

The Town of Gambo

A regular meeting of the Town Council of Gambo was held on the 8th of January, 2018 at the Smallwood Interpretation Centre, Gambo.

Minutes of the regular meeting of the Town of Gambo held on the 8th of January, 2018 at the Smallwood Interpretation Centre, Gambo.

Members in Attendance

Mayor Dennis Lush
Deputy Mayor Darren Dyke
Councillor Barbara Pritchett
Councillor Nathan Philp
Councillor Mark Stockley
Councillor Craig Lush
Councillor Desiree Hopkins
Lorne Greene – Town Clerk/Manager
Cindy Collins – Administration Clerk

Members Absent

Youth Representative – Jenna Pritchett

Visitors

Mayor Lush called the meeting to order at 7:35 pm.

Mayor Lush welcomed everyone to the first meeting of 2018.

Motion: 18-01-08-001 (C. Lush & D. Dyke) to approve the Agenda of January 8th, 2018 as presented.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Minutes - Errors or Omissions: None noted.

Motion: 18-01-08-002 (C. Lush & M. Stockley) to approve the minutes of December 11th, 2017 as presented.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Business Arising from the Minutes:

Councillor Hopkins wanted to clarify a statement of hers noted in the minutes: *"She further stated that a small fraction of the councillors are making all the decisions"*. This statement implies that she feels certain Councillors are making all of the financial decisions when her actual statement was meant to note her concern that all of Council may not be having their input heard in regards to the budgetary financial decisions.

New Business: No new business noted.

Correspondence:

Council Meeting Correspondence			
Received from	Received on	I / A	Details
Canadian Corps of Commissionaires Newfoundland and Labrador Division	Dec 7/2017	I	Offering the services of a commissionaire to the Town of Gambo. Describing the services of the commissionaire and what they can provide to the Town.
Stewardship Association of Municipalities Inc.	Dec 11/2017	I	Reminder from SAM to include in the annual budget monies to send a representative to one or both of their bi-annual meetings.
Municipal Assessment Agency	Dec 8/2017	I	Update from the board including 2018-19 Budget, scholarship winners and newly elected board members
Roy Collins	Dec 13/2017	I	Follow up with a former resident who had requested a Come Home Year for Gambo.
Municipal Assessment Agency	Dec 19/2017	I	Municipal Representatives to Board of Directors
Dept. of Municipal Affairs & Environment	Dec 21/2017	I	Deadline for amendments to projects approved under the CWWF and PTIF Programs is January 15 2018
Dept. of Children, Seniors and Social Development	Jan 3/2018	I	Approval of \$10,000 grant for Sports and Recreation - Multi-purpose Court and Outdoor Rink Upgrades
Municipalities NL	Jan 3/2018	I	2018 Regional Meeting Dates
Jason Roberts, Central Director of Municipal Assessment Agency	Jan 4/2018	I	Board of Directors - First Board Meeting to be held February 9/2018; deadline for concerns to be brought forward is February 7
SAM - Stewardship Association of Municipalities	Dec 5/2017	A	Looking for support to ban the use of plastic bags in Newfoundland
Finance Committee	Jan 5/2018	A	Meeting Notes - Jan 5/2018

Finance Committee	Jan 5/2018	A	Vendor Aged Trial Balance
Finance Committee	Jan 5/2018	A	Accounts Payable Cheque Register
Public Works Committee	Jan 4/2018	A	Meeting Notes - Jan 4/2018

Mayor Lush requested that the first nine items be reviewed as they are for information purposes and if there are no questions or concerns on these items we will proceed with the next item on the list.

Information Items:

Councillor Pritchett requested to discuss the correspondence regarding the Commissionaires. A discussion regarding this service was held and the general consensus was this is an excellent position. Council was informed that previous discussions were held with surrounding communities about the possibility of cost-sharing a similar position to this and it was suggested that this option may be something worth looking in to and getting more information on. Mayor Lush suggested to defer this item to the budget meeting.

