

MINUTES

Regular Meeting of Council Wednesday, July 3, 2024 @ 4:00 p.m. Council Chambers

Present:

P. Farwell	Mayor
B. Ford	Deputy Mayor
W. Hoffe	Councillor
P. Woodford	Councillor
M. White	Councillor

Advisory and Resource:

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

Regrets:

T. Pollett	Councillor
S. Handcock	Councillor
B. Hefford	Town Clerk
J. Blackwood	Director of Planning and Public Works

1. CALL TO ORDER

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

The Town Clerk is unexpectedly absent. As a result Council is required to appoint an Alternate.

Mayor Farwell kindly asked Deputy Mayor to Present a motion to appoint Alexa Oldford as the acting Town Clerk for the proceeding of today's meeting.

Motion #24-119

Appointment of Acting Town Clerk

It is moved by Deputy Mayor Ford and seconded by Councillor Woodford to appoint Alexa Oldford as the acting Town Clerk for the proceeding of today's meeting.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2. VISITORS/PRESENTATIONS

3. APPROVAL OF AGENDA

Motion #24-120

Approval of Agenda

Moved by Deputy Mayor Ford and seconded by Councillor Woodford that the Agenda for the Regular Meeting of Council on July 3, 2024 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #24-121

Regular Minutes for Approval

Moved by Councillor Hoffe and seconded by Councillor White that the Minutes from the Regular Meeting of Council on June 12, 2024 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

6. REPORTS – STANDING COMMITTEES:

A. Community Services Committee:

The Community Services Committee report was presented by Councillor Pollett.

The Community Services Committee meeting was held on June 20, 2024. The meeting was chaired by T. Pollett, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; P. Woodford, Councillor; and J. Knee, Director, Department of Community Services.

The following items were discussed:

Dog Park Advertising

The Committee reviewed correspondence regarding the establishment of an advertising program at the Dog Park like the advertising at the Steele Community Centre. While this concept is not entirely outside the scope of possibilities, it does require some further research. If this does move forward, a Request for Proposal will be issued.

Central NL Athletics Team

The Central NL Athletics team has requested to waive the track and field fees to train for the 2024 NL Summer Games. The Committee did agree to waive this fee as a one-time incentive to begin the growth of athletics in Gander. The fee to use the field is \$24.81 HST inclusive per 1.5 hours.

Motion #24-122

Central NL Athletics Team

Moved by Councillor Hoffe and seconded by Councillor Woodford that the fee to use the track and field be waived for the 2024 season for the Central NL Athletics Team to train for the 2024 NL Summer Games.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Gander Wings

The Gander Wings Club has requested waiving the fees for the use of the track and field facility for their 2024 summer program. It was decided not to waive the regular user fee for this facility since Council recently waived the tournament hosting fee for this group.

Athletics Programming

With the opening of the new Sports Complex, Council recognizes the need for an athletics organization to help grow the program in Gander. Some individuals have already expressed interest in establishing this group. Anyone interested in helping with an athletics program, is asked to reach out to the Community Services Department at 709-651-5927.

Grand Opening of the Sports Complex

The Committee discussed the Grand Opening for the new Sports Complex. The department will explore some possible dates which might be late summer or early September.

Thomas Howe Foundation

The Thomas Howe Foundation wrote a letter expressing their concern regarding the decision to waive the rental fee at Cobb's Pond Rotary Park building for Gander Grow Co. as they were in talks with them to rent their facility. The Committee understands the concerns brought forward by the Thomas Howe Foundation, but the Town of Gander does aim to support many non-profit organizations with the goal to grow their resources. The Thomas Howe Foundation and Gander Grow Co. are just two of the many organizations supported by the town in a variety of ways.

Upcoming Events

The following events will take place in the coming months:

July 8 th – 19 th	Where in the World is Commander Gander Contest
July 10 th	75 th Anniversary of Confederation Celebration
July 17 th	Concert in the Park
July 23 rd & 25 th	Superhero & Princess Picnic
July 24 th	Concert in the Park
July 26 th – 28 th	Matt Sargent & Megan Piercey Baseball Tournament
August 1 st – 5 th	Festival of Flight

B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford.

The Economic Development Committee meeting was held on June 25, 2024. The meeting was chaired by P. Woodford, Councillor (Chair). Other members present included: M. White, Councillor; S. Handcock, Councillor; and D. Chafe, CAO. Regrets: T. Pollett, Councillor.

The following items were discussed:

Sponsorship Request

Council has a request from the Gander Branch of Newfoundland and Labrador Operating Room Nurses Association, an organization dedicated to promoting and advancing excellence in Perioperative patient care. They are seeking sponsorship for their annual conference this coming October. The Committee recognizes the important role these and all healthcare professionals in providing quality healthcare services and is recommending Council sponsor the Newfoundland and Labrador Operating Room Nurses Association's 2024 Conference in the amount of \$750 toward their 2024.

Motion #24-123

Sponsorship Request

Moved by Councillor Woodford and seconded by Councillor Hoffe that Town of Gander sponsor the 2024 Newfoundland and Labrador Operating Room Nurses Association's Conference in the amount of \$750.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Physician Recruitment and Retention Report

The Committee reviewed a report on recent activities related to physician recruitment and retention. The Manager of Strategic Initiatives reported regular and productive communications with NL Health recruiters and a commitment to working together to meet the healthcare needs of our community and region. Staff have also been supporting the Family Care Team Regional Manager in their search for a suitable location. From a recruitment perspective, a new Anesthesiologist will be joining our community in the near future. The Committee was pleased with our ongoing effort and progress to date.

Advertising of Lots on Dickins

The Committee reviewed the status of municipally owned commercial land. Interest has been steady for commercial land along Dickins Street, Ward Street and Baird Place. There are currently three acres of land along Dickins with pending sales leaving an additional three acres immediately available. Un-serviced lots are available on Ward. There are currently no lots available along Baird. The Committee would like to see more active promotion and advertising of the available lots. Staff will make the necessary arrangements. In the meantime, anyone interested in one more of these lots should contact or development officer at 651-5910 or by email at dquinton@gandercanada.com.

C. Public Safety and Protective Services Committee:

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

The Public Safety and Protective Services meeting was held on June 20, 2024. The meeting was chaired by M. White, Councillor (Chair). Other members present included: S. Handcock, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; and T. Byrne, Administrative HR Coordinator.

The following items were discussed:

RCMP – Human Smuggling Education Campaign

The Committee reviewed an Awareness Sheet from the RCMP regarding Migrant Smuggling, transportation conditions and its dangers.

Migrant Smuggling is the facilitation of illegal entry into a country where the migrant is not a national or resident. Migrant Smuggling takes place when the person being transported is consenting and is paying the smuggles for their services. This can be done via sea, air, and land.

When reporting an incident to the Police, it is essential to provide as much detail as possible. More information will be posted on the Town of Gander’s website at www.gandercanada.com.

RCMP Statistics May 2024

The Committee reviewed the RCMP Statistics for May 2024. Some of the violations are as follows:

Traffic Collision – Non-Fatal	12
Traffic Collision – Property Damage	11
Speeding Violations	7
Other Moving Traffic Violations	20
Checkstop	101
Operation while Impaired	11
Break and Enter	2

A listing of the May 2024 Statistics will be sent to Communications for the Town of Gander’s website.

D. Planning and Public Works Committee:

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

The Planning and Development Committee was held on June 26, 2024. The meeting was chaired by S. Handcock, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; T. Pollet, Councillor; M. White, Councillor; P. Woodford, Councillor; B. Hefford, Director of Governance & Legislative Services/Town Clerk; J. Blackwood, Director of Planning and Public Works; and J. Newman, Manager of Technical Services.

The following items were discussed:

Discretionary Use – Asphalt Plant, Trans-Canada Highway

The Committee reviewed a development application to operate an asphalt plant approximately 5km West of Gander. It was noted that this area is zoned Rural in the Town of Gander’s Municipal

Plan, and that an Asphalt Plant is permitted as a discretionary use within the Rural zone in the Town of Gander Development regulations.

One piece of correspondence was received, by the advertised deadline, raising concerns with the proposed use however, the Committee felt that the concerns raised could be addressed by the provincial regulations permitting the operation of asphalt plants and through proper highway signage controlling equipment access. It was noted that there was previously an asphalt plant in the general area where there were no noted issues.

Motion #24-124

Discretionary Use – Asphalt Plant, Trans-Canada Highway

Moved by Councillor Woodford and seconded by Councillor White that the development application to operate an asphalt plant approximately 5km West of Gander be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Pollett left the meeting.

Discretionary Use – 35B Armstrong Boulevard

The Committee reviewed a development application to operate an Escape Room at 35B Armstrong Boulevard. It was noted that this area is zoned Commercial General in the Town of Gander's Municipal Plan, and that amusement uses are permitted as a discretionary use of Council within the Commercial General zone.

No objections were received by the advertised deadline.

Motion #24-125

Discretionary Use – 35B Armstrong Boulevard

Moved by Councillor Woodford and seconded by Councillor White that the development application to operate an Escape Room at 35B Armstrong Boulevard be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Discretionary Use – 130 Airport Boulevard

The Committee reviewed an application to occupy the dwelling at 130 Airport Boulevard for the purpose of providing transitional and supportive housing. Discretionary situated within a Residential Medium Density zone and Residential Care Home uses are permitted in this zone as a Discretionary use of Council.

The proposed use was advertised with no objections being received by the advertised deadline.

Motion #24-126

Discretionary Use – 130 Airport Boulevard

Moved by Councillor Woodford and seconded by Councillor White that the application to occupy the dwelling at 130 Airport Boulevard, for the purpose of providing transitional and supportive housing, be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Home Based Business – 2 Heath Crescent

The Committee reviewed a home-based business application from a resident at 2 Heath Crescent. The applicant, Becca’s Day Home, is seeking the Council’s permission to operate a home-based registered childcare service from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #24-127

Home Based Business – 2 Heath Crescent

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that Becca’s Day Home be permitted to operate a home-based registered childcare service at 2 Heath Crescent.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Home Based Business – 10 Gatty Place

The Committee reviewed a home-based business application from a resident at 10 Gatty Place. The applicant, Hexadata, is seeking the Council’s permission to operate a home-based office for

a digital forensics and consulting service from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #24-128**Home Based Business – 10 Gatty Place**

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that Hexadata Forensics be permitted to operate a home-based office for a digital forensics and consulting service at 10 Gatty Place.

In Favour: 5 Opposing: 0

Decision: Motion carried.

The Committee recommends, and I move, that Hexadata Forensics be permitted to operate a home-based office for a digital forensics and consulting service at 10 Gatty Place.

Councillor White left Council Chambers at 4:21 p.m. due to conflict of interest.

Home Based Business – 16 Memorial Drive

The Committee reviewed a home-based business application from a resident at 16 Memorial Drive. The applicant, J & Sons Construction, is seeking Council's permission to operate a home-based office for a residential construction and renovation business from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #24-129**Home Based Business – 16 Memorial Drive**

Moved by Councillor Woodford and seconded by Councillor Hoffe that J & Sons Construction be permitted to operate a home-based office for a residential construction and renovation business at 16 Memorial Drive.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Councillor White returned to Council Chambers at 4:23 p.m.

Stewardship Association Municipalities Request

The Stewardship association of Municipalities is requesting Council’s support in a DFO Campaign on Aquatic Invasive Species (AIS) aimed at preventing such species from getting into the aquatic habitat of NL. The request is to have Municipal staff identify appropriate locations and to erect signage, supplied by the association, on existing infrastructure.

This item was reviewed by management, and they are recommending that Council support the association’s request.

Motion #24-130

Stewardship Association Municipalities Request

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that Municipal staff assist the Stewardship Association of Municipalities to identify locations and erect signage, supplied by them, on existing infrastructure throughout town with information on Aquatic Invasive Species.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Short Term Rentals/Visitor Dwelling Units

The proposed Municipal Plan Amendment # 6, 2024 and Development Regulations Amendment # 8, 2024, as requested by Council, is now ready for adoption.

This amendment proposes to amend the Gander Municipal Plan and Development Regulations to accommodate Short Term Rentals/Visitor Rental Dwellings as per draft no. 4, attached.

An open house was held on May 9, 2024. There were two (2) attendees, exclusive of Council and staff. There was no representation received from the public.

A draft copy of the amendment was sent to the Department of Municipal Affairs and was released from provincial review on June 6, 2024.

Motion #24-131

Short Term Rentals/Visitor Dwelling Units

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that the proposed Municipal Plan Amendment # 6, 2024 and Development Regulations Amendment # 8, 2024 be adopted under Section 16(1) of the Urban and Rural Planning Act.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Waste Transfer Station

Several pieces of correspondence were received regarding the most recent municipal waste transfer station event. Residents raised concerns over long lineups and customers being turned away at the end of the day prior to having the opportunity to dispose of their waste.

The Committee discussed circumstances which may have led to these issues and how they can be avoided in the future. Municipal staff will reach out to the facility operator to see if changes can be made to improve customer service as well as explore opportunities such as adjusting annual cleanup week scheduling, transfer station dates and frequency.

Mayor Farwell suggested doing a communications piece on awareness and reasoning regarding the frequency of the waste transfer station events.

Request for Donation – Town of Gander Equipment

The Gander and Area Snowmobile Club has requested assistance from Council to upgrade a section of the T-Railway that runs through the community. The request is to have approximately 9km of trailway graded. Generally, the areas included would be West of Gander from Cobb’s Pond to Millers Waters and East from Walmart to Burnt Bridge. Additionally, they are requesting that the previously committed 100M³ of granular materials donated by Council be delivered and spread while grading operations are undertaken.

The Public Works department estimates that the requested work will require two pieces of equipment, including operators, and approximately two days to complete. Provided the requested work can be undertaken at the department’s discretion, it should not affect regularly scheduled activities.

Motion #24-132

Request for Donation – Town of Gander Equipment

Moved by Councillor Woodford and seconded by Councillor White that the Public Works staff grade approximately 9km of the T-Railway West of Gander from Cobb’s Pond to Millers Waters and East from Walmart to Burnt Bridge and that the previously committed 100M³ of granular materials donated by Council be delivered and spread while grading operations are being undertaken, pending assurance from NLT-Railway Council that they are in agreement.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor White left Council Chambers at 4:43 p.m. due to conflict of interest.

Eastgate Subdivision – Phase 12

Cecon Development Corporation has submitted, for consideration by Council, a subdivision Development Application. The preliminary drawings entitled, Town of Gander, Eastgate Subdivision Phase 12, along with the open space concept plan. This development will create 21 single and 8 duplex residential building lots. The Director advised that the proposal meets the requirements of the Design Standards for Streets and Subdivisions and conforms with the Town of Gander’s Municipal Plan and Development Regulations.

Motion #24-133

Eastgate Subdivision – Phase 12

Moved by Councillor Woodford and seconded by Deputy Mayor Ford that the Town of Gander provide preliminary approval for Eastgate Subdivision Phase 12, subject to approved technical plans and development permits meeting the requirements for the Town of Gander Development Regulations and Street and Subdivision Standards.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Councillor White returned to Council Chambers at 4:45 p.m.

Notable Dates:

- The next scheduled Waste Transfer Station date is scheduled for Saturday, July 13th. The hours of operation are 8 a.m. – 4 p.m.

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.

E. Governance & Legislative Services Committee:

The Governance & Legislative Services Committee report was presented by Deputy Mayor Ford.

The Governance & Legislative Services Committee was held on June 26, 2024. The meeting was chaired by B. Ford, Deputy Mayor (Chair). Other members present included: M. White, Councillor; D. Chafe, CAO; and A. Oldford, Policy & Legislation Clerk. Regrets: W. Hoffe, Councillor; and B. Hefford, Director of Governance & Legislative Services/Town Clerk.

The following items were discussed:

INFO Correspondence: Auto-Response

The Committee discussed the implementation of an automatic email reply system and wording to ensure the large volume of incoming emails are acknowledged promptly. Email correspondence is typically categorized into one of several types: general inquiries, requests for information, service requests, Council/Committee communications. Each type of correspondence is directed to the appropriate department for review and action. General inquiries are forwarded for potential follow-up; information requests may be sent internally for consideration; service requests are reviewed and responded to, with a link to the online service request platform provided for convenience. Correspondence related to Council or its Committees is presented to the appropriate Committee, and if a response is required, the sender is informed of the discussion schedule and anticipated response date. The auto-response acknowledges that the Town of Gander will not respond to anonymous requests, although such information will be reviewed. Contact details for various departments are provided for urgent matters or additional follow-up.

