

The Town of Gambo

A special meeting of the Town Council of Gambo was held on April 9th, 2018 at the Smallwood Interpretation Centre, Gambo.

Minutes of the special meeting of the Town of Gambo held on April 9th, 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 7:29 pm

Motion: 18-04-09-075 (C. Lush & D. Hopkins) to approve the Agenda of April 9th, 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: It was suggested and decided to defer the minutes of March 19th, 2018 to the next Regular Council Meeting.

Business Arising from the Minutes: Deferred.

Errors or Omissions: Deferred.

New Business:

Item: Park Contract – Lorne advised that the changes were noted in red but that it was not picked up by the scanner. Councillor Philp gave an overview of the following changes recommended:

- Lessee is responsible for any and all general maintenance or repairs; heavy equipment and operator would be provided when deemed necessary at the discretion of the Town Foreman.
- 'At the discretion of Council' was added regarding the Lessee completing renovations

and repairs.

It was noted that the Committee would be looking at the fees for 2019 as they have to be submitted in May of this year to be published for next year.

Further discussion was held regarding the maintenance of the Park and the following was noted:

- Grading of the Park will be at the discretion of the Town Foreman with grading of the Park Road to continue as normal with Public Works operations.
- Calcium and its application is the responsibility of the Lessee.

Councillor Lush suggested a log book be required for any and all maintenance and repairs completed at the location. It was discussed and decided to add to the contract "contractor shall keep a log of any and all maintenance or upgrades along with any contractors involved in such". Lorne requested clarification on licensing fees as it was included in the initial portion of the contract under the "Town responsibilities" as well as later in the document under "Lessee responsibilities". It was discussed and decided to remove licensing fees from the "Town responsibilities" as even though the Town sometimes pays initially for the Tourism Licensing Fee it is always back-charged to the Lessee.

Motion: 18-04-09-076 (N. Philp & B. Pritchett) to approve the David Smallwood Park Contract for 2018 with the amendments noted.

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: Haley Taylor Project – Economic Development Committee is recommending allowing usage free of charge to host a concert series as requested with the following stipulations:

- All revenue/donations received would have to be donated as stated in the request.
- Recreation will be responsible for the handling and recording of all monies; Recreation has agreed to this.

Motion: 18-04-09-077 (N. Philp & D. Dyke) to approve the usage of the Smallwood Interpretation Centre free of charge to Recreation and the Taylor family to host a concert series with all revenues from the event being donated.

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: Mint Brook Rezoning Amendment – It was discussed that the Province has released the requested rezoning amendment and noted that Council now has to adopt the amendment and set the time for the Public Hearing.

Motion: 18-04-09-078 (D. Dyke & C. Lush) the Town Council of the Town of Gambo hereby adopts the Municipal Plan Amendment No. 2, 2018 and Development Regulations Amendment No. 2, 2018 and sets Monday, April 30, 2018 as the date for the Public Hearing to receive comments on this proposed amendment. The Amendment will approve the redevelopment of the former Mint Brook Church Camp as a commercial campground and tourist cottage facility.

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: Retirement of Town Foreman - Tony Skiffington has submitted his resignation effective May 3, 2018.

Motion: 18-04-09-079 (C. Lush & D. Dyke) to approve the acceptance of the retirement of Town Foreman, Tony Skiffington.

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

It was discussed that Council would look at a way to say farewell to Tony in the near future.

Item: Travel and Attendance for Mayor Lush and Councillor Pritchett; Conflict of Interest and Conducting Municipal Council Meetings – It was noted that combined travel is not possible this time as both attending have conflicting schedules.

Motion: 18-04-09-080 (D. Hopkins & C. Lush) to approve attendance and travel for Mayor Lush and Councillor Pritchett for Conflict of Interest and Conducting Municipal Council Meetings training.

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

Correspondence: Correspondence noted is all under New Business.

Committee Reports: All committee reports except Regulations are deferred until the next meeting.

Regulations: D. Hopkins / C. Lush

Item: Civic Numbers Signage Regulation – Councillor Hopkins advised that enforcement at this point would consist of advising the public, posting notices, informing of the safety aspect attached and sending notices in the form of letters as necessary. Further discussions were held on the following:

- 4.1 & 4.2 – Remove 4.2 and add “at day or night” to the end of 4.1.
- 4.4 – It was discussed and decided that having to install numbers in a horizontal position

would only be applicable to new installations; anyone with numbers currently installed in a vertical position would not have to remove and/or change them. A clause will be added to note this.

- 4.8 – It was decided to remove this section.
- It was suggested and decided to go back to the beginning of the document and continue on in order of any of the sections that require further discussion. Mayor Lush wanted to note that he believes this is a great initiative and one of great importance in regards to safety and emergencies. He further noted that he does have a concern with forcing people to do this and adding additional taxes and/or fees to the taxes already incurred.
- 3.4 – Clarification requested – Council will provide a reimbursement for costs associated to renumbering when a civic address has been reassigned by the Municipal Assessment Agency.
- 3.8 – It was discussed and decided to remove this section and to create a ‘blanket’ regulation regarding distances from the road that would be applicable to all structures/items placed on a property.
- 4.9 – It was decided to remove the word “second” from this section as it would be unfair to require all residents to incur the costs associated with installing two sets of numbers.
- 4.6 #2 – This should read 4.11. Discussions were held on the sizing requirement and it was decided to keep this section as-is.
- 5.1, 5.5 & 5.6 – It was discussed that the Town of Gambo currently has no personnel to enforce this regulation. It was further noted that we do not have the authority to issue tickets for non-compliance with this regulation as we do not have an Enforcement Officer. Councillor Hopkins suggested removing the portions regarding an Enforcement Officer and amending the Regulation when or if it was necessary. Councillor Pritchett suggested purchasing numbers to have on-hand at the office for residents to purchase. Councillor Stockley noted his agreement with requesting the process but further noted his concern with enforcing it. Councillor Philp suggested taking the summer to do an education program of sorts highlighting the benefits and the importance of the request and to revisit the Regulation at a later date if necessary. It was decided to remove the Enforcement portion from these sections.