Councillor Hopkins requested opinions on the SAM meetings. A general discussion was held with mixed opinions on the need of being a part of this organization. It was discussed that Gambo has been actively involved in SAM for several years now.

Action Items:

SAM – Ban the Bag campaign support request: A discussion was held regarding the campaign and the general consensus was that this would be supported by Council. It was also discussed that this movement should be guided by the Provincial Government. It was decided to support this initiative and to inform local businesses of Councils decision.

Motion: 18-01-08-003 (D. Hopkins & B. Pritchett) to support the Ban the Bag campaign and continue with the timeline as proposed by Municipalities NL.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Committee Reports:

Councillor Hopkins suggested that the Committee Reports/Notes be removed from the correspondence of future meetings and included elsewhere in the meeting package. A general discussion was held and it was decided that these items would be forwarded to Council as separate files via Dropbox in addition to the regular meeting package.

Finance: D. Dyke/M. Stockley

Item: Hospitality NL 2018 Membership

Motion: 18-01-08-004 (D. Dyke & C. Lush) to approve the annual membership to Hospitality NL for 2018 in the amount of \$386.40

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Item: Pump Purchase – Xylem – replacement pump was required for Marine Drive and Xylem is the sole source of this product. The purchase amount is over the Town Clerk/Manager's spending limit and requires an approval from Council.

Motion: 18-01-08-005 (D. Dyke & N. Philp) to approve the purchase and the replacement pump for Marine Drive in the amount of \$8,500.00.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Item: Town Clerk/Manager Travel Claim – Oct. – Dec. Travel as per contract and Travel to attend Terra Nova Health Board Committee Meeting.

Motion: 18-01-08-006 (D. Dyke & C. Lush) to approve the Town Clerk/Manager's Travel Claim in the amount of \$395.70.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Item: Travel Claim for Meeting with the Minister Crocker in St. John's – does not need approval as the meeting has been rescheduled to February.

Item: A/R Adjustments – Vacant land water/sewer tax billing error, 2017 reassessment adjustment and an error in subdivision of land.

Motion: 18-01-08-007 (D. Dyke & C. Lush) to approve the A/R Adjustments in the amount of \$1,191.24.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Item: Vendor Aged Payables

Motion: 18-01-08-008 (D. Dyke & C. Lush) to approve the Vendor Aged Trial Balance in the amount of \$24,166.26.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Item: Accounts Payable Cheque Register

Councillor Hopkins questioned the reason for the travel claim for Wendy McDonald. She was advised that a monthly travel allowance was included as a part of the Administrative Assistant position to cover the costs of travel for information/ad postings, going to the post office and other administrative errands.

Councillor Philp questioned the Christmas Fund payable for Lorne Greene. He was advised that employees have the option of automatically deducting an amount from their cheque each pay period which is then held in an account by the Town; the payable in question is Lorne's funds. Councillor Philp suggested that in the future, employee-funded expenditures not be included in the Accounts Payable Cheque Register as this gives the impression that the expense is funded by the Town and not the employee. A general discussion was held and it was decided to consult the support department for our Municipal Software as well as our Auditor to discuss our options on how to proceed with this in the future.

Motion: 18-01-08-009 (D. Dyke & C. Lush) to approve the Accounts Payable Cheque Register in the amount of \$97,742.06

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Public Works: C. Lush/M. Stockley

Item: Town of Gambo Crown Land Application Revision – Gambo Pond, Boat Launch Area

Motion: 18-01-08-010 (C. Lush & M. Stockley) to approve the Crown Land application for the boat launch area to include the parking lot with the necessary application fee of \$150.00 plus HST.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Item: Residential Crown Land Application, Butts Pond Road

A general discussion was held regarding this application and the decision to deny the application. It was noted that the applicant will be advised of the reasoning for declining the application and advised that they are able to apply for the land again with different parameters.