The Committee recommends implementing the auto-response into Info Emails.

Mayor Farwell left Council Chambers at 4:48 p.m. due to conflict of interest.

MNL Sponsorship Request

The Committee reviewed a sponsorship request the President of Municipalities Newfoundland and Labrador (MNL). The request is for the Town of Gander to sponsor the Delegate Luncheon at the 74th Annual MNL Conference, Trade Show, and AGM. The event will be held from November 7-9, 2024, in Gander. MNL anticipates significant economic benefits for the town, including over 750 hotel night bookings. The requested sponsorship amount is \$5,000, contributing to the projected \$11,250 cost of the luncheon. Sponsorship benefits include complimentary registrations, exhibit space, and an opportunity to address delegates at the luncheon.

As per standing practice, the Committee recommends providing sponsorship for the 74th Annual MNL Conference, Trade Show, and AGM in the amount of \$2,500. This sponsorship amount is approximately equivalent to the savings incurred by Council due to the conference being held locally in Gander, thereby eliminating the need for travel expenses. The Committee is looking forward to hosting this event and contributing to its success.

Council has decided to bring this back to Committee. The motion did not proceed.

Mayor Farwell returned to Council Chambers at 4:58 p.m.

Gander Pride Week Sponsorship Request

The Committee reviewed a request from the Gander Pride Committee for funding to support their upcoming Gander Pride Week Kick-off BBQ Event happening on July 22, 2024. The Gander Pride Committee expressed gratitude for Council’s involvement in the Pride Crosswalk Painting and Flag Raising events during Pride Month. The Gander Pride Board indicated their excitement for the series of events planned for Pride Week, scheduled for July 22-28.

The Gander Pride Committee highlighted the success of last year’s BBQ as the kick-off to Pride Week and expressed their desire to replicate the event with Council’s support. Specifically, they are requesting sponsorship for the costs of food, drinks, and cutlery, as well as the supply of BBQs and tables. They have requested that Council sponsor the event by granting up to \$500 for food expenses, noting the increase in costs compared to the previous year.

The Governance and Legislative Services Committee discussed the importance of this event and its significance in promoting diversity and inclusivity within the community. The Committee discussed the alignment with this event and community support initiatives and are happy to support Gander Pride by sponsoring this event in the form of a \$500 cash donation, and an in-kind donation of BBQs (filled with propane) and tables, as requested. Council is also pleased to provide representation and speak at the Closing Ceremonies on July 28, at Friends Lounge.

Motion #24-134 Gander Pride Week Sponsorship Request

Moved by Deputy Mayor Ford and seconded by Councillor Hoffe that Council sponsor the Gander Pride Week Kick-off BBQ Event in the amount of \$500.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Property Enforcement: Non-Compliance Update – Derelict Properties

The Committee was provided an update on the Property Enforcement meetings, which commenced on April 8, 2024, and are held bi-weekly. The group is focusing on properties prioritized by the Town of Gander for compliance regarding derelict conditions and potential hazards. Ongoing reviews of governing acts and regulations are being conducted to identify possible areas of non-compliance. Discussions with lawyers regarding potential violations are in progress, and any legal advice obtained will be utilized to develop a non-compliance policy for adoption by the Town of Gander. The next Property Enforcement meeting is scheduled for July 2, 2024.

Council Engagement Report

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

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

- Pride Flag Raising & Crosswalk Painting
- Federation of Canadian Municipalities 2024 Conference
- National Blood Donor Week Flag Raising
- Mowi Hatchery Expansion Info Session
- Gander International Airport Authority Accessibility for Persons with Disabilities
- Royal Canadian Air Force 100th Anniversary Run & Reception
- Mrs. Roper Event
- Royal Canadian Air Force 100th Anniversary Gala
- Gander Wings / Special Olympics Provincials
- 1st United Scouting Banquet
- College of the North Atlantic and Gander Collegiate 2024 Graduation
- Newfoundland and Labrador Construction Association Central Membership Meeting
- Atlantic Mayors Conference
- Beaumont Hamel Parade & Wreath Ceremony
- 103 Search and Rescue Squadron Change of Command
- Gander and Area Chamber of Commerce Networking Luncheon
- Airport Workers Day BBQ

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on June 26, 2024. The meeting was chaired by W. Hoffe, Councillor (Chair). Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

Delegation - 2023 Audited Financial Statements

The Town's Auditor, Kim Humphries Professional Corporation presented the 2023 Audited Financial Statements to the Corporate Services Committee for review.

The 2023 statements indicated a surplus of \$1,065,130 due to the requirement to recognize federal and provincial funding as revenue for capital projects. Funding for the new Track & Soccer Field was the main contributor.

The surplus identified is in accordance with the Public Sector Accounting Board (PSAB) guidelines and is not used to determine Council’s annual operating budget. Under PSAB, municipalities are required to recognize capital funding as revenue and record depreciation which is not included when preparing the Town’s operating budget.

The Committee was pleased no issues or concerns were identified, and it was considered a clean audit.

Motion #24-135
Delegation - 2023 Audited Financial Statements

Moved by Councillor Hoffe and seconded by Councillor Woodford that the 2023 Audited Financial Statements be accepted, as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Gander and Area SPCA - Request

The Committee was presented with correspondence from the Gander & Area SPCA requesting the balance of unspent funds from the 2023 budget be paid to them. It was indicated in the request that they are currently experiencing cash flow issues, and the funds would help with fund-raising activities during the summer months.

The Committee discussed the request and agreed to provide the funds.

Motion #24-136
Gander and Area SPCA - Request

Moved by Councillor Hoffe and seconded by Councillor Woodford that the balance of unspent funds of \$2,352 from the 2023 Animal Control budget be paid to the Gander & Area SPCA.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2023-2026 Multi Year Capital Works – Schedule A Amendment

The Committee was presented with correspondence from the Department of Transportation and Infrastructure advising that our request to reallocate funds within the existing Multi Year Capital Works allocation was approved. The funds will be used to accommodate an additional scope of work on the Sullivan Avenue project to include storm sewer upgrades down Caldwell Street.

Motion #24-137

2023-2026 Multi Year Capital Works – Schedule A Amendment

Moved by Councillor Hoffe and seconded by Councillor Woodford that the Town of Gander accept the cost-shared funding as outlined in the Department of Transportation and Infrastructure approval letter to complete the 2023-2026 Multiyear Capital Works Program as per the revised Schedule A attached. The Town of Gander agrees to provide the municipal share of funding and authorizes the Mayor and Town Clerk to enter into the funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Gander.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Committee reviewed four applications for residential property tax reductions that met Council’s policy based on income criteria. The total amount to be adjusted is \$1,624.66.

To date, the Town has issued 28 property tax reductions in the total amount of \$23,240.88.

Motion #24-138

Property Tax Reductions

Moved by Councillor Hoffe and seconded by Councillor Woodford that the property tax reductions be approved as attached.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Quote – Electronic Sign

The Community Services Committee referred the quote for the removal and installation of a new electronic sign located outside the Joseph R. Smallwood Arts & Culture Centre and the Steele Community Centre to the Corporate Services Committee for consideration.

There were two quotes received with the lowest bid meeting specifications submitted by E.C. Boone Ltd. at a cost of \$41,962.70 HST included. This item is \$8,510.70 under budget.

Motion #24-139

Quote – Electronic Sign

Moved by Councillor Hoffe and seconded by Deputy Mayor Ford that the quote for the removal and installation of a new Electronic Sign be awarded to E.C. Boone Ltd. at a cost of \$41,962.70 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Committee of the Whole

The Committee of the Whole has nothing to report for this cycle.

H. Other Reports

7. ADMINISTRATION

8. CORRESPONDENCE

9. NEW BUSINESS

10. ADJOURNMENT

Motion #24-140

Adjournment

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

In Favor: 5 Opposing: 0

Decision: Motion carried.

The meeting was adjourned at 5:16 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk

AGENDA

**Regular Meeting of Council
Wednesday, July 3, 2024 @ 4:00 p.m.
Council Chambers**

1. **CALL TO ORDER**
2. **VISITORS/PRESENTATIONS**
3. **APPROVAL OF AGENDA**
4. **MINUTES FOR APPROVAL**
 - June 12, 2024 Regular Council Minutes
5. **BUSINESS ARISING FROM PREVIOUS MINUTES**
6. **REPORTS – STANDING COMMITTEES:**
 - a) Community Services
 - b) Economic Development
 - c) Public Safety and Protective Services
 - d) Planning and Public Works
 - e) Governance and Legislative Services
 - f) Corporate Services
 - g) Committee of the Whole
 - h) Other Committee Reports
7. **ADMINISTRATION**
8. **CORRESPONDENCE**
9. **NEW BUSINESS**
10. **ADJOURNMENT**

MINUTES

Regular Meeting of Council
Wednesday, June 12, 2024 @ 4:00 p.m.
Council Chambers

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

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

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Recreation Month

Mayor Farwell proclaimed June as Recreation Month. Gander recognizes that all forms of recreation enhances residents quality of life, active living and lifelong learning. It helps people to live happier and longer providing personal growth and development for people with all abilities. The Town of Gander has parks, open spaces and trails that provide the space to enjoy recreational activities while soaking in the beauty of Gander.

Pride Month

Mayor Farwell proclaimed June 2024 as Pride Month in the Town of Gander. It is important to recognize the essential worth of every person and prevent discrimination against the 2SLGBTQI+ community. Awareness and acceptance of this community is crucial to an inclusive society giving dignity and equality to all members of the community and serves as the foundation of a free, peaceful and just society.

3. APPROVAL OF AGENDA

Motion #24-103

Approval of Agenda

Moved by Councillor Handcock and seconded by Councillor Pollett that the Agenda for the Regular Meeting of Council on June 12, 2024 be adopted with the removal of New Business Item “Gander Sports Complex – Rocks on Field Credit from Contractor”.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #24-104

Regular Minutes for Approval

Moved by Councillor Handcock and seconded by Councillor Pollett that the Minutes from the Regular Meeting of Council on April 10, 2024 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #24-105

Special Meeting of Council Minutes for Approval

Moved by Councillor Handcock and seconded by Councillor Pollett that the Minutes from the Regular Meeting of Council on April 10, 2024 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

6. REPORTS – STANDING COMMITTEES:

A. Community Services Committee:

The Community Services Committee report was presented by Councillor Pollett.

The Community Services Committee meeting was held on May 22, 2024. The meeting was chaired by T. Pollett, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; B. Hefford, Director of Governance and Legislative Services; and J. Knee, Director, Department of Community Services.

The following items were discussed:

Confederation 75 Grant

The Town of Gander has received a grant under the 75th Anniversary of Confederation for a community event. The event will be held at Cobb's Pond Rotary Park on July 10th from 7 p.m. – 9 p.m. and consists of two bands, a bouncy castle, Hare Bay Adventures information, and some games for kids. This is a free event, however, there may be a food truck for people to purchase food.

Year of the Arts Grant

Two artists expressed interest in working with the Town of Gander to secure funding under the Year of the Arts Grant program. This grant is intended to work with local artists on a possible mural in the community. The department is interested in moving forward with this program and will complete the funding application. If confirmation of funding is received, the department will engage local artists at that time.

ParticipACTION Community Challenge

As part of June is Recreation month, the Community Services Department is running a ParticipACTION community challenge. The basis of the challenge is for community organizations and businesses to record their active minutes during the month of June. A prize will be awarded to the group with the most active minutes. For complete details or to join the challenge, please contact sfrancis@gandercanada.com or call 709-651-5929.

Gander Wings re Provincial Athletics Championships

The Committee reviewed a request from Gander Wings to waive the rental cost to host a track and field meet on June 15 – 16, 2024 at the new facility. The tournament cost would be \$123.05 per day taxes included. The Committee felt that as we are just beginning to grow the athletics program in Gander, we would waive the usage fee for this year.

Motion #24-106**Gander Wings re Provincial Athletics Championships**

Moved by Councillor Pollett and seconded by Councillor Handcock that the fee for Gander Wings to host the provincial track and field meet on June 15-16 be waived at a total cost of \$246.10.

In Favour: 7 Opposing: 0

Decision: Motion carried.

ShipShape Skate Sharpening

Shipshape Skate Sharpening has expressed interest in operating a skate sharpening service at the Steele Community Centre for the 2024-25 ice season. The Committee feels that providing such services at the Steele Community Centre is a good idea but felt this is something that should be put out as an expression of interest.

Seniors' Advisory Committee

The Seniors' Advisory Committee will be hosting a session with Leo Bonnell, a seniors advocate with the Town of Clarendville, on June 6th. The session is entitled, Rising Above the Rest, which will focus on how Clarendville moved forward as an age friendly community. They asked that the Town cover the cost of refreshments for this event. The Committee agreed that this could be covered under the Community Programs budget.

ACOA Funding

The Director discussed possible funding with ACOA to undergo a Tourism Development Strategy, while at the same time, partnering with You Are Here Inc to provide some support to "Come from Away, You are Here", playing at the JR Smallwood Arts and Culture Centre. The Director will move forward with the application process.

Councillor Ford left the meeting.

Junior Achievement

Members of Junior Achievement Newfoundland and Labrador were in Gander a few weeks ago for meetings at Gander Collegiate. Junior achievement aims to inspire and prepare young people to succeed in a global economy. The department is interested in the work that this organization does and would certainly look forward to any possible partnerships that may arise.

Variance Report

The Committee reviewed the quarterly variance report for the period ending March 31, 2024. The Community Services Department is on budget with a projected year to date expenditure of \$407,899.

RCAF 100th Anniversary Update

The planning for the 100th Anniversary of the RCAF is continuing, however due to recent events, the band Jetstream is no longer available for this engagement. The department will work with their planning committee on other possible performers.

Festival of Flight

The Festival of Flight will run August 1st – 5th. The Community Services Department is busy planning this year's activities and working hard to get a tentative schedule together. Any groups that are interested in running an event during are asked to reach out to the department by July 3rd. This will give adequate time to ensure everything gets on the schedule. Please email ksceviour@gandercanada.com or call 709-651-5936 for more information.

Upcoming Events

The following events will take place in the coming months:

June 3 rd – 16 th	Clean and Green Campaign
June 19 th	Seniors Wellness Sessions
June 27 th – 30 th	U13 & U14 Female Soccer Atlantic Championships
July 1 st	Canada Day Celebrations

B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford.

The Economic Development Committee meeting was held on May 22, 2024. The meeting was chaired by P. Woodford, Councillor (Chair). Other members present included: T. Pollett, Councillor; S. Handcock, Councillor; R. Locke, Manager of Strategic Initiatives; D. Quinton, Development Officer; B. Hefford, Directory of Governance & Legislative Services/Town Clerk; and D. Chafe, CAO.

The following items were discussed:

Community Youth Network – Integrated Service Delivery

The Manager of Strategic initiatives provided an update on a recent meeting with representatives of Choices for Youth and the Open-Door Community Network (CYN) in Gander.

The Provincial Government announced \$4.3 million in their 2024 budget for the implementation of a provincial Integrated Youth Services model. Choices for Youth has been asked to oversee the request for proposals for the provision of the new integrated services model, including one in the central region.

CYN has expressed interest in sponsoring this initiative and have work well underway on their response to the request. Council is very interested in securing this service for those it may help and supports the CYN in the preparation of their bid. Staff will continue to work closely with CYN in their sponsorship efforts.

Economic Development Mandate

When reinstated in January 2023, the Economic Development Committee and staff have primarily focused on physician recruitment and retention, labour market development, housing availability, investment attraction and providing investor navigation support. Newly added responsibilities include advocacy support for Council's Air Ambulance retention efforts and supporting the Gander International Airport Authority in securing new air service options.

The meeting paused at 12:30 p.m.

The meeting reconvened at 2:00 p.m.

Deputy Mayor Ford and Councillor White joined the meeting.

Delegation – Department of Tourism, Culture, Arts and Recreation Department of Industry, Energy and Technology

The Committee welcomed a delegation from the Department of Tourism, Culture, Arts and Recreation and the Department of Industry, Energy and Technology. Both departments have programs that align well with select municipal initiatives, particularly those focused on economic growth and diversification. Discussion centered on current opportunities in the arts and culture sectors and what a support might look like. The Committee has directed staff to work with the delegation to find collaborative opportunities.

C. Public Safety and Protective Services Committee:

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

The Public Safety and Protective Services meeting was held on May 23, 2024. The meeting was chaired by M. White, Councillor (Chair). Other members present included: S. Handcock, Councillor; P. Woodford, Councillor; B. Ford, Deputy Mayor; T. Pollett, Councillor; B. Hefford, Town Clerk; H. Lowe, Director of Protective Services/Fire Chief; D. Chafe, CAO; and T. Byrne, Administrative HR Coordinator.

