

The Town of Gambo

A regular meeting of the Town Council of Gambo was held on July 16th, 2018 at the Smallwood Interpretation Centre, Gambo.

Minutes of the regular meeting of the Town of Gambo held on July 16th, 2018 at the Smallwood Interpretation Centre, Gambo.

Members in Attendance

Mayor Dennis Lush
Deputy Mayor Darren Dyke
Councillor Barbara Pritchett
Councillor Mark Stockley
Councillor Desiree Hopkins
Youth Representative -- Jenna Pritchett
Lorne Greene – Town Clerk/Manager
Cindy