short-term Accommodation Broker shall furnish upon the demand of the Town Treasurer or the Town 's designated tax collection agent for reasonable inspection, copies of any books, documents, transactions, accounts or records required for the purposes of the administration and enforcement of this by-law.

8.8 Offences and Penalties

8.8.1 Any person who contravenes any provision of this by-law is subject to the offences, penalties, and prosecution provisions as outlined under Division 6 of the *Town of Gander Local Service District Act* (TLSDA). This includes, but is not limited to, fines, imprisonment, court-ordered restitution of unpaid taxes or fees, and enforcement actions such as registration of judgments in the Supreme Court.

8.8.2 These penalties may be imposed in addition to any other remedies or actions the Town may pursue in the enforcement of this by-law.

9.0 Regular Review of the By-Law

9.1 Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

10.0 Effective Date

10.1 This by-law shall become effective upon the 1st day of July, 2025 by Motion #25-xxx.

11.0 Publication

11.1 This by-law will be posted to the Town's Website following adoption by Council.

12.0 Repeal of Previous By-Law

12.1 No prior by-laws are repealed by this by-law.

PROPERTY TAX REDUCTION APPROVAL FORM

Department:
Submitted By:
Date Submitted:

ELIGIBILITY VERIFICATION

- ☐ Applicants are the registered owners of the residential property.
☐ Total household income verified based on supporting documents.
☐ Reduction applies to the current tax year based on the previous year's income.
☐ Estimated household income for the current year has been provided.

Property Tax Reductions - Residential - Year 2025				
Roll Number	2025 Property Tax	% of Reduction	Amount of Reduction	Revised 2025 Taxes
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

MINUTE

The Committee reviewed _____ application(s) for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$ _____. Since the beginning of 2025, the Town of Gander has issued _____ property tax reductions totaling \$ _____, as attached.

MOTION

The Committee recommends, and I move, that the property tax reduction(s) be approved as presented.

REVIEW AND APPROVAL

Does the CAO Recommend Approval?
 Approved for Inclusion in Agenda?
 Comments (if any)

☐ Yes ☐ No
☐ Yes ☐ No