The following items were discussed:

Delegation - Speeding on Rowsell Blvd.

A resident of Rowsell Boulevard presented his concerns with speeding traffic in his area. He gave a background on the park off Rowsell Blvd and its mudhole (ditch), as well as concerns with the accuracy of the Traffic Radar Sign that was collecting data on Rowsell Blvd. last year.

Last year, it showed the average speed was 41 km/hr. The traffic appears to be travelling faster than the Radar Data sign records. His concern is with the foot traffic, bus stops, schools and day cares in the area. Different types of traffic calming measures were discussed, as well as the Traffic Calming Policy.

Recently, there has been a Traffic Data Collection Sign, which does not show speeds, placed in the same area to collect more data. This Traffic Data Collection Sign will collect data from bi-directional travel as the Traffic Radar Sign only collects data and shows the speed of traffic approaching it.

The delegation left the meeting at 11:40 a.m.

Correspondence

The Public Safety and Protective Services Committee reviewed correspondence on the following:

- a. An information sheet from RCMP regarding Body Cameras as attached.
- b. An Email from Fire Services Division stating the change of personnel with Emergency Management. Chris Foster has accepted a position as the Fire Protection Officer and the new Regional Emergency Management and Planning Office will be Stephen Ash.
- c. Information on the Wildfire Resilient Futures initiative being applied for, to create a space at Thomas Howe Demonstration Forest. The new space will be used to increase education, knowledge, and awareness of wildfire mitigation techniques through FireSmart practices.
- d. An Email noting the Province-wide Radio System has been operational since March 2023 on the Avalon for police and paramedics and the remainder of the network going live across the Province on June 1, 2024.

Municipal Enforcement Officer and Fire Stats

From January 1st to March 31st, the Municipal Enforcement Officers responded to 190 calls/incidents with traffic complaints, passing school buses with warning lights and stop sign activated, snow complaints, fire calls, and request for patrols as some of the higher call volume. There were 72 citations written from 93 traffic stops. These consisted of speeding, obstructing snow clearing, winter ban parking, parking on sidewalk, operating ATV without license and without insurance.

From January 1st to March 31st, Gander Fire Rescue responded to 51 calls, including motor vehicle collisions, vehicle fires, chimney fires, dumpster fire, alarm activations, and a propane leak. They were 77 inspections done which include commercial (new and existing), as well as home oxygen usage inspections.

The Director also informed the Committee of the multiple calls per day trends and the breakdown of motor vehicle collisions in town and out of town.

Variance Report to March 31, 2024

The Committee reviewed the quarterly variance report for the period ending March 31, 2024.

The Public Safety Department is \$24,050 under budget with a projected year to date expenditure of \$ 382,943.

Some of the individual factors contributing to this difference were:

- Description: Delay in filling Municipal Enforcement Officer position \$14,352

D. Planning and Public Works Committee:

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

The Planning and Development Committee was held on May 28, 2024. The meeting was chaired by S. Handcock, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; T. Pollet, Councillor; M. White, Councillor; B. Hefford, Director of Governance & Legislative Services/Town Clerk; and J. Blackwood, Director of Planning and Public Works.

The following items were discussed:

Public Works Summer Maintenance Programs

The Town of Gander summer maintenance programs are now in progress. Motorists can expect reduced speeds, including lane closures, in areas where crews are working.

Motorists are reminded to be conscious of street signage in work zones as crews may be working near traffic flow, and out of the view of a driver.

We would like to thank everyone for their patience and understanding as the Public Works staff progress through scheduled summer maintenance operations.

Councillor Woodford left Council Chambers at 4:35 p.m.

Accessory Building – 16 Vatcher Place

The owner of 16 Vatcher Place has requested Council's permission to construct an accessory building on that property which would exceed the allowable building height as permitted by the Town of Gander Accessory Building Regulations by 2.57m for a total proposed height of 8.07m.

After reviewing the proposal, the Committee was not prepared to approve the request at this time. The department will contact the applicant and further discuss opportunities that may meet their needs within the existing regulations.

B. Hefford left the meeting.

Discretionary Use – 126 Roe Avenue

The Committee reviewed a development application from the Gander Mosque and Islamic Centre to utilize a small portion of the building at the above noted address for the purpose of a Prayer Room.

The location in question is currently zoned *Commercial General*. It is noted that *General Assembly* uses are permitted as a Discretionary Use in this zone as per the Town of Gander Development Regulations.

Motion #24-107

Discretionary Use – 126 Roe Avenue

Moved by Councillor Handcock and seconded by Councillor White that the Gander Mosque and Islamic Group be permitted to utilize a portion of the building as noted above for a Prayer Room.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Food Cycler Pilot Program

Council is working with Food Cycler Science on a pilot project to possibly provide 200 Food Cycler units to the residents of Gander. These units are a closed-loop indoor compost alternative that speeds up the natural decomposition process through aerobic digestion of waste. The unit dries and grinds food waste into a dry, odorless nutrient-rich by-product that is significantly reduced

in weight and volume from its unprocessed state. These units have the capacity to divert 100% of food waste from ending up in landfills by reducing food waste volume by up to 90% and turning it into a nutrient-rich soil amendment and repurposing scraps to use for plants and gardens.

These units will be made available to the public at a reduced price due to a combination of a Food Cycler discount, financial contribution from Impact Canada, Newfoundland and Labrador Waste Management Trust Fund, and Municipal contribution. As the program nears its launch, information will be made available to residents on the Town of Gander website on how and where these units can be purchased.

Quarterly Variance Report to March 31, 2024

The Committee was presented with the departmental variance reports to March 31, 2024. The overall departmental variance with timing adjustments was under budget by \$17,966.00. Several factors were involved in the savings and overall, the Committee was pleased with the reports and recommends forwarding them to the Corporate Services Committee for their review and consideration.

Home Based Business – 1 Morgan Drive

The Committee reviewed a home-based business application from a resident at 1 Morgan Drive. The applicant, *Little Blessings Childcare*, is seeking the Council's permission to operate a home-based registered childcare service from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #24-108

Home Based Business – 1 Morgan Drive

Moved by Councillor Handcock and seconded by Councillor Pollett that *Little Blessings Childcare* be permitted to operate a home-based registered childcare service at 1 Morgan Drive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Notable Dates:

- Garbage Collection for the Canada Day Holiday, observed on Monday July 1st, is rescheduled for collection on Wednesday July 3rd.

Council would like to remind residents that details of notable dates and events can be found on the Town of Gander Website at www.gandercanada.com.

E. Governance & Legislative Services Committee:

The Governance & Legislative Services Committee report was presented by Deputy Mayor Ford.

The Governance & Legislative Services Committee was held on May 29, 2024. The meeting was chaired by B. Ford, Deputy Mayor (Chair). Other members present included: W. Hoffe, Councillor; and B. Hefford, Director of Governance & Legislative Services/Town Clerk.

The following items were discussed:

Council Engagement Report

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

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

- May 7 – Mock Council and Q&A w/ Gander Elementary students
- May 8 – Town Hall Open House & Coffee w/ Council
- May 8 – NLOHSA Safety Conference
- May 9 – Short Term rentals Open House
- May 25 – 288 Ardent Sea and Navy Cadets Annual Ceremonial Review
- May 28 – NL Kubota Grand Opening
- May 29 – Special Olympics Year-end Awards
- June 1 – 537 RC Air Cadet Squadron Review & Banquet
- June 3 – Gander Pride Flag Raising Ceremony
- June 6 – Gander Pride Crosswalk Painting Event

Councillor Woodford returned to Council Chambers at 4:44 p.m.

Social Media Report

The highlights of the report include 13,715 Facebook followers, an increase of 137 new followers over the 3-month reporting period, post engagement of 63,698 (21,233 / month average) and posts reaching 209,274 (69,758 / month average). On X, Town of Gander currently has 3,097 followers (an increase of 7), and May alone saw 22.5k impressions (and increase of 101% over April). Overall, impressions and engagement have increased considerably across all social media platforms (Facebook / X / Instagram).

Highlights: Facebook posts that saw the most significant traction include: the reopening of OBS, Impact Awards and IWD 9Wing in March; Fire/Rescue, Sports Multiplex and National Tourism Week in April; and the Municipal Awareness Week campaign (#MunicipalAwarenessWeek2024

#GanderProud) in May, which had double the amount of engagement that industry experts would categorize as "Exceptional".

Variance Report

The Committee reviewed the quarterly variance report for the period ending March 31, 2024.

Governance and Legislative Services Department has a Year-to-Date budget of \$213,271, with actual expenditures of \$190,705, and \$13,044 of committed expenditures.

Council has a Year-to-Date budget of \$75,475, with actual expenditures of \$90,547 and \$0 in committed expenditures.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on May 29, 2024. The meeting was chaired by W. Hoffe, Councillor (Chair). Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; B. Hefford, Director of Governance & Legislative Services/Town Clerk; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

Municipal Assessment Agency – Assessment Roll for Tax Year 2025

The 2025 annual property assessments were mailed to property owners on June 3rd, 2024. The assessments are based on the market value as of January 1, 2024. The average residential value of properties in Gander increased by 3.04% from \$261,110 to \$269,058 with the provincial average increasing by 2.25%.

Also, the average commercial value of properties in Gander increased by 4.57% with the provincial average increasing by 4.73%.

Residents or commercial property owners with concerns about their individual assessments are encouraged to contact the Municipal Assessment Agency at 1-877-777-2807 or contact their service team at customerservice@maa.ca to discuss any issues prior to appealing the assessment.

If you wish to file a formal appeal of your assessment, the deadline to do so is August 2nd, 2024.

The details on how to appeal your assessment are provided with your notice.

Property Tax Reductions

The Committee reviewed two applications for residential property tax reductions that met Council’s policy based on income criteria. The total amount to be adjusted is \$1,989.69.

To date, the Town has issued 24 property tax reductions in the total amount of \$21,616.22.

Motion #24-109

Property Tax Reductions

Moved by Councillor Hoffe and seconded by Councillor Woodford that the property tax reductions be approved as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Quote for Approval

OPERATING

- 1. Avalon, Coal & Salt
00-000-0070-1405– Inventory \$ 209,622.00

This is an inventory item and will be expensed when used over two fiscal periods. The quote is from the Department of Transportation and Infrastructure government pricing.

Total quote for approval (with HST) \$ 209,622.00

The Director of Corporate Services advised that the quote met the policies of the Town of Gander.

Motion #24-110

Quote for Approval

Moved by Councillor Hoffe and seconded by Councillor Pollett that the supply of Salt from Avalon Coal & Salt in the amount of \$209 622.00 be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Year End Variance and Capital Reports to December 31, 2023

The Corporate Services Committee reviewed the unaudited operating and capital variance reports for the year ending December 31, 2023. The revenues of \$20,508,305 less expenses of \$19,608,448 resulted in an operating surplus of \$899,857. While the surplus is encouraging, the main contributors are due to one-time savings.

The major variances for all Departments that contributed to this surplus were as follows:

- Wages & benefits are \$268,950 under budget due to delay in filling positions.
- Revenues are \$164,700 over budget due mainly to ice rentals higher than budgeted and unbudgeted land sales.
- Operating & maintenance are \$145,180 due to sports field & WWTP maintenance as well as lower electrical costs.
- Travel & training expenses are \$78,900 under budget.
- Consulting and legal fees are \$71,000 under budget.
- Earned interest is \$62,387 over budget due to high interest rates.
- Fuels & chemicals are \$47,200 under budgeted due to the lower cost per litre.
- Special events are \$44,00 under budget due to savings in the hosting events account.

The capital variance report indicates \$2 million was spent on various capital projects in the Town including:

- Replacement of vehicles and equipment at \$750,000.
- Continuation of the new Soccer, Track & Field Facility at \$610,000.
- Road upgrades to Edinburgh Ave at \$358,000.
- Facility upgrades such as Town Hall upgrades, painting of the Steele Community Centre and ball field upgrades at \$344,000.

The Committee was pleased with the operating variance to December 31, 2023, and recommends applying Strategy #1 “Use of Year End Surplus” of the Fiscal Sustainability Strategy to utilize the surplus.

The objective of the strategy is to reduce debt servicing for current and future capital investments. The mechanism to utilize the surplus is to allocate 50% to capital out of revenue and 50% to a capital reserve fund.

Motion #24-111

Year End Variance and Capital Reports to December 31, 2023

Moved by Councillor Hoffe and seconded by Councillor Woodford to apply strategy #1 of the Fiscal Sustainability Strategy to the 2023 projected surplus.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Committee recommends, and I move to apply strategy #1 of the Fiscal Sustainability Strategy to the 2023 projected surplus.

Quarterly Variance and Capital Reports to March 31, 2024

The Corporate Services Committee reviewed the unaudited operating and capital variance reports for the period ending March 31, 2024. The revenues of \$5,114,877 less expenses of \$4,948,453 resulted in an operating surplus of \$166,424.

The main factor contributing to the surplus, not previously reported by other Committee reports, was due to surplus funds earning a high interest rate and is projected to be \$58,000 over budget.

The capital budget report indicates purchases are under budget by \$143,000 mainly due to savings from the light vehicle replacements and new breathing apparatuses.

The Committee was pleased with the financial reports to date and hopes it continues to the end of the year.

2023-2026 MYCW Schedule A (Revised)

The Planning & Public Works Committee referred the request to re-allocate funding within the 2023-2026 MYCW funding agreement to the Corporate Services Committee for consideration.

The revised Schedule A is being adjusted to accommodate an additional scope of work on the Sullivan Avenue Phase 1 project to include storm sewer upgrades down Caldwell Street, and to defer Sullivan Avenue Phase 2.

Motion #24-112

2023-2026 MYCW Schedule A (Revised)

Moved by Councillor Hoffe and seconded by Councillor Handcock that the revised schedule A for the MYCW 2023-2026 Funding Agreement be approved as per the attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

2024 Sectional Paving Program

The Planning & Public Works Committee forwarded the proposed locations of the 2024 sectional paving program to the Corporate Services for consideration.

The areas identified to be upgraded by departmental staff are those not anticipated to require underground infrastructure replacement in the near future, and the resurfacing will significantly extend the life of the roadways.

The proposed 2024 sectional paving program will include Memorial Drive East from the intersection of Cooper Boulevard to Old Navy Road, Airport Boulevard both lanes from the intersection of Memorial Drive to just South of Boyd Street and Rowsell Boulevard both lanes from approximately 95 Rowsell to 109 Rowsell.

During the 2024 budget process, it was approved to utilize \$400,000 from the Canada Community Building Fund for the sectional paving program, however the anticipated project costs are \$631,906 which is \$231,906 over the approved budget.

The Committee agreed with the recommendation brought forward to approve the three projects and to utilize the Canada Community Building Fund for 100% of the costs.

Motion #24-113

2024 Sectional Paving Program

Moved by Councillor Hoffe and seconded by Councillor Pollett that the Capital Investment Applications for the upgrades to Memorial Drive East, Airport Boulevard and Rowsell Boulevard be approved as per the attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Committee of the Whole

The Committee of the Whole has nothing to report for this cycle.

H. Other Reports

7. ADMINISTRATION

8. CORRESPONDENCE

9. NEW BUSINESS

80 Dickens Street

The Town of Gander has received an application for the purchase of Commercial Land located at 80 Dickens Street.

Motion #24-114

80 Dickens Street

Moved by Councillor Handcock and seconded by Councillor Pollett that the Town of Gander proceed to sell land located at 80 Dickens Street to York Properties Inc. subject to Public Notice, Approval of the Minister of Municipal and Provincial Affairs, and Compliance to the Town of Gander Land Sale Policy based on \$150,0000 per acre which is market value.

In Favour: 7 Opposing: 0

Decision: Motion carried.

RFQ24-11 Roof Replacement at Pumphouse – Gander Lake

The Planning and Public Works Committee referred the quote for the Roof Replacement at the Gander Lake Pumphouse to Council for consideration.

There were five quotes received with the second lowest bid, the only one meeting specifications submitted by Flynn Canada at a cost of \$113,390.00 HST included. This item is \$7,174 under budget.

Motion #24-115

RFQ24-11 Roof Replacement at Pumphouse – Gander Lake

Moved by Councillor Handcock and seconded by Councillor Woodford that the Roof Replacement at Gander Lake Pumphouse to be awarded to Flynn Canada provided at a cost of \$113,390.00 HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

RFQ24-12 Depot Roof Replacement

The Planning and Public Works Committee referred the quote for the Depot Roof Replacement to Council for consideration.