Motion: 18-04-09-081 (D. Hopkins & C. Lush) to approve the Civic Number Signage Regulation with the amendments noted.

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: Remote Meeting Attendance Policy – A general discussion was held regarding this policy with the following items noted:

- Three hours or as soon as possible before the meeting
- Clarification was requested on what electronic means for communications were available. It was noted that Skype and FaceTime are the current applications used. It was discussed and decided that “or other application as deemed acceptable by Council” would be added to this section to incorporate today’s ever-changing technology.
- The percentage of meetings missed = to how many days?

- It was noted to ensure that a quorum would be in attendance or the meeting would have to be cancelled if communication with the person attending remotely was disconnected and could not be reestablished.
- It was further noted to have the final section of the policy regarding the disconnection of calls/video chat applications changed to state '2 attempts or 10 minutes' as the duration for attempted reconnect.

Motion: 18-04-09-082 (D. Hopkins & N. Philp) to approve the Remote Meeting Attendance Policy with the amendments noted.

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: Smallwood Interpretation Centre Rental Rates Policy – A general discussion was held regarding this policy with the following items noted:

- Rental fees are as follows: \$175 flat rental fee to include janitorial; \$200 rental fee to include a bartender and janitorial; \$300/day rental fee for an all day conference to include a staff member to provide tea/coffee/snacks only and janitorial.
- It was decided to add “at the discretion of Council” to the section regarding not-for-profits using the Centre.
- A designated time for the renter to decorate was discussed. It was then discussed that decorations cannot be placed in a way that would be damaging to the walls, furniture or permanent fixtures of the building. It was also noted that the coordinator would have to remove all consignment items from the area during events.
- Clarification was given regarding the provision of food by our staff; renters will be responsible for arranging food services, if required. Our staff will only be responsible for providing snacks in the event of a conference.
- Clarification was requested regarding whether or not a staff member is required to be present for an event. The discussion was that a staff member would not have to be present for each event. It was suggested to have a signed agreement put in place noting the renter’s liability for any damages that may occur during an event.
- Clarification was also requested regarding entrance to the building for events if a staff member was not required to be present. It was first discussed that the coordinator would be responsible for letting them in and closing the building. It was then discussed that a staff member could do a walk-through with the renter to determine the condition of the building and get the person to sign the waiver/agreement at that time. It was also discussed that a key and special code could be designated specifically for renting the building.

Motion: 18-04-09-083 (D. Hopkins & N. Philp) to approve the Smallwood Interpretation Centre Rental Policy with the amendments noted.

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 Policy – A general discussion was held regarding this policy with the following items noted:

- It was discussed and decided to follow the government rate paid for kms travelled and this would change quarterly as the provincial rate changes.
- It was discussed that the miscellaneous fee noted included parking and did not require receipts. It was discussed and decided to change this section to remove the miscellaneous fee as it is and note that receipts would be required for reimbursement for parking.

Motion: 18-04-09-084 (D. Hopkins & B. Pritchett) to approve the Travel Policy with the amendments noted.

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

Liaison: All liaison reports are deferred until the next meeting.

Mayor's Report:

The Smallwood Interpretation Centre & Events Coordinator started in her position today. As this meeting is a Special Meeting called specifically to discuss Regulations, information regarding this decision will be presented at the next meeting.

Apologies noted for errors in the recent Newsletter; Age Friendly Committee should have read co-chairs Councillor Pritchett and Councillor Stockley. As well, Fraser Lush was accidentally omitted from the OH&S Committee.

The Humbolt accident – just a mention that hockey sticks are being left out on porches in recognition of this accident to show support if anyone is interested in doing this as an acknowledgement. This will be mentioned to the Recreation Commission as well.

A committee will be put in place to discuss the Town Foreman position and will consist of Deputy Mayor Dyke, Councillor Hopkins, Councillor Lush, Councillor Philp and a representative from the Public Works Dept.

There may be some minor changes in the near future regarding the current Committees of Council.

Concerns:

Councillor Philp wanted to note that his previous conflict regarding the Government of NL and businesses who he offered plaster/painting services to will no longer be applicable as he will be starting a new employment endeavor with Nav Canada as of April 16th, 2018.

Councillor Hopkins noted her concerns with having just one meeting per month.

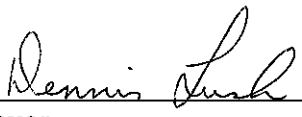
Motion: 18-04-09-085 (D. Dyke & C. Lush) to adjourn the meeting at 9:43 p.m.

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

Signature 
Mayor

Signature 
Town Clerk/Manager