Motion: 18-01-08-011 (C. Lush & B. Pritchett) to deny application #152652 based on the following: (1) the proposed water and sewer facilities are well and septic and there are water and sewer services available by the Municipality in the area; (2) the depth of the land exceeds 40m and it is recommended that the lot of land align with the depth of the piece of land currently owned by the Town of Gambo so as not to impede on any possible future development in the area.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Councillor Hopkins requested an update on a question she put forward several meetings ago regarding the water tower in the community. Mayor Lush and Town Clerk/Manager, Lorne Greene, advised Council of their discussions with Town Foreman, Tony Skiffington, regarding this concern. The following points were noted: the water tower is normally approximately ¾ full and is periodically drained throughout the year; the tower is functional; if, in an emergency situation, the town had to avail of this water source, an immediate boil order would have to be issued – the booster pump upgrade will correct these issues; the water tower would service the Pine Tree Road area only.

Town Clerk/Manager, Lorne Greene, advised Council that he has had discussions with DMG as well as Municipal Affairs regarding the arrangement of a meeting to discuss wastewater solutions for our community.

Administration: D. Hopkins/D. Dyke

Councillor Hopkins advised Council that she would be meeting with the Town Clerk/Manager this coming week to rework any items that need to be updated in the contracts for the office staff as well as to discuss the job descriptions for the office staff.

Discussions were held on establishing new regulations for renting the Smallwood Interpretation Centre. It was discussed that the base rental fee should be increased and that the rental price would increase as options were added; ie bar staff, kitchen staff, snacks provided etc. It was further discussed that clear guidelines should be in place as to the expectations of any staff involved as well as Council's expectations of the renter. It was also discussed that we may initiate a contract with a local business to take care of hot meals and finger foods with a menu being established based on per person pricing.

The Harassment Policy had been reviewed and the Committee had agreed that it was adequate and have asked the OHS Committee to review at the next meeting.

Occupational Health & Safety: B. Pritchett/C. Lush

All inspections were completed with no issues found. No concerns had been brought forth and all deferred items from the previous meeting had been dealt with except an issue at the Loggers Memorial that has been deferred until spring.

Economic Development: N. Philp/B. Pritchett

No Report – meeting to be scheduled after the arranged meeting with SEDCOR.

Emergency Planning: D. Dyke / N. Philp

No Report.

Tidy Towns: B. Pritchett/D. Hopkins

As everyone is aware, the Christmas Light Competition went ahead with the winners as follows:

- 1st place residential – Kit & Bill Stockley
- 2nd place residential – Martin & Joyce Parsons
- 3rd place residential – Corrina & Perry Gillingham
- Business – Diane's Nail & Tanning Salon

This seemed to be a very well received event within the community. There were many homes decorated this year and there was much activity within the community in regards to viewing the decorated homes.

The next meeting scheduled will be focused on town beautification as well as nuisance properties.

Regulations: D. Hopkins / C. Lush

Item: Proposed time limit to finalize Purchase and Sales agreements for land sold by the Town of Gambo. A discussion was held regarding this issue and the general consensus was that this was a good idea. It was further discussed that clear start and end dates for the agreement should be put in place as well as a clause noting that the applicant would be responsible for any legal expenses incurred by the Town of Gambo if they (the purchaser/applicant) decided to withdraw from the purchase. It was decided that further research and discussions were needed in order to proceed in greater detail with the regulation and any policies that may be put in place but that the following motion would be a good place to start:

Motion: 18-01-08-012 (D. Hopkins & C. Lush) to establish a component on any agreement to purchase land from the Town of Gambo (private, business, commercial or otherwise) to ensure the purchase shall be finalized within one year from the date of the application to purchase. If this application is not finalized after the one year term then the parcel of land would be made available for sale again. An extension may be granted to this set time frame as determined by the Council of the Town of Gambo.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: Councillor N. Philp

Abstaining: 0

Motion Carried

Age Friendly: M. Stockley/B. Pritchett

No Report.