There were four quotes received with the second lowest bid, the only one that meets specifications submitted by Atlas – Apex Roofing (NL) Inc. at a cost of \$97,290.00 HST included. This item is \$1,774.04 under budget.

Motion #24-116**RFQ24-12 Depot Roof Replacement**

Moved by Councillor Handcock and seconded by Councillor White that RFQ#24-12 for the Depot Roof Replacement be awarded to Atlas – Apex Roofing (NL) Inc. at a cost of \$97,290.00 HST included.

In Favour: 7 Opposing: 0

Decision: Motion carried.

17-MYCW24-00089 - Traffic Calming

In response to increased traffic movements on Cooper Boulevard Council, in the 2024 budget process allocated capital funding to design and construct a roundabout for the intersection of Cooper boulevard and Memorial Drive. The decision to construct a roundabout was based on the recommendation from traffic Engineers at Englobe following a report completed for Council in 2023. The report indicated that a roundabout would provide better operational and safety performance in the long term as well as formalize pedestrian crossings at that intersection.

A tender was issued for the construction of a single lane roundabout at the intersection of Cooper Boulevard and Memorial Drive and one bid was received from GerGar Enterprises in the amount of \$1,629,300.45 HST inclusive. It was noted that the bid was over budget by \$100,967.47. Additional funding is available through the Multi- Year Capital Works 2020-2023 funding agreement with the provincial government. Representatives from Englobe have reviewed the tender and have verified that it met the specifications.

Motion #24-117**17-MYCW24-00089 - Traffic Calming**

Moved by Councillor Handcock and seconded by Councillor Woodford that project # 17-MYCW-24-0089 be awarded to GerGar Enterprises Ltd. for the tendered amount of \$1,629,300.45 HST inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #24-118

Adjournment

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

In Favor: 7 Opposing: 0

Decision: Motion carried.

The meeting was adjourned at 5:20 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk

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

Roll Number	2024 Property Tax	% of Reduction	Amount of Reduction	Revised 2024 Taxes
070010120000	\$2,443.16	50	\$1,221.58	\$1,221.58
016700050000	\$1,920.28	40	\$768.11	\$1,152.17

Town of Gander
 Multi-Year Capital Works Funding Agreement
 2023-2026 Schedule A (Revised)

Date: May-24

								Cash Flow <i>(enter % anticipated to be spent per</i>			
Project	Project #	Original Funding \$	Revised Funding \$	GST/PST Rebate \$	Net Funding \$	Provincial Share \$	Municipal Share \$	Year 1	Year 2	Year 3	Year 4
Outdoor Ice Rink Phase 1	17-MYCW-24-00041	490,870	490,870	45,732	445,138	267,083	178,055		100%		
Sullivan Ave - Phase 2 - storm, sanitary, water line, street resurfacing & sidewalk	17-MYCW-24-00042	1,800,000	-	-	-	-	-		100%		
Sullivan Ave - Phase 1 - storm, sanitary, water line, street resurfacing & sidewalk	17-MYCW-24-00043	1,800,000	3,600,000	335,395	3,264,605	2,285,224	979,382		100%		
Sport Facility Enhancement Program	17-MYCW-24-00044	400,000	400,000	52,174	347,826	208,696	139,130			100%	
TOTAL		4,490,870	4,490,870	433,301	4,057,569	2,761,002	1,296,567				

CAPITAL INVESTMENT PLAN APPLICATION

- A electronic copy of this template is available at: <https://www.gov.nl.ca/eccm/for/gta/>

Contact Information:

Name of Municipality/Inuit Community Government:

Town of Gander

Contact Name: Kelly Hiscock

Phone: 709-651-5903

Is this a Revised Project: Yes
No

If yes, please indicate Project Number: _____

Identification of Proposed Project:

Project Title: Infrastructure Upgrading 2024 - Street Resurfacing

Eligible Project Category:

Tick **one** of the appropriate categories

- | | |
|---|--|
| <input checked="" type="checkbox"/> Local Roads and Bridges | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Short-sea Shipping | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Short-line rail | <input type="checkbox"/> Community Energy Systems |
| <input type="checkbox"/> Brownfield Redevelopment | <input type="checkbox"/> Sport Infrastructure |
| <input type="checkbox"/> Broadband Connectivity | <input type="checkbox"/> Recreational Infrastructure |
| <input type="checkbox"/> Public Transit | <input type="checkbox"/> Disaster Mitigation |
| <input type="checkbox"/> Cultural Infrastructure | <input type="checkbox"/> Capacity Building |
| <input type="checkbox"/> Tourism Infrastructure | |

1) Description of the proposed project, including the project location.

(If other municipalities are involved in this project, please indicate the names of the municipalities. Provide the specific location (street name) of the project and a site map or plan, if available)

The project involves asphalt resurfacing a 150 meter section of Rowsell Blvd.

2) Proposed Project Financing

(A) Gas Tax Funding	(B) Municipal Funding	(C) Provincial Funding	(D) Other Federal Funding	(E) Other Funding	(A)+(B)+(C)+(D)+(E) Total Estimated Project Cost
88,594.63					88,594.63

- Does this project require signage, as per the Economic Action Plan Signage Policy?
 Yes
 No
 If yes, please ensure the cost is included in the Total Estimated Project Cost and a quote is attached.

- Will this project receive (or has the project received) funding from other provincial/federal programs? Y N
 ➤ If yes, please indicate the name of the provincial/federal program(s), as well as the associated project number:

- What is the estimated starting date of the proposed project? July 2024
 ➤ What is the estimated completion date of the proposed project? Sept 2024

- 3) How will this project provide a beneficial impact on your community?
This project will provide safer roads in high traffic areas of our community. It will also protect our infrastructure from premature failure while reducing the maintenance costs associated with this street.

- 4) Does this project relate to infrastructure owned by the municipality/ICG? Y N
 If no, who owns the infrastructure? _____

REMINDER: Attach the cost estimate and resolution of council for your proposed project.

Submit completed application to:

Gas Tax Secretariat
 Department of Environment, Climate Change and Municipalities
 Confederation Building, West Block
 P.O. Box 8700
 St. John's, NL
 A1B 4J6

Facsimile: (709) 729-3605
 E-mail: gastax@gov.nl.ca

Questions:
 Please call 1-877-729-4393 or E-mail: gastax@gov.nl.ca

CAPITAL INVESTMENT PLAN APPLICATION

- A electronic copy of this template is available at: <https://www.gov.nl.ca/eccm/for/gta/>

Contact Information:

Name of Municipality/Inuit Community Government:

Town of Gander

Contact Name: Kelly Hiscock

Phone: 709-651-5903

Is this a Revised Project: Yes
No

If yes, please indicate Project Number: _____

Identification of Proposed Project:

Project Title: Infrastructure Upgrading 2024 - Street Resurfacing

Eligible Project Category:

Tick **one** of the appropriate categories

- | | |
|---|--|
| <input checked="" type="checkbox"/> Local Roads and Bridges | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Short-sea Shipping | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Short-line rail | <input type="checkbox"/> Community Energy Systems |
| <input type="checkbox"/> Brownfield Redevelopment | <input type="checkbox"/> Sport Infrastructure |
| <input type="checkbox"/> Broadband Connectivity | <input type="checkbox"/> Recreational Infrastructure |
| <input type="checkbox"/> Public Transit | <input type="checkbox"/> Disaster Mitigation |
| <input type="checkbox"/> Cultural Infrastructure | <input type="checkbox"/> Capacity Building |
| <input type="checkbox"/> Tourism Infrastructure | |

- 1) Description of the proposed project, including the project location.
(If other municipalities are involved in this project, please indicate the names of the municipalities. Provide the specific location (street name) of the project and a site map or plan, if available)

The project involves asphalt resurfacing approximately 250 meters of Airport Blvd
(4 Lanes)

2) Proposed Project Financing

(A) Gas Tax Funding	(B) Municipal Funding	(C) Provincial Funding	(D) Other Federal Funding	(E) Other Funding	(A)+(B)+(C)+(D)+(E) Total Estimated Project Cost
162,222.07					162,222.07

➤ Does this project require signage, as per the Economic Action Plan Signage Policy?
 Yes
 No
 If yes, please ensure the cost is included in the Total Estimated Project Cost and a quote is attached.

➤ Will this project receive (or has the project received) funding from other provincial/federal programs? Y N

➤ If yes, please indicate the name of the provincial/federal program(s), as well as the associated project number:

➤ What is the estimated starting date of the proposed project? July 2024

➤ What is the estimated completion date of the proposed project? Sept 2024

3) How will this project provide a beneficial impact on your community?

This project will provide safer roads in high traffic areas of our community. It will also protect our infrastructure from premature failure while reducing the maintenance costs associated with this street.

4) Does this project relate to infrastructure owned by the municipality/ICG? Y N
 If no, who owns the infrastructure? _____

REMINDER: Attach the cost estimate and resolution of council for your proposed project.

Submit completed application to:

Gas Tax Secretariat
 Department of Environment, Climate Change and Municipalities
 Confederation Building, West Block
 P.O. Box 8700
 St. John's, NL
 A1B 4J6

Facsimile: (709) 729-3605
 E-mail: gastax@gov.nl.ca

Questions:
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Contact Information:

Name of Municipality/Inuit Community Government:

Town of Gander

Contact Name: Kelly Hiscock

Phone: 709-651-5903

Is this a Revised Project: Yes
No

If yes, please indicate Project Number: _____

Identification of Proposed Project:

Project Title: Infrastructure Upgrading 2024 - Street Resurfacing

Eligible Project Category:

Tick **one** of the appropriate categories

- | | |
|---|--|
| <input checked="" type="checkbox"/> Local Roads and Bridges | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Short-sea Shipping | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Short-line rail | <input type="checkbox"/> Community Energy Systems |
| <input type="checkbox"/> Brownfield Redevelopment | <input type="checkbox"/> Sport Infrastructure |
| <input type="checkbox"/> Broadband Connectivity | <input type="checkbox"/> Recreational Infrastructure |
| <input type="checkbox"/> Public Transit | <input type="checkbox"/> Disaster Mitigation |
| <input type="checkbox"/> Cultural Infrastructure | <input type="checkbox"/> Capacity Building |
| <input type="checkbox"/> Tourism Infrastructure | |

1) Description of the proposed project, including the project location.

(If other municipalities are involved in this project, please indicate the names of the municipalities. Provide the specific location (street name) of the project and a site map or plan, if available)

The project involves subgrade repairs and asphalt resurfacing sections of the Memorial Drive East, proposed project will rebuild approximately 300 meters of road.

2) Proposed Project Financing

(A) Gas Tax Funding	(B) Municipal Funding	(C) Provincial Funding	(D) Other Federal Funding	(E) Other Funding	(A)+(B)+(C)+(D)+(E) Total Estimated Project Cost
381,089.51					381,089.51

- Does this project require signage, as per the Economic Action Plan Signage Policy?
 Yes
 No
 If yes, please ensure the cost is included in the Total Estimated Project Cost and a quote is attached.

- Will this project receive (or has the project received) funding from other provincial/federal programs? Y N
 ➤ If yes, please indicate the name of the provincial/federal program(s), as well as the associated project number:

- What is the estimated starting date of the proposed project? July 2024
 ➤ What is the estimated completion date of the proposed project? Sept 2024

- 3) How will this project provide a beneficial impact on your community?
This project will provide safer roads in high traffic areas of our community. It will also protect our infrastructure from premature failure while reducing the maintenance costs associated with this street.

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 If no, who owns the infrastructure? _____

REMINDER: Attach the cost estimate and resolution of council for your proposed project.

Submit completed application to:

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Facsimile: (709) 729-3605
 E-mail: gastax@gov.nl.ca

Questions:
 Please call 1-877-729-4393 or E-mail: gastax@gov.nl.ca

REPORT

**Community Services Committee
Thursday, June 20, 2024 @ 9:30 A.M.
Lancaster Room**

Present:	Tara Pollett	Councillor/Chair
	Bettina Ford	Deputy Mayor
	Wilson Hoffe	Councillor
	Pat Woodford	Councillor
Advisory and Resource:	Jerry Knee	Director – Community Services

Call to Order

The Community Services Committee meeting was called to order at 9:30 a.m. in the Lancaster Room, Town Hall, on Thursday, June 20, 2024.

Dog Park Advertising

The Committee reviewed correspondence regarding the establishment of an advertising program at the Dog Park like the advertising at the Steele Community Centre. While this concept is not entirely outside the scope of possibilities, it does require some further research. If this does move forward, a Request for Proposal will be issued.

Central NL Athletics Team

The Central NL Athletics team has requested to waive the track and field fees to train for the 2024 NL Summer Games. The Committee did agree to waive this fee as a one-time incentive to begin the growth of athletics in Gander. The fee to use the field is \$24.81 HST inclusive per 1.5 hours.

Therefore, the Committee recommends, and I move, that the fee to use the track and field be waived for the 2024 season for the Central NL Athletics Team to train for the 2024 NL Summer Games.

Gander Wings

The Gander Wings Club has requested waiving the fees for the use of the track and field facility for their 2024 summer program. It was decided not to waive the regular user fee for this facility since Council recently waived the tournament hosting fee for this group.

Athletics Programming

With the opening of the new Sports Complex, Council recognizes the need for an athletics organization to help grow the program in Gander. Some individuals have already expressed interest in establishing this group. Anyone interested in helping with an athletics program, is asked to reach out to the Community Services Department at 709-651-5927.

Grand Opening of the Sports Complex

The Committee discussed the Grand Opening for the new Sports Complex. The department will explore some possible dates which might be late summer or early September.

Thomas Howe Foundation

The Thomas Howe Foundation wrote a letter expressing their concern regarding the decision to waive the rental fee at Cobb's Pond Rotary Park building for Gander Grow Co. as they were in talks with them to rent their facility. The Committee understands the concerns brought forward by the Thomas Howe Foundation, but the Town of Gander does aim to support many non-profit organizations with the goal to grow their resources. The Thomas Howe Foundation and Gander Grow Co. are just two of the many organizations supported by the town in a variety of ways.

Upcoming Events

The following events will take place in the coming months:

July 8 th – 19 th	Where in the World is Commander Gander Contest
July 10 th	75 th Anniversary of Confederation Celebration
July 17 th	Concert in the Park
July 23 rd & 25 th	Superhero & Princess Picnic
July 24 th	Concert in the Park
July 26 th – 28 th	Matt Sargent & Megan Piercey Baseball Tournament
August 1 st – 5 th	Festival of Flight

Adjournment

There being no further business to discuss pertaining to the Community Services Committee, the meeting was adjourned at 10:50 a.m.

Tara Pollett, Councillor/Chairperson

From: [Bev Freeborn](#)
To: [Info](#)
Subject: Circulate - Gander Athletic Club request to Waive Fees
Date: June 18, 2024 11:50:00 AM

From: [REDACTED]
Sent: Monday, June 10, 2024 12:56 PM
To: Jerry Knee <jknee@gandercanada.com>
Subject: Re: Athletics Facility Fee

Jerry,

Thanks for the quick reply.
I will wait for a response from council.

Thanks,

[REDACTED]
Sent from my iPhone

On Jun 10, 2024, at 12:48, Jerry Knee <jknee@gandercanada.com> wrote:

Hey [REDACTED]

I don't have the authority to waive those fees, that would have to go through council for approval, I will ask and see what the response is.

Just as a heads up, we had the same request from hockey for the NL games this past winter and the fees were not waived. I'll let you know what the decision is.

Jerry Knee | Director of Community Services

Town of Gander

153 Airport Blvd | Gander | NL | A1V 1A2

Phone. 709-651-5928 | Fax. 709-256-4195

Email. jknee@gandercanada.com

Mail. 100 Elizabeth Drive | Gander | NL | A1V 1G7

Web. www.gandercanada.com

Disclaimer: This email may contain confidential and/or privileged information intended only for the individual(s) addressed in the message. If you are not the intended recipient, any other distribution, copying, or disclosure is prohibited. If you have

received this email in error, please notify me immediately and delete the original message.

From: [REDACTED]
Sent: Monday, June 10, 2024 12:01 PM
To: Jerry Knee <jknee@gandercanada.com>
Subject: Athletics Facility Fee

Good Morning,

For consideration & approval;

I will be coaching the Central team for Athletics at NL Summer Games this August, I would like approval to have all fees waived for the use of the Athletics Facility this summer. I would like to remove the barrier of cost as I don't have the ability to form a club this year.

I will be coaching the athletes once a week at the facility and providing a training plan to complete sessions independently. I also will be volunteering my time and not charging the athletes for any training provided.

Thanks,

[REDACTED]

REPORT

**Economic Development Committee
Tuesday, June 25, 2024 @ 1:00 p.m.
Lancaster Room**

Present: **P. Woodford** **Councillor/Chair**
 S. Handcock **Councillor**
 M. White **Councillor**

Regrets **T. Pollett** **Councillor**

Resource **D. Chafe** **CAO**

Call to Order

The meeting was called to order at 1:00p.m.

Sponsorship Request

Council has a request from the Gander Branch of Newfoundland and Labrador Operating Room Nurses Association, an organization dedicated to promoting and advancing excellence in Perioperative patient care. They are seeking sponsorship for their annual conference this coming October. The Committee recognizes the important role these and all healthcare professionals in providing quality healthcare services and is recommending Council sponsor the Newfoundland and Labrador Operating Room Nurses Association's 2024 Conference in the amount of \$750 toward their 2024.

The Committee recommends and I move sponsorship of the 2024 Newfoundland and Labrador Operating Room Nurses Association's Conference in the amount of \$750.

Physician Recruitment and Retention Report

The Committee reviewed a report on recent activities related to physician recruitment and retention. The Manager of Strategic Initiatives reported regular and productive communications with NL Health recruiters and a commitment to working together to meet the healthcare needs of our community and region. Staff have also been supporting the Family Care Team Regional Manager in their search for a suitable location. From a recruitment perspective, a new Anesthesiologist will be joining our community in the near future. The Committee was pleased with our ongoing effort and progress to date.

Advertising of Lots on Dickins

The Committee reviewed the status of municipally owned commercial land. Interest has been steady for commercial land along Dickins Street, Ward Street and Baird Place. There are currently three acres of land along Dickins with pending sales leaving an additional three acres immediately available. Un-serviced lots are available on Ward. There are currently no lots available along Baird. The Committee would like to see more active promotion and advertising of the available lots. Staff will make the necessary arrangements. In the meantime, anyone interested in one more of these lots should contact or development officer at 651-5910 or by email at dquinton@gandercanada.com.

Adjournment

There being no further business, the meeting was adjourned at 1:45p.m.

Pat Woodford, Councillor/Chair

REPORT

Public Safety & Protective Services Committee

Thursday, June 20, 2024 @ 11:00 a.m.

Lancaster Room

Present:	M. White	Councillor/Chair
	P. Woodford	Councillor
	S. Handcock	Councillor
Advisory and Resource:	H. Lowe	Director of Protective Services/Fire Chief
	T. Byrne	Administrative HR Coordinator

Call to Order

The meeting was called to order at 11:05 a.m.

RCMP – Human Smuggling Education Campaign

The Committee reviewed an Awareness Sheet from the RCMP regarding Migrant Smuggling, transportation conditions and its dangers.

Migrant Smuggling is the facilitation of illegal entry into a country where the migrant is not a national or resident. Migrant Smuggling takes place when the person being transported is consenting and is paying the smuggles for their services. This can be done via sea, air, and land.

When reporting an incident to the Police, it is essential to provide as much detail as possible. More information will be posted on the Town of Gander's website at www.gandercanada.com.

RCMP Statistics May 2024

The Committee reviewed the RCMP Statistics for May 2024. Some of the violations are as follows:

Traffic Collision – Non-Fatal	12
Traffic Collision – Property Damage	11
Speeding Violations	7
Other Moving Traffic Violations	20
Checkstop	101
Operation while Impaired	11
Break and Enter	2

A listing of the May 2024 Statistics will be sent to Communications for the Town of Gander's website.

Adjournment

There being no further business, the meeting was adjourned at 12:28 p.m.

Marcie White, Councillor/Chair

REPORT

Planning and Public Works Committee Meeting Tuesday June 25, 2024 @ 11:00 a.m. Lancaster Room – Town Hall

Present:	S. Hancock	Councillor, Chair
	B. Ford	Deputy Mayor
	M. White	Councillor
	T. Pollett	Councillor
	P. Woodford	Councillor
Advisory & Resource:	J. Blackwood	Director of Planning and Public Works
	J. Newman	Manager of Technical Services

The meeting was called to order at 11:00 a.m.

Discretionary Use – Asphalt Plant, Trans-Canada Highway

The Committee reviewed a development application to operate an asphalt plant approximately 5km West of Gander. It was noted that this area is zoned Rural in the Town of Gander's Municipal Plan, and that an Asphalt Plant is permitted as a discretionary use within the Rural zone in the Town of Gander Development regulations.

One piece of correspondence was received, by the advertised deadline, raising concerns with the proposed use however, the Committee felt that the concerns raised could be addressed by the provincial regulations permitting the operation of asphalt plants and through proper highway signage controlling equipment access.

The Committee recommends, and I move, that the development application to operate an asphalt plant approximately 5km West of Gander be approved.

Councillor Pollett left the meeting.

Discretionary Use – 35B Armstrong Boulevard

The Committee reviewed a development application to operate an Escape Room at 35B Armstrong Boulevard. It was noted that this area is zoned Commercial General in the Town of Gander's Municipal Plan, and that amusement uses are permitted as a discretionary use of Council within the Commercial General zone.

No objections were received by the advertised deadline. The Committee recommends, and I move, that the development application to operate an Escape Room at 35B Armstrong Boulevard be approved.

Discretionary Use – 130 Airport Boulevard

The Committee reviewed an application to occupy the dwelling at 130 Airport Boulevard for the purpose of providing transitional and supportive housing. Discretionary situated within a Residential Medium Density zone and Residential Care Home uses are permitted in this zone as a Discretionary use of Council.

The proposed use was advertised with no objections being received by the advertised deadline. The Committee recommends, and I move, that the application to occupy the dwelling at 130 Airport Boulevard, for the purpose of providing transitional and supportive housing, be approved.

Home Based Business – 2 Heath Crescent

The Committee reviewed a home-based business application from a resident at 2 Heath Crescent. The applicant, *Becca's Day Home*, is seeking the Council's permission to operate a home-based registered childcare service from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

The Committee recommends, and I move, that *Becca's Day Home* be permitted to operate a home-based registered childcare service at 2 Heath Crescent.

Home Based Business – 10 Gatty Place

The Committee reviewed a home-based business application from a resident at 10 Gatty Place. The applicant, *Hexadata*, is seeking the Council's permission to operate a home-based office for a digital forensics and consulting service from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

The Committee recommends, and I move, that *Hexadata Forensics* be permitted to operate a home-based office for a digital forensics and consulting service at 10 Gatty Place.

Councillor White left the meeting.

Home Based Business – 16 Memorial Drive

The Committee reviewed a home-based business application from a resident at 16 Memorial Drive. The applicant, *J & Sons Construction*, is seeking Council's permission to operate a home-based office for a residential construction and renovation business from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

The Committee recommends, and I move, that *J & Sons Construction* be permitted to operate a home-based office for a residential construction and renovation business at 16 Memorial Drive.

Stewardship Association Municipalities Request

The Stewardship association of Municipalities is requesting Council's support in a DFO Campaign on Aquatic Invasive Species (AIS) aimed at preventing such species from getting into the aquatic habitat of NL. The request is to have Municipal staff identify appropriate locations and to erect signage, supplied by the association, on existing infrastructure.

This item was reviewed by management, and they are recommending that Council support the association's request.

The Committee recommends, and I move, that Municipal staff assist the Stewardship Association of Municipalities to identify locations and erect signage, supplied by them, on existing infrastructure throughout town with information on Aquatic Invasive Species.

Short Term Rentals/Visitor Dwelling Units

The proposed Municipal Plan Amendment # 6, 2024 and Development Regulations Amendment # 8, 2024, as requested by Council, is now ready for adoption.

This amendment proposes to amend the Gander Municipal Plan and Development Regulations to accommodate Short Term Rentals/Visitor Rental Dwellings as per draft no. 4, attached.

An open house was held on May 9, 2024. There were two (2) attendees, exclusive of Council and staff. There was no representation received from the public.

A draft copy of the amendment was sent to the Department of Municipal Affairs and was released from provincial review on June 6, 2024.

The Committee recommends, and I move, that the proposed Municipal Plan Amendment # 6, 2024 and Development Regulations Amendment # 8, 2024 be adopted under Section 16(1) of the Urban and Rural Planning Act.

Waste Transfer Station

Several pieces of correspondence were received regarding the most recent municipal waste transfer station event. Residents raised concerns over long lineups and customers being turned away at the end of the day prior to having the opportunity to dispose of their waste.

The Committee discussed circumstances which may have led to these issues and how they can be avoided in the future. Municipal staff will reach out to the facility operator to see if changes

can be made to improve customer service as well as explore opportunities such as adjusting annual cleanup week scheduling, transfer station dates and frequency.

Request for Donation – Town of Gander Equipment

The Gander and Area Snowmobile Club has requested assistance from Council to upgrade a section of the T-Railway that runs through the community. The request is to have approximately 9km of trailway graded. Generally, the areas included would be West of Gander from Cobb's Pond to Millers Waters and East from Walmart to Burnt Bridge. Additionally, they are requesting that the previously committed 100M³ of granular materials donated by Council be delivered and spread while grading operations are undertaken.

The Public Works department estimates that the requested work will require two pieces of equipment, including operators, and approximately two days to complete. Provided the requested work can be undertaken at the department's discretion, it should not affect regularly scheduled activities.

The Committee recommends, and I move, that the Public Works staff grade approximately 9km of the T-Railway West of Gander from Cobb's Pond to Millers Waters and East from Walmart to Burnt Bridge and that the previously committed 100M³ of granular materials donated by Council be delivered and spread while grading operation are being undertaken.

Eastgate Subdivision – Phase 12

Cecon Development Corporation has submitted, for consideration by Council, a subdivision Development Application. The preliminary drawings entitled, Town of Gander, Eastgate Subdivision Phase 12, along with the open space concept plan. This development will create 21 single and 8 duplex residential building lots. The Director advised that the proposal meets the requirements of the Design Standards for Streets and Subdivisions and conforms with the Town of Gander's Municipal Plan and Development Regulations.

The Committee recommends, and I move, that the Town of Gander provide preliminary approval for Eastgate Subdivision Phase 12, subject to approved technical plans and development permits meeting the requirements for the Town of Gander Development Regulations and Street and Subdivision Standards.

Notable Dates:

- The next scheduled Waste Transfer Station date is scheduled for Saturday, July 13th. The hours of operation are 8 a.m. – 4 p.m.

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

Adjournment

There being no further business the meeting adjourned at 1:00 p.m.

S. Handcock, Councillor, Chair

SHORT TERM RENTALS
Proposed changes to Town of Gander Development Regulations

Add to Definitions:

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

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

Add to Section 5.0, Specific Use Regulations:

5.4(2) Short Term Rental

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

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

Add to Appendix A – Classifications:

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

Add to Appendix B – Parking Requirements:

Short Term Rental 2 or 1/100m² of floor area, whichever is greater.

Short Term Rental use to be added to the Permitted Use Classes of the following zones:

Residential Low Density RLD
Residential Medium Density RMD
Residential High Density-1 RHD-1
Residential High Density-2 RHD-2
Residential Mini-Home RMH
Residential Rural RR
Town Centre TC
Commercial General CG
Commercial Shopping Centre CSC
Commercial Local CL
Tourism Recreation TR
Rural RU
Residential Seasonal RS

DRAFT #4

DRAFT FOR DISCUSSION ONLY

FINANCIAL STATEMENTS
INDEPENDENT AUDITOR'S REPORT
TOWN OF GANDER
December 31, 2023

DRAFT FOR DISCUSSION ONLY

Town of Gender

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DRAFT FOR DISCUSSION ONLY

Statement of Responsibility

The accompanying financial statements are the responsibility of the management of the Town of Gander (the "Town") and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The Council of the Town met with management and its external auditors to review a draft of the financial statements and to discuss any significant financial reporting or internal control matters prior to their approval of the finalized financial statements.

Kimberly G. Humphries Professional Corporation as the Town's appointed external auditor, has audited the financial statements. The auditor's report is addressed to the Mayor and members of Council and appears on the following page. Her opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as she considers necessary to obtain reasonable assurance that the financial statements are free from material misstatement and present fairly the financial position and results of the Town in accordance with Canadian generally accepted accounting principles.

Percy Farwell, Mayor

Kelly Hiscock, Director of Corporate Services

Date

DRAFT FOR DISCUSSION ONLY

Kimberly G. Humphries Professional Corporation
Chartered Professional Accountant

15 Mitchell St.
Gander, NL A1V 0G9
T - 709-422-1914

Independent Practitioner's Report

To the Mayor and Members of Council of the Town of Gander

Opinion

I have audited the accompanying financial statements for the Town of Gander, which are comprised of the statement of financial position as at December 31, 2023, and the statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town of Gander as at December 31, 2023, and the results of its operations, change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibility under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Town in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- * Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Continued...

2

KIMBERLY G. HUMPHRIES PROFESSIONAL CORPORATION

DRAFT FOR DISCUSSION ONLY

Kimberly G. Humphries Professional Corporation
Chartered Professional Accountant

15 Mitchell St.
Gander, NL A1V 0G9
T - 709-422-1914

Independent Practitioner's Report **(continued)**

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Report on Other Legal and Reporting Requirements

In compliance with the requirements of Section 91 of the Municipalities Act, I report as follows on my examination of the accounts of the Town for the year ended December 31, 2023.

Expenses in relation to budget

Actual expenses per the financial statements of \$ 21,802,959 are within the limits of the adopted budget.

Arrears of revenue

The comparative position with respect to arrears of revenue is presented in Note 4 to the financial statements. Taxes receivable decreased from \$1,129,061 as at December 31, 2022 to \$818,972 as at December 31, 2023. Of this amount, taxes totaling \$120,499 have been outstanding for one year or longer.

Manner in which the accounts have been kept and the adequacy of the safeguards against fraud

The Town's position in these respects was considered satisfactory for an entity of its size. Audit procedures are designed and performed that are considered appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. However, as a result of my audit, no significant deficiencies in internal control were reported to the Town that would indicate the entity's controls were not effective for the purposes of my audit.

As required by Section 71 of the Municipalities Act, I report that all employees whose duties include collecting, receiving and depositing cash are adequately bonded. The Town carries fidelity bond coverage of \$100,000 and this coverage is considered to be adequate.