Communications: D. Dyke/N. Philp/B. Pritchett

No Report.

Liaison:

Recreation: C. Lush

The Committee has completed the first flooding of the rink and is scheduled to complete another flooding tonight.

A \$10,000.00 grant has been received for rink upgrades and nets. Money has also been received for a shelter that is being built in conjunction with the Gambo Lions Club.

The next scheduled meeting is this coming Wednesday and Councillor Lush will have further discussions with the Recreation Director then as Council's meeting with SEDCOR is scheduled for the same night.

Fire Dept: D. Dyke

A new executive has been elected for the Fire Dept. Deputy Mayor Dyke will forward the names and positions of the newly elected executive to Council after the meeting.

Motion: 18-01-08-013 (D. Dyke & N. Philp) to accept Keith Peckford as the new Fire Chief for the Gambo Volunteer Fire Department for 2018.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, Councillor N. Philp, M. Stockley, C. Lush, D. Hopkins
Opposed: 0
Abstaining: 0
Motion Carried

Festivals & Events: N. Philp

No Report.

SEDCOR: M. Stockley

There is a meeting scheduled for Wednesday. There is nothing to report aside from that.

Town Manager's Report:

As mentioned earlier, a meeting will be scheduled in the near future with Municipal Affairs and DMG to discuss wastewater solutions for our community.

Contact has also been made with Ed Evans, CNWM, regarding a site visit to the Norris Arm facility. The visit is set to be scheduled in late January.

The next regular meeting is scheduled for January 22nd, 2018.

Councillor Hopkins enquired as to whether or not a meeting had been arranged with ACOA. The Town Clerk/Manager advised that he has not received a response to his request to-date.

Mayor's Report:

The contractors are expecting we will be able to move in to the new portion of the Town Hall by January 18th, 2018. A review of the site gives the impression that the date will be pushed further to the end of January.

As stated earlier, the meeting with the Minister of Transportation and Works has been rescheduled to February 6th, 2018.

Contact has been made with the individual from the Law Firm located in Chicago regarding a scholarship opportunity in recognition of their time spent here during the events of 9/11. Mayor

Lush was advised that the individual would like the scholarship to be offered to education in the US. The individual is hoping to complete a visit to Gambo in the future. It was suggested that something be done as a thank you to this individual during his visit but was decided that as this individual is not the first to offer such support, any plaque or memorial placed would have to include those individuals as well. This further prompted discussions on the possibility of requesting a piece of the towers.

There is a Budget Finance meeting scheduled for 7:30 pm on Monday, January 15th. If necessary, another meeting will be scheduled for Wednesday, January 17th.

Councillor Pritchett will be attending the United Church Anniversary Dinner as a representative of Council.

Concerns:

Councillor Stockley would like to confirm that the scheduled meeting time with SEDCOR is 7:30 pm.

Councillor Lush has some concerns but decided that they could wait until after Council deals with the budget.

Councillor Hopkins would like to note that she appreciates the breakdown of the financials and the reports.

Councillor Hopkins would also like to know if anyone from the office has done a follow-up with the resident of Oram's Manor who had made the complaint of not being able to vote on Municipal Election Day. The Town Clerk/Manager advised that he had been in contact with the resident on Election Day.

Councillor Pritchett questioned if the motion put forth earlier regarding land sales had anything to do with land cleared on Butts Pond Road as it has been a long time with the closing of this agreement. Council was advised that Public Works has been trying to work with the developer on this land.

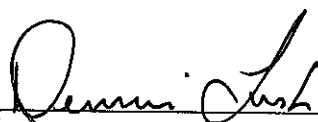
Motion: 18-01-08-014 (D. Dyke & N. Philp) to adjourn the meeting at 9:08 p.m.

In Favor: Mayor D. Lush
Deputy Mayor D. Dyke
Councillors B. Pritchett, Councillor N. Philp, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Signature 
Mayor

Signature 
Town Clerk/Manager