Gander, Canada

Chartered Professional Accountant

DRAFT FOR DISCUSSION ONLY

Town of Gander
Statement of Financial Position
Audit
December 31, 2023

	2023	2022
Financial Assets		
Cash (Note 3)	\$ 4,831,699	\$ 3,399,956
Receivables (Note 4)	1,597,963	3,986,851
Employee loans and advances	241	441
Real estate properties held for sale	8,324	8,324
	<u>6,438,227</u>	<u>7,395,572</u>
Financial Liabilities		
Demand loan (Note 12)	1,205,000	5,588,078
Payables and accruals (Note 5)	1,845,164	1,934,483
Payable to NLHC (Note 14)	304,910	344,051
Employee future benefits:		
Accrued vacation	169,051	159,959
Accrued severance	95,457	303,467
Accrued sick pay (Note 11)	657,946	642,555
Deferred revenue (Note 6)	1,204,038	565,111
Long-term debt (Note 7)	28,373,880	26,840,791
Other liabilities	78,266	80,595
	<u>33,933,712</u>	<u>36,459,090</u>
Net Debt	<u>(27,495,485)</u>	<u>(29,063,518)</u>
Non-Financial Assets		
Tangible capital assets (Schedule 1)	94,090,925	94,874,922
Land held for resale (Note 14)	596,664	688,900
Capital projects in progress	6,958,665	6,536,602
Inventories for use (Note 13)	364,766	339,186
Prepaid expenses	70,193	144,506
	<u>102,081,213</u>	<u>102,584,116</u>
Accumulated Surplus	<u>\$ 74,585,728</u>	<u>\$ 73,520,598</u>

Contingent liabilities (Note 8)

_____ Mayor

_____ Director of Corporate Services

_____ Date

DRAFT FOR DISCUSSION ONLY

Town of Gander
Statement of Operations
Audit
December 31, 2023

	<u>Budget 2023</u>	<u>2023</u>	<u>2022</u>
	Schedule 5		
Revenue			
Taxation	\$ 18,594,800	\$ 18,705,838	\$ 17,651,196
Sales of goods and services	644,350	798,269	785,482
Grants and transfers	4,173,896	1,764,483	3,448,970
Investment income	40,000	342,320	154,981
Other revenue	<u>5,000</u>	<u>1,257,179</u>	<u>94,848</u>
Total revenue (Schedules 2 and 4)	<u>23,458,046</u>	<u>22,868,089</u>	<u>22,135,477</u>
Expenditures			
General government services	5,002,316	4,404,877	4,210,338
Protective services	2,440,828	2,306,903	2,323,266
Transportation services	6,185,741	5,419,121	5,249,659
Environmental health services	5,194,523	5,126,431	4,327,957
Regional planning and development	641,295	477,031	441,161
Recreation and cultural services	3,055,483	3,113,078	2,866,470
Fiscal services	<u>1,011,118</u>	<u>955,518</u>	<u>852,800</u>
Total expenditures (Schedules 3 and 4)	<u>23,531,304</u>	<u>21,802,959</u>	<u>20,271,651</u>
Annual surplus	<u>\$ (73,258)</u>	<u>\$ 1,065,130</u>	<u>\$ 1,863,826</u>
<hr/>			
		<u>2023</u>	<u>2022</u>
Accumulated surplus, beginning of year		\$ 73,520,598	\$ 71,656,772
Annual surplus		<u>1,065,130</u>	<u>1,863,826</u>
Accumulated surplus, end of year		<u>\$ 74,585,728</u>	<u>\$ 73,520,598</u>

DRAFT FOR DISCUSSION ONLY

Town of Gander
Statement of Changes in Net Debt
Audit
December 31, 2023

	Budget 2022 (Note 10)	Actual 2023	Actual 2022
Annual surplus (Schedule 5)	\$ (73,258)	\$ 1,065,130	\$ 1,863,826
Acquisition of tangible capital assets	(4,660,408)	(4,660,408)	(37,528,192)
Amortization of tangible capital assets	5,415,894	5,415,894	4,518,063
(Gain) Loss on sale of tangible capital assets	-	(46,486)	344,278
Loss on sale of land held for resale	-	53,093	27,891
Proceeds from sale of tangible capital assets	-	75,000	274,221
Proceeds from sale of land held for resale	-	39,139	29,269
Decrease (increase) in capital projects in progress	-	(422,063)	29,541,810
Decrease (increase) in inventories	-	(25,580)	(109,923)
Increase in prepaids	-	74,314	(55,599)
	<u>755,486</u>	<u>502,903</u>	<u>(2,958,182)</u>
Change in net debt	682,228	1,568,033	(1,094,356)
Net debt			
Beginning of year	<u>(29,063,518)</u>	<u>(29,063,518)</u>	<u>(27,969,162)</u>
End of year	<u>\$ (28,381,290)</u>	<u>\$ (27,495,485)</u>	<u>\$ (29,063,518)</u>

DRAFT FOR DISCUSSION ONLY

Town of Gander
Statement of Cash Flows
Audit
December 31, 2023

	2023	2022
Operating		
Annual surplus	\$ 1,065,130	\$ 1,863,826
Amortization	5,415,894	4,518,063
Loss on sale of land held for resale	53,093	27,891
Loss on sale of tangible capital assets	<u>(46,486)</u>	<u>344,278</u>
	6,487,631	6,754,058
Changes in:		
Receivables	2,388,888	(2,122,461)
Payables and accruals	(89,319)	(866,271)
Employees loans	200	-
Employee future benefits	(183,527)	(481,878)
Deferred revenue	638,927	(350,469)
Other liabilities	(2,329)	20,296
Inventories for use	(25,580)	(109,923)
Prepaid expenses	<u>74,314</u>	<u>(55,599)</u>
	9,289,205	2,787,753
Financing		
Demand loan	(4,383,078)	3,750,000
Payable to NLHC	(39,141)	(29,270)
Proceeds from long-term debt	4,169,433	3,697,060
Principal repayment of long-term debt	<u>(2,636,344)</u>	<u>(2,530,089)</u>
	(2,889,130)	4,887,701
Capital		
Acquisition of tangible capital assets	(4,660,408)	(37,528,192)
Proceeds from sale of tangible capital assets	75,000	274,221
Proceeds from sale of land held for resale	39,139	29,269
Decrease in capital projects in progress	<u>(422,063)</u>	<u>29,541,810</u>
	(4,968,332)	(7,682,892)
(Decrease) increase in cash	1,431,743	(7,438)
Cash		
Beginning	<u>3,399,956</u>	<u>3,407,394</u>
Ending	\$ 4,831,699	\$ 3,399,956

DRAFT FOR DISCUSSION ONLY

Town of Gander **Notes to the Financial Statements** **Audit** **December 31, 2023**

1. Status of the Town of Gander

The incorporated Town of Gander is a municipal government that was incorporated in 1958 pursuant to the Province of Newfoundland and Labrador's Municipalities Act. The Municipality provides or funds municipal services such as fire, public works, parks and recreation, library, tourism and other general government operations.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) as recommended by CPA Canadian Public Sector Accounting Board (PSAB) and reflect the following significant accounting policies:

Basis of consolidation

The Town has no controlled entities or government partnerships and as such the financial statements are not consolidated.

Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks (net of overdrafts). Bank borrowings are considered to be financing activities.

Real estate properties held for sale

Real estate properties held for sale are recorded at the lower of cost and net realizable value. Cost includes the amount of acquisition, legal fees and improvements to prepare the properties for sale.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual deficit, provides the change in net debt for the year.

(Continued...)

DRAFT FOR DISCUSSION ONLY

Town of Gander Notes to the Financial Statements Audit December 31, 2023

2. Significant accounting policies (continued)

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Assets under construction are not amortized until the asset is put into use and one-half of the annual amortization is charged in the year of acquisition and in the year of disposal. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

General tangible capital assets

Land	Indefinite
Land improvements	10 to 50 years
Buildings	25 to 40 years
Vehicles and equipment	
Vehicles	5 years
Machinery, equipment and furniture	5 to 15 years
Maintenance and road construction equipment	10 years
Computer hardware and software	4 years

Infrastructure assets

Transportation	
Land	Indefinite
Road surface	5 to 20 years
Road grade	30 years
Traffic lights and equipment	10 to 15 years
Water and sewer	
Land	Indefinite
Land improvements	50 years
Buildings	25 to 40 years
Underground networks	15 to 100 years
Machinery and equipment	15 years

Donated and contributed assets

Donated and contributed assets are capitalized at their estimated fair value at the date of acquisition. Works of art for display in municipal property have not been included in capital assets. Certain assets have been disclosed at a nominal value if historical cost is not available and a determination of fair value is not appropriate or possible for the asset.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to the ownership of the property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(Continued...)

DRAFT FOR DISCUSSION ONLY

Town of Gander

Notes to the Financial Statements

Audit

December 31, 2023

2. Significant accounting policies (continued)

Impairment of long-lived assets

Long-lived assets are reviewed for impairment upon the occurrence of events or changes in circumstances indicating that the value of the assets may not be recoverable, as measured by comparing their net book value to the estimated undiscounted cash flows generated by their use. Impaired fixed assets are recorded at fair value, determined principally using discounted future cash flow expected from their use and eventual disposition.

Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services in transactions. These amounts are recognized as revenue in the fiscal year the related expenses are incurred, services are performed or when stipulations are met.

Severance and sick pay liability

An accrued liability for severance is recorded in the accounts for all employees who have not elected to have their severance paid as at December 31, 2023. The elimination of accruing severance was approved as of the date of ratification of the union contract.

An actuarially determined accrued liability has been recorded on the statements for non-vesting sick leave benefits. The cost of non-vesting sick leave benefits are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, long-term inflation rates and discount rates.

Actuarial gains or losses are being amortized to the liability and the related expense straight-line over the expected average remaining service life of the employee group.

Inventories

Inventories held for sale are recorded at the lower of cost and net realizable value.

Inventories held for consumption are recorded at cost.

Average costing method is used.

Revenue recognition

Revenues are recognized as earned and when collection is reasonably assured. Property tax billings are prepared by the Town based on assessed values of the respective property. Tax rates are approved annually by Council.

Government grants and transfers are recognized as revenue in the financial period in which the events give rise to the transfer occurring, providing the transfers are authorized, any eligibility criteria have been met including performance and return requirements, and reasonable estimates of the amounts can be determined.

(Continued...)

DRAFT FOR DISCUSSION ONLY

Town of Gander Notes to the Financial Statements Audit December 31, 2023

2. Significant accounting policies (continued)

Use of estimates

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Items requiring significant estimates include the useful life of tangible capital assets, rates of amortization, impairment of assets and allowances for doubtful accounts, accrued sick pay and accrued severance.

Estimates are based on the best information available at the time of preparation of the financial statements and are reviewed annually to reflect new information as it becomes available. Measurement uncertainty exists in these financial statements. Actual results could differ from these estimates. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.

	<u>2023</u>	<u>2022</u>
3. Cash and cash equivalents		
Cash	\$ 3,999,259	\$ 3,128,586
Restricted cash deposits		
Federal gas tax fund	<u>832,440</u>	<u>271,370</u>
	<u>\$ 4,831,699</u>	<u>\$ 3,399,956</u>

	<u>2023</u>	<u>2022</u>
4. Receivables		
Property tax	\$ 639,809	\$ 762,580
Business tax	179,163	560,157
HST rebate	65,042	432,331
Other	<u>998,963</u>	<u>3,681,003</u>
	1,882,977	5,436,071
Less allowance for doubtful receivables	<u>(285,014)</u>	<u>(1,449,220)</u>
	<u>\$ 1,597,963</u>	<u>\$ 3,986,851</u>

DRAFT FOR DISCUSSION ONLY

Town of Gander
Notes to the Financial Statements
Audit
December 31, 2023

5. Payables and accruals	<u>2023</u>	<u>2022</u>
Trade payables	\$ 1,436,853	\$ 1,528,478
Accrued interest	54,267	45,703
Accrued wages - regular	328,357	331,944
- overtime	<u>25,687</u>	<u>28,358</u>
	\$ 1,845,164	\$ 1,934,483

6. Deferred revenue	<u>2023</u>	<u>2022</u>
Trailway relocation	\$ 22,766	\$ 22,766
Grading deposits	30,400	28,000
Landscaping deposits	69,244	25,405
Subdivision security deposits	8,625	8,625
Subdivision development fee deposits	67,350	86,833
Gas tax	832,979	266,155
Land lease	3,864	3,665
Loan payment from province	11,366	11,366
Freedom Village recreation fee	8,798	8,798
Pledged lots in trust	99,200	99,200
Elizabeth Drive sidewalk	4,298	4,298
Gander Baseball Jays	43,271	-
Memorial Bench	<u>1,877</u>	<u>-</u>
	\$ 1,204,038	\$ 565,111

DRAFT FOR DISCUSSION ONLY

Town of Gander
Notes to the Financial Statements
Audit
December 31, 2023

7. Long-term debt	<u>2023</u>	<u>2022</u>
Bank loans:		
3.28% unsecured; repayable \$9,623 monthly including interest, maturing March, 2023	\$ -	\$ 28,864
4.2% unsecured; repayable \$2791 monthly including interest, maturing June, 2042	430,241	445,311
5.291% unsecured; repayable \$7475 monthly including interest, maturing August, 2028	678,170	-
2.99% unsecured; repayable \$4,335 monthly including interest, maturing May, 2023	-	21,308
3.30% unsecured; repayable \$5,019 monthly including interest; maturing Feb, 2023	-	10,034
3.45% unsecured; repayable \$20,567 monthly including interest, maturing May, 2024	102,453	341,236
2.1% unsecured; repayable \$26,785 monthly including interest, maturing July, 2020	1,950,001	2,240,586
2.58% unsecured; repayable \$25,967 monthly including interest, maturing July, 2026	2,144,689	2,397,601
2.7% unsecured; repayable \$15,250 monthly including interest; maturing June, 2027	610,731	774,742
3.39% unsecured; repayable \$21,371 annually including interest; maturing May, 2028	1,051,012	1,267,963
2.86% unsecured; repayable \$12,910 annually, including interest; maturing June, 2029	787,800	918,157
3.48% unsecured; repayable \$31,080 annually, including interest; maturing June 2044	5,462,072	5,641,547
3.12% unsecured; repayable \$26,140 monthly, including interest; maturing July, 2030	1,873,174	2,134,190
3.12% unsecured; repayable \$21,715 monthly, including interest; maturing July, 2040	4,078,602	4,209,027
2.45% unsecured; repayable \$3,589 monthly including interest, maturing June, 2046	746,652	771,005
2.05% unsecured, repayable \$22,527 monthly including interest, maturing June, 2031	1,897,132	2,126,013
4.20% unsecured; repayable \$20,390 annually, including interest; maturing June 2042	1,221,784	1,264,579
4.59% unsecured; repayable \$20,390 annually, including interest, maturing August 2032	<u>1,747,414</u>	<u>1,907,437</u>
 Subtotal	 <u>24,791,927</u>	 <u>26,499,600</u>

DRAFT FOR DISCUSSION ONLY

Town of Gander
Notes to the Financial Statements
Audit
December 31, 2023

7. Long term debt (continued)	<u>2023</u>	<u>2022</u>
Balance forward	\$ 24,791,927	\$ 26,499,600
3.98% unsecured; repayable \$2,519 annually including interest, maturing September, 2024	2,421	4,752
3.98% unsecured; repayable \$4,985 annually including interest, maturing September, 2024	4,792	9,403
5.291% unsecured, repayable \$22,692 monthly including interest, maturing August, 2028	2,057,619	-
5.251% unsecured; repayable \$4,117 monthly including interest, maturing August, 2028	605,273	-
5.251% unsecured; repayable \$5,069 monthly, including interest, maturing August, 2028	745,153	-
Central Mortgage and Housing Corporation loans:		
3.98% unsecured; repayable \$4,352 annually including interest, maturing September, 2024	4,186	8,208
3.98% unsecured; repayable \$15,369 annually including interest, maturing September, 2024	14,777	28,993
3.98% unsecured; repayable \$18,915 annually including interest, maturing September, 2024	18,187	35,682
3.98% unsecured; repayable \$134,723 annually including interest, maturing September, 2024	<u>129,545</u>	<u>254,153</u>
	<u>\$ 28,373,880</u>	<u>\$ 26,840,791</u>

The aggregate amount of principal payments estimated to be required in each of the next five years is as follows:

2023	2,681,369
2024	2,482,661
2025	2,562,877
2026	2,554,158
2027	2,395,701
Thereafter	15,697,114

(Continued...)

DRAFT FOR DISCUSSION ONLY

Town of Gander Notes to the Financial Statements Audit December 31, 2023

8. Contingent liabilities

The Town is currently operating a Class B landfill site. Closure costs include final covering and landscaping of the landfill and implementation of drainage and gas management plans. Post closure care requirements include cap maintenance, ground water monitoring, gas management system operations, inspections and annual reports. To date the Town has not been able to estimate these costs of remediation of its landfill site and consequently no liability is reflected in the financial statements. It is the Town's understanding that the Provincial government will provide the required funding for the remediation, which also has not been reflected in these financial statements.

9. Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Municipality is exposed to interest rate risk on its interest-bearing liabilities including long-term debt.

The Municipality reduces its exposure to interest rate risk by regularly monitoring published bank prime interest rates which have been relatively stable during the year. In the opinion of management, the interest rate risk exposure to the Town is low and not material. There was no significant change in exposure from the prior year.

10. Budget

In accordance with the Province of Newfoundland and Labrador's Municipalities Act, every Council must adopt a financial plan for each fiscal period in a form approved by the Minister. The financial plan is prepared on a revenue and expenditure basis that does not meet the recommendations of PSAS. For comparative purposes, the Town has modified its financial plan to prepare a budget that is consistent with the scope and accounting principles used to report the actual results. The budget figures used in these financial statements have been approved by Council.

The reconciliation between the Municipality's cash based financial plan and the PSAS accrual based budget figures used in these statements is disclosed in Schedule 5 - Reconciliation of the Financial Plan to the Budget.

DRAFT FOR DISCUSSION ONLY

Town of Gander
Notes to the Financial Statements
Audit
December 31, 2023

11. Employee future benefits

Future employee benefits related to accrued sick obligations have been calculated based on an actuarial valuation completed at December 31, 2023 and extrapolated to December 31, 2021. The assumptions are based on future events. Severance obligations are no longer calculated by the actuary and no longer accumulate as of the new contract effective May 16, 2022. The economic assumptions used in the valuation are the Town of Gander's best estimates of expected rates as follows:

	<u>2023</u>	<u>2022</u>
Wages and salary escalation	3.00%	3.00%
Interest	5.25%	4.20%

Based on actuarial valuation of the liability at December 31, 2023, the results for sick leave are:

Accrued sick pay obligation, beginning of year	\$ 601,164	\$ 888,868	
Current period benefit cost	61,095	67,649	
Benefit payments	(70,714)	(70,391)	
Interest on the accrued benefit obligations	25,010	13,491	
Actuarial losses	41,391	(298,453)	
Accrued sick pay obligation, end of year	\$ 657,946	\$ 601,164	

Based on actuarial valuation of the liability at December 31, 2023, the results for severance are:

Accrued severance pay obligation, beginning of year	\$ -	\$ 938,214	
Current period benefit cost	-	74,661	
Benefit payments	-	(53,495)	
Interest on the accrued benefit obligation	-	19,105	
Settlement payments	-	(631,815)	
Actuarial losses	-	(43,203)	
Accrued severance obligation, end of the year	\$ -	\$ 303,467	

A reconciliation of the accrued benefit liability and the accrued benefit obligation is as follows:

Sick benefits			
Accrued benefit obligation	\$ 642,555	\$ 625,088	
Benefit cost - current year	86,105	87,858	
Less Contributions - current year	(70,714)	(70,391)	
Accrued benefit obligation December 31	\$ 657,946	\$ 642,555	
Severance benefits			
Accrued benefit obligation	\$ -	\$ 787,697	
Benefit cost - current year	-	201,080	
Less Contribution - current year	-	(53,495)	
Settlement payments	-	(631,815)	
Accrued benefit obligation December 31	\$ -	\$ 303,467	

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Town of Gander Notes to the Financial Statements Audit December 31, 2023

12. Demand loan

The Town has a demand loan available with its bank. At December 31, 2023 there was \$1,205,000; (2022 - \$5,588,078) outstanding. The interest rate on this demand loan is prime minus 0.6%.

13. Inventories for use

	<u>2023</u>	<u>2022</u>
	\$ 4,611	\$ -
	1,857	-
Curb stop	5,342	4,909
Cylinders	26,960	23,622
Fuel	14,400	15,932
Gravel	5,760	5,334
Hydrants	5,822	5,222
Machinery parts	129,743	100,687
Office and cleaning services	13,351	10,369
Oils and fluids	9,537	8,759
Paint	9,814	7,297
Salt	129,384	151,689
Sand	1,276	1,383
Soda ash	5,843	3,483
Stand pipe and rods	1,066	500
	<u>\$ 364,766</u>	<u>\$ 339,186</u>

14. Land held for resale

	<u>2023</u>	<u>2022</u>
Balance, beginning	\$ 688,900	\$ 746,060
Land sold during year	<u>(92,236)</u>	<u>(57,160)</u>
Balance, end of year	<u>\$ 596,664</u>	<u>\$ 688,900</u>

During 2000, Newfoundland and Labrador Housing Corporation (NLHC) transferred 154.85 hectares of land to the Town at no cost. At the time of transfer this land was valued by NLHC at \$5,005,080. The conditions of this transfer requires the Town to pay NLHC 50% of the NLHC valuation of the applicable land sold up to a maximum of \$2,502,540. As at December 31, 2023 the balance payable to NLHC is \$304,910 (2022 - \$344,051).

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Town of Gander
Schedule of Tangible Capital Assets
Audit
December 31, 2023

Schedule 1

	General Capital Assets					Infrastructure		Totals	
	Land	Land Improvements	Buildings	Vehicles and Equipment	Computer Hardware and Software	Roads and Streets	Water and Sewer	2023	2022
	Cost								
Opening costs	\$ 653,463	\$ 21,812,720	\$ 35,134,852	\$ 23,951,287	\$ 1,733,813	\$ 46,242,089	\$ 38,755,613	\$ 168,283,837	\$ 134,518,117
Additions during year	-	158,805	1,024,692	969,772	-	927,528	1,579,611	4,660,408	37,528,192
Disposals and write downs	-	-	-	570,215	-	164,122	-	734,337	3,762,472
Closing costs	<u>653,463</u>	<u>21,971,525</u>	<u>36,159,544</u>	<u>24,350,844</u>	<u>1,733,813</u>	<u>47,005,495</u>	<u>40,335,224</u>	<u>172,209,908</u>	<u>168,283,837</u>
Accumulated amortization									
Opening accumulated amortization	-	4,489,942	10,374,604	14,037,105	808,646	26,693,024	17,005,594	73,408,915	72,034,825
Amortization	-	833,684	957,828	1,160,945	147,390	1,631,487	684,559	5,415,894	4,518,063
Disposals and write downs	-	-	-	541,704	-	164,122	-	705,826	3,143,973
Closing accumulated amortization	<u>-</u>	<u>5,323,626</u>	<u>11,332,432</u>	<u>14,656,347</u>	<u>956,036</u>	<u>28,160,389</u>	<u>17,690,153</u>	<u>78,118,983</u>	<u>73,408,915</u>
Net book value of tangible capital assets	<u>\$ 653,463</u>	<u>\$ 16,647,899</u>	<u>\$ 24,827,112</u>	<u>\$ 9,694,497</u>	<u>\$ 777,777</u>	<u>\$ 18,845,106</u>	<u>\$ 22,645,071</u>	<u>\$ 94,090,925</u>	<u>\$ 94,874,922</u>

See accompanying notes

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Town of Gander
Schedule of Revenues
Audit
December 31

Schedule 2

	2023	2022
Taxation		
Property tax	\$ 9,343,278	\$ 8,758,730
Business tax	2,973,110	2,704,195
Water and sewer tax	2,544,009	2,439,516
Water and sewer tax residential	2,310,591	2,295,429
Utility tax	770,525	737,382
Grants in lieu of taxes	661,927	614,515
Penalties and interest	102,398	101,429
	\$ 18,705,838	\$ 17,651,196
Sales of goods and services		
Environmental health services	\$ -	\$ 5,200
Recreation and cultural services	510,891	462,568
Transportation services	730	1,046
Protective services	97,809	122,162
Regional planning and development	2,000	-
Other sales of goods and services	186,839	194,506
	\$ 798,269	\$ 785,482
Grants and transfers		
Government of Canada		
Capital grant	\$ 661,587	\$ 662,474
Other Federal revenue	36,711	95,728
Government of Newfoundland and Labrador		
Provincial gas tax grant	97,975	97,975
Municipal capital grant	602,804	2,220,555
Gas tax revenue	358,487	364,738
Other provincial grants and subsidies	6,919	7,500
	\$ 1,764,483	\$ 3,448,970
Investment Income		
Interest from investments	\$ 342,320	\$ 154,981
Other revenue		
Gain (Loss) on sale of tangible capital assets	\$ (4,376)	\$ (372,168)
Sale of real estate held for sale	57,244	32,375
Capital donations	1,197,838	430,020
Miscellaneous	6,473	4,621
	\$ 1,257,179	\$ 94,848
Total revenue	\$ 22,868,089	\$ 22,135,477

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Town of Gander
Schedule of Expenditures
Audit
December 31

Schedule 3

	2023	2022
General government services		
Legislative	\$ 313,586	\$ 315,194
Common	1,362,554	1,289,461
General administrative	2,205,857	2,190,821
Governance	<u>522,880</u>	<u>414,862</u>
	<u>\$ 4,404,877</u>	<u>\$ 4,210,338</u>
Protective services		
Fire	\$ 1,955,101	\$ 1,974,069
Animal and pest control	38,477	8,099
Municipal enforcement	225,202	253,649
Other protective services	<u>88,123</u>	<u>87,449</u>
	<u>\$ 2,306,903</u>	<u>\$ 2,323,266</u>
Transportation services		
Road, street and sidewalk maintenance	\$ 3,030,077	\$ 2,956,525
Snow removal	1,008,829	968,449
Street lighting	281,410	280,891
Traffic services	68,934	60,999
Other transportation services	<u>1,029,871</u>	<u>982,795</u>
	<u>\$ 5,419,121</u>	<u>\$ 5,249,659</u>
Environmental health services		
Water supply	\$ 2,135,427	\$ 2,329,718
Sewage collection and disposal	2,091,039	1,144,140
Garbage and waste collection disposal	<u>899,965</u>	<u>854,099</u>
	<u>\$ 5,126,431</u>	<u>\$ 4,327,957</u>
Regional planning and development		
Planning and zoning	\$ 86,523	\$ 87,736
Community improvement and development	104,934	122,809
Tourism and marketing	<u>285,574</u>	<u>230,616</u>
	<u>\$ 477,031</u>	<u>\$ 441,161</u>

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Town of Gander
Schedule of Expenditures
Audit
December 31

Schedule 3
(continued)

	<u>2023</u>	<u>2022</u>
Recreation and cultural services		
Recreation administration	\$ 277,601	\$ 284,998
Skating and curling rinks	1,252,433	1,226,390
Parks and playgrounds	1,003,806	913,127
Other recreation and cultural services	<u>579,238</u>	<u>441,955</u>
	<u>\$ 3,113,078</u>	<u>\$ 2,866,470</u>
Fiscal services		
Long-term debt interest	\$ 881,028	\$ 773,904
Provision for uncollectible taxes, fees and charges	55,591	61,624
Other debt charges	<u>18,899</u>	<u>17,272</u>
	<u>\$ 955,518</u>	<u>\$ 852,800</u>
Total expenditures	<u>\$ 21,802,959</u>	<u>\$ 20,271,651</u>

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Town of Gander
Schedule of Operations by Program
Audit
December 31, 2023

Schedule 4

	General Government		Protective Services		Transportation Services		Environmental Health Services	
	2023	2022	2023	2022	2023	2022	2023	2022
Revenue								
Taxation	\$ 18,705,839	\$ 17,651,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales of goods and services	186,839	190,277	97,809	122,162	730	1,046	-	5,200
Grants and transfers	456,462	462,713	-	-	14,858	1,620,266	495,872	1,037,490
Investment income	342,320	154,981	-	-	-	-	-	-
Other revenue	52,868	(335,202)	-	-	1,204,311	430,020	-	-
Total revenue	19,744,328	18,123,965	97,809	122,162	1,219,899	2,051,332	495,872	1,042,690
Expenditures								
Personnel services	3,013,010	2,794,551	1,681,596	1,758,969	2,146,151	2,179,970	867,693	892,699
Contract services	496,490	443,722	3,855	4,406	18,965	22,700	-	-
Utilities	122,481	119,427	67,832	66,398	299,994	294,895	784,587	789,585
Maintenance, materials and supplies	237,542	186,134	161,870	143,803	893,692	765,939	584,664	502,284
Grants and contributions	11,062	3,281	32,952	2,642	-	-	-	-
Amortization	228,373	187,689	309,354	297,496	2,020,274	1,943,799	1,990,309	1,241,314
Accrued sick pay	15,391	17,467	-	-	-	-	-	-
Accrued severance pay	-	201,080	-	-	-	-	-	-
Interest on long-term debt	-	-	-	-	-	-	-	-
Other	280,528	256,987	49,944	49,558	40,045	42,356	919,288	902,075
Total expenditures	4,404,877	4,210,338	2,305,903	2,323,266	5,419,121	5,249,659	5,126,431	4,327,957
Surplus (Deficit)	\$ 15,339,451	\$ 13,913,627	\$ (2,209,094)	\$ (2,201,104)	\$ (4,199,222)	\$ (3,198,327)	\$ (4,629,559)	\$ (3,285,267)

See accompanying notes

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Town of Gander
Schedule of Operations by Program
Audit
December 31, 2023

Schedule 4
(Continued)

	Regional Planning and Development		Recreation and Cultural Services		Fiscal Services		Total	
	2023	2022	2023	2022	2023	2022	2023	2022
Revenue								
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,705,839	\$ 17,651,196
Sales of goods and services	2,000	-	510,891	466,797	-	-	798,269	785,482
Grants and transfers	-	-	796,290	328,501	-	-	1,764,482	3,448,970
Investment income	-	-	-	-	-	-	842,320	154,981
Other revenue	-	-	-	-	-	-	1,257,179	94,818
Total revenue	2,000	-	1,307,181	795,298	-	-	22,868,089	22,135,447
Expenditures								
Personnel services	342,344	346,398	1,323,796	1,272,510	-	-	9,374,530	9,245,091
Contract services	2,180	2,345	276	2,640	-	-	521,766	475,813
Utilities	1,106	1,285	185,707	117,123	-	-	1,411,207	1,388,713
Maintenance, materials and supplies	118,781	55,129	555,182	485,177	-	-	2,526,731	2,138,466
Grants and contributions	-	18,000	159,862	90,405	-	-	203,876	114,328
Amortization	5,120	5,120	882,684	842,646	-	-	5,415,894	4,518,064
Accrued sick pay	-	-	-	-	-	-	15,391	17,467
Accrued severance pay	-	-	-	-	-	-	-	201,080
Interest on long-term debt	-	-	-	-	881,029	773,905	881,029	773,905
Other	12,500	12,684	75,791	55,569	74,489	78,895	1,482,535	1,398,724
Total expenditures	477,931	441,161	3,118,078	2,866,470	955,518	852,800	21,602,959	20,271,651
Surplus (Deficit)	\$ (475,931)	\$ (441,161)	\$ (1,805,897)	\$ (2,071,172)	\$ (955,518)	\$ (852,800)	\$ 1,065,130	\$ 1,863,796

See accompanying notes

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Town of Gander
Reconciliation of Financial Plan to Budget
Audit
December 31, 2023

Schedule 5

	<u>Financial Plan</u>	<u>Amortization (TCA)</u>	<u>Interest Expense</u>	<u>Transfers</u>	<u>PSAS Budget</u>
Revenue					
Taxation	\$ 18,594,800	\$ -	\$ -	\$ -	\$ 18,594,800
Sales of goods and services	644,350	-	-	-	644,350
Grants and transfers	657,895	-	-	3,516,001	4,173,896
Investment income	40,000	-	-	-	40,000
Other revenue	5,000	-	-	-	5,000
Total revenue	<u>19,942,045</u>	<u>-</u>	<u>-</u>	<u>3,516,001</u>	<u>23,458,046</u>
Expenditures					
General government services	4,773,940	228,376	-	-	5,002,316
Protective services	2,131,475	309,353	-	-	2,440,828
Transportation services	4,165,468	2,020,273	-	-	6,185,741
Environmental health services	3,204,214	1,990,309	-	-	5,194,523
Regional planning and development	636,176	5,119	-	-	641,295
Recreation and cultural services	2,193,019	862,464	-	-	3,055,483
Fiscal services - capital expenditures	285,275	-	-	(285,275)	-
- debt charges	3,725,521	-	-	(2,714,403)	1,011,118
Total expenditures	<u>21,115,088</u>	<u>5,415,894</u>	<u>-</u>	<u>(2,999,678)</u>	<u>23,531,304</u>
Surplus (Deficit)	<u>\$ (1,173,043)</u>	<u>\$ (5,415,894)</u>	<u>\$ -</u>	<u>\$ 6,515,679</u>	<u>\$ (73,258)</u>

See accompanying notes

**Municipal Infrastructure Funding Agreement
2023-2026
Multi-Year Capital Works Program**

This Agreement made this _____ day of _____, 20_____

BETWEEN HIS MAJESTY THE KING IN RIGHT OF NEWFOUNDLAND AND LABRADOR, as represented by the Minister of Transportation and Infrastructure (hereinafter referred to as the "Minister")

OF THE FIRST PART,

AND TOWN OF GANDER (hereinafter referred to as the "Ultimate Recipient")

OF THE SECOND PART

WHEREAS The Minister and the Ultimate Recipient have agreed to enter into a Municipal Infrastructure Funding Agreement for the financing of the projects outlined in Schedule A, Municipal Capital Works funding program hereinafter referred to as the "Project", and have agreed to total project cost not in excess of \$4,490,870, including HST/GST.

AND WHEREAS the Minister of Transportation and Infrastructure has been authorized to negotiate an Agreement on behalf of the Province of Newfoundland and Labrador;

AND WHEREAS the designated signing officials of the Ultimate Recipient have been authorized by an appropriate resolution of the Ultimate Recipient dated the _____ day of _____ A.D., 20_____ (copy of which is attached hereto as Appendix "A" and forms part of this Agreement) to enter into this Agreement on behalf of the Ultimate Recipient;

THIS AGREEMENT WITNESSETH that for and in consideration of the mutual covenants and conditions contained herein, and other good and valuable consideration, and the sum of One Dollar (\$1.00) now paid by each party hereto, one to the other, (the receipt and sufficiency of which are hereby acknowledged by the parties hereto), the Minister and the Ultimate Recipient hereby agree as follows:

1. OBLIGATIONS OF THE MINISTER

1. To providing funding to the Ultimate Recipient, on a cost shared basis, as detailed in Schedule 1 of this agreement.
2. To make payment to the Ultimate Recipient, as costs are incurred, and upon receipt of the required documentation as outlined in the project guidelines.

2. OBLIGATIONS OF THE ULTIMATE RECIPIENT

1. To fund the Ultimate Recipient's share of the eligible Project Costs as detailed in Schedule 1 of this agreement.
2. To fund the HST/GST rebate share of the Project Costs as detailed in Schedule 1 of this agreement.
3. The UR may fund both of these funding contributions utilizing:
 - a) Own sources or;
 - b) Arrange financing through a registered financial institution, with an approval to borrow from the Government of Newfoundland and Labrador.
4. To fund all costs (fees and interest) associated with financing either the Ultimate Recipient Share, or the HST/GST rebate.
5. To ensure that all costs in excess of the authorized funding will be one hundred per centum (100%) responsibility of the Ultimate Recipient for funding and payment.
6. To inform Newfoundland and Labrador immediately of any fact or event, of which the Ultimate Recipient is aware, that will compromise wholly, or in part, the Project.

3. PROJECT SCOPE

1. The project scope has been approved as described in Schedule 2 of this agreement.

4. PROJECT DEADLINES

1. The Ultimate Recipient is responsible to have all contracts associated with the project signed and completed and final invoices submitted to Newfoundland and Labrador, in accordance with Schedule 3 of this agreement.

5. PROJECT CANCELLATION

5.1. BY THE ULTIMATE RECIPIENT

1. The Ultimate Recipient will promptly inform Newfoundland and Labrador of the intent to cancel or withdraw Projects.
2. The Ultimate Recipient will be responsible for any costs associated with a withdrawn or cancelled Project, and will repay to Newfoundland and Labrador any and all disallowed costs and overpayments made under and according to the terms and conditions of this Agreement.

5.2. BY NEWFOUNDLAND AND LABRADOR

1. Newfoundland and Labrador will promptly inform the Ultimate Recipient of the intent to cancel or withdraw Projects.
2. The Ultimate Recipient may not be responsible for any costs associated with a cancelled Project, unless the cause of cancellation is due to material breach by the Ultimate Recipient.

6. PROJECT AMENDMENTS

1. Subject to the prior written approval of the Department, the works may be amended provided the amendment does not exceed the approved funding set forth in this Agreement.

6.1. PROJECT SCOPE AMENDMENT

1. The Ultimate Recipient will promptly inform Newfoundland and Labrador of the intent to request a change in the approved scope.
1. The Ultimate Recipient will provide, at Newfoundland and Labrador's request and to Newfoundland and Labrador's satisfaction, additional information related to changes to a Project. The Ultimate recipient shall use the "project scope change request form"

that will be supplied at the time of notification. As the required information may change from time to time, the Ultimate Recipient shall request a new form each time.

2. Newfoundland and Labrador will duly consider the scope change and promptly inform the Ultimate Recipient of approval as appropriate.

6.2. PROJECT TIMELINE AMENDMENTS

1. The Ultimate Recipient may request a change to the project time line for consideration, Newfoundland and Labrador will promptly inform the Ultimate Recipient acceptance of such request as appropriate.

7. FINANCIAL

1. Funding beyond the current fiscal year is subject to availability of budgetary appropriations in future years.
 1. Newfoundland and Labrador will not:
 - a) pay interest charges related to the Ultimate Recipient failing to make a payment to entities providing service or materials to the Ultimate Recipient;
 - b) pay capital costs for a Project until the requirements under section 1 (Environmental Assessment), if applicable, are, in Newfoundland and Labrador's opinion, satisfied to the extent possible at the date the claim is submitted.
 2. Ultimate Recipient acknowledges that Newfoundland and Labrador will not be financially responsible for any ineligible expenditures or cost overruns for a Project.
 3. The Ultimate Recipient shall submit monthly application for payment through the Municipal Support Information System (MSIS) with all required supporting information. Newfoundland and Labrador will process payment request and remit funds in a timely manner.

7.1. USE OF SURPLUS FUNDS

1. Should the approved project scope be completed and funds remain unused, the Ultimate recipient may request to utilize the funds to extend the approved project. Request and approval protocol shall be as per section **Error! Reference source not found.** Change in Project Scope.
2. Surplus fund can be transferred to:

- a) Other approved projects within the Multi-Year Capital Works Funding approval Schedule A.
 - b) Unallocated status within the Multi-Year Capital Works Funding approval Schedule A to be used on future approved projects.
3. Funds will be considered surplus only after the original project scope has been completed.

7.2. PROJECT OVERRUNS

1. Should projects within the approved Schedule A for Multi-Year Capital Works funding result in costs higher than the approved funding amount, the Ultimate Recipient can:
 - a) Transfer funds from another project within the Schedule A, if that project is closed in MSIS and there are available funds
 - b) Fund the overrun from other non-provincial or federal sources;
 - c) Reduce the scope of the approved project, while still maintaining eligibility

8. AWARDING OF CONTRACTS

1. The Ultimate Recipient shall award all contracts in accordance with the Municipalities Act, 1999, or any successor legislation, and the Public Procurement Act 2018, or any successor legislation.

9. REQUIREMENTS FOR PROJECTS

1. A Project must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.
2. Building projects must meet or exceed the requirements of the National Energy Code of Canada, latest edition.
3. A Project must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.
4. The project shall be executed in accordance with the Municipal Infrastructure Project Guidelines, edition in effect at time of signing of this Agreement.

5. The project shall follow all policy and guidelines issued by Transportation and Infrastructure that are applicable to the project.

10. ENVIRONMENTAL ASSESSMENT

1. No site preparation, vegetation removal or construction will occur for a Project and Newfoundland and Labrador has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Newfoundland and Labrador, until Newfoundland and Labrador is satisfied that the federal requirements under the Canadian Environmental Assessment Act, 2012(CEAA, 2012), other applicable federal environmental assessment legislation that is or may come into force during the term of this Agreement.

11. AUDIT

1. The Ultimate Recipient will ensure that proper and accurate financial accounts and records are kept, including but not limited to its Contracts, invoices, statements, receipts, and vouchers in respect of all Projects for at least six (6) years after the Agreement End Date.
2. Newfoundland and Labrador reserves the right to Audit at any time during the project and the six (6) years following.

12. ACCESS

1. The Ultimate Recipient will provide reasonable and timely access to Project sites, facilities, and any records, documentation or information for the purposes of audit, inspection, monitoring, evaluation, and ensuring compliance with this Agreement to representatives of Newfoundland and Labrador.

13. DISPUTE RESOLUTION

1. The Parties will keep each other informed of any issue that could be contentious.
2. If a contentious issue arises, Newfoundland and Labrador will examine it and will, in good faith, attempt to resolve the contentious issue as soon as possible, and, in any event, within thirty (30) business days from the receipt of notice of such contentious issue. Where Newfoundland and Labrador cannot agree on a resolution, the matter will be referred to the Parties for resolution. The Parties will provide a decision within ninety (90) business days from the date of referral to the Parties.

3. Where the Parties cannot agree on a resolution, the Parties may explore any alternative dispute resolution mechanisms available to them to resolve the contentious issue.
4. Any payments related to any contentious issue raised by either Party may be suspended by Newfoundland and Labrador together with the obligations related to such issue, pending resolution.
5. The Parties agree that nothing in this section will affect, alter or modify the rights of Newfoundland and Labrador to terminate this Agreement.

14. DEFAULT

14.1. EVENTS OF DEFAULT

1. If Ultimate Recipient has not complied with one or more of the terms and conditions of this Agreement, that action constitutes the “Event of Default” under this Agreement

14.2. DECLARATION OF DEFAULT

1. Newfoundland and Labrador may declare default if:
 - a) The Event of Default occurs;
2. Newfoundland and Labrador gives notice to the Ultimate Recipient of the event, which in Newfoundland and Labrador’s opinion constitutes an Event of Default; AND
3. The Ultimate Recipient has failed, within thirty (30) business days of receipt of the notice, either to remedy the Event of Default or to notify and demonstrate to the satisfaction of Newfoundland and Labrador that it has taken such steps as are necessary to remedy the Event of Default.

14.3. REMEDIES ON DEFAULT

1. In the event that Newfoundland and Labrador declares default under section 14.2 (Declaration of Default), Newfoundland and Labrador may exercise one or more of the following remedies, without limiting any remedy available to it by law:
2. Suspend or terminate any obligation by Newfoundland and Labrador to contribute or continue to contribute funding to one or more Projects or Administrative Expenses, including any obligation to pay an amount owing prior to the date of such suspension or termination;

3. Suspend or terminate the approval of Projects;
4. Require the Ultimate Recipient to reimburse Newfoundland and Labrador all or part of the contribution paid by Newfoundland and Labrador to the Ultimate Recipient; or
5. Terminate this Agreement.

15. LIMITATION OF LIABILITY AND INDEMNIFICATION

15.1. LIMITATION OF LIABILITY

1. In no event will Newfoundland and Labrador, its officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:
 2. any injury to any Person, including, but not limited to, death, economic loss or infringement of rights;
 3. any damage to or loss or destruction of property of any Person; or
 4. any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation; in relation to this Agreement or each of the Projects.

15.2. INDEMNIFICATION

1. The Ultimate Recipient will at all times indemnify and save harmless Newfoundland and Labrador, its officers, servants, employees or agents, from and against all actions, claims, demands, losses, costs, damages, suits or other proceedings, whether in contract, tort (including negligence) or otherwise, by whomsoever brought or prosecuted in any manner based upon or occasioned by:
 2. any injury to any Person, including, but not limited to, death, economic loss or any infringement of rights;
 3. any damage to or loss or destruction of property of any Person; or
 4. any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation; in relation to this Agreement or any Project, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings are caused by the negligence or breach of the

Agreement by an officer, servant, employee or agent of Newfoundland and Labrador in the performance of his or her duties.

16. ASSETS

16.1. DISPOSAL OF ASSETS

1. Unless otherwise agreed to by the Parties, Newfoundland and Labrador will require that the Ultimate Recipient will maintain ongoing operations and will agree to retain title to and ownership of an Asset for the first five (5) years after substantial completion of the project.
2. If at any time within the first five (5) years after substantial completion of the project, an Ultimate Recipient disposes of, any Asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, under this Agreement, the Ultimate Recipient may be required to reimburse Newfoundland and Labrador, any funding received for the Project.
3. Exemptions are:
 - a) When the asset is transferred to Newfoundland and Labrador, a municipal or regional government; OR
 - b) With Newfoundland and Labrador's consent.

17. AMENDMENTS TO AGREEMENT

1. This Agreement may be amended from time to time on written agreement of the Parties.

18. CONFLICT OF INTEREST

1. No current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Newfoundland and Labrador applies will derive direct benefit from this Agreement unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes. The Ultimate Recipient will promptly inform Newfoundland and Labrador should it become aware of the existence of any such situation.

19. NO AUTHORITY TO REPRESENT

1. Nothing in this Agreement is to be construed as authorizing any Person, including a Third Party, to contract for or to incur any obligation on behalf of Newfoundland and Labrador or to act as an agent for Newfoundland and Labrador. The Ultimate Recipient will take the necessary action to ensure that any Contract between The Ultimate Recipient and any Third Party contains a provision to that effect.

20. LOBBYIST

1. The Ultimate Recipient has not made and will not make a payment or other compensation to any individual required to be registered under the federal Lobbying Act that is, in whole or in part, contingent on the outcome of arranging a meeting between a public office holder and any other person, or communicating with a public office holder in the awarding of any contribution funding or other financial benefit under this Agreement or negotiating, in whole or in part, any of the terms and conditions of this Agreement by or on behalf of His Majesty in Right of Canada.

21. SEVERABILITY

1. If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all other terms and conditions of this Agreement will continue to be valid and enforceable.

22. ASSIGNMENT

1. The Ultimate Recipient will not transfer or assign its rights or obligations under this Agreement without the prior written consent of Newfoundland and Labrador. Any attempt by the Ultimate Recipient to assign any of the rights, duties or obligations of this Agreement without Newfoundland and Labrador's express written consent is void.

23. AMENDMENTS TO AGREEMENT

1. This Agreement may be amended from time to time on written agreement of the Parties.

24. WAIVER

1. A Party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the Party will not constitute a waiver.

25. NOTICE

1. Any notice provided for under this Agreement may be delivered in person, sent by email, facsimile or mail, addressed to:

Director – Municipal Infrastructure
Municipal Infrastructure
Department of Transportation and Infrastructure
PO Box 8700 St. John's, NL, A1B 4J6

Or such other address, email or facsimile number, or addressed to such other person as Newfoundland and Labrador may, from time to time, designate.

26. COMPLIANCE WITH LAWS

1. The Ultimate Recipient will comply with and require that each Project complies with all statutes, regulations, and other applicable laws governing Newfoundland and Labrador, the Ultimate Recipient and all Projects under this Agreement, including all requirements of, and conditions imposed by, regulatory bodies having jurisdiction over the subject matter.

27. SUCCESSORS AND ASSIGNS

1. This Agreement is binding upon the Parties and their respective successors and assigns.

28. PROJECT ANNOUNCEMENTS

1. The Ultimate Recipient will consent to a public announcement of the project by Newfoundland and Labrador. After official announcement of the project by Newfoundland and Labrador, the project will be considered to be in the public domain.

29. AGREEMENT SIGNATURES

1. This Agreement is executed in duplicate originals and each duplicate shall be deemed an original copy for all purposes.
2. This Agreement together with the letter of approval, and the Infrastructure Project Guidelines attached hereto, constitutes the entire Agreement between the parties with respect to the matters dealt with herein. This Agreement may not be amended or modified in any respect except by written instrument signed by the parties hereto.

This Agreement has been executed on behalf of Newfoundland and Labrador by the Minister responsible for the Department of Transportation and Infrastructure, and by two designated signing officials of the Ultimate Recipient, the day and year first before written.

SIGNED by the
Minister of Transportation and Infrastructure
in the presence of:

_____	_____	_____
Witness Name (printed)	Signature	Date
_____	_____	_____
Minister of Transportation and Infrastructure (printed)	Signature	Date

SIGNED AND SEALED by the
Designated signing officials of
Town of Gander
in the presence of:

_____	_____	_____
Witness #1 Name (printed)	Signature	Date
_____	_____	_____
Signing Official #1 Name and Title (printed)	Signature	Date
_____	_____	_____
Witness #2 Name (printed)	Signature	Date
_____	_____	_____
Signing Official #2 Name and Title (printed)	Signature	Date

Town of
Multi-Year Capital Works Funding Agreement
Schedule A 2023-26

Date: 30-May-24

Project	Project #	Revised Funding \$ Nov 2023	Revised Funding \$ May 2024	GST/PST Rebate \$	Net Funding \$	Provincial Share \$	Municipal Share \$	Cash Flow (enter % anticipated to be spent per)			
								Year 1	Year 2	Year 3	Year 4
Outdoor Ice Rink Phase 1	17-MYCW-24-00041	490,870.00	490,870.00	45,732.01	445,137.99	267,082.79	178,055.20				
Sullivan Ave - Phase 2 Infrastructure Upgrades	17-MYCW-24-00042	1,800,000.00	-	-	-	-	-				
Sullivan Ave - Phase 1 Infrastructure Upgrades	17-MYCW-24-00043	1,800,000.00	3,600,000.00	335,394.78	3,264,605.22	2,285,223.65	979,381.57				
Sport Facility Enhancement	17-MYCW-24-00044	400,000.00	400,000.00	52,173.91	347,826.09	208,695.65	139,130.43				
TOTAL		4,490,870	4,490,870	433,301	4,057,569	2,761,002	1,296,657				

Schedule A

Approved Project List

Project	Project #
Outdoor Ice Rink Phase 1	17-MYCW-24-00041
Sullivan Ave - Phase 1 Infrastructure Upgrades	17-MYCW-24-00043
Sport Facility Enhancement	17-MYCW-24-00044

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

Roll Number	2024 Property Tax	% of Reduction	Amount of Reduction	Revised 2024 Taxes
031000050000	\$886.68	10	\$88.66	\$798.02
027500230000	\$1,911.92	50	\$955.96	\$955.96
034000180000	\$1,925.60	20	\$385.12	\$1,540.48
014010270000	\$1,949.16	10	\$194.92	\$1,754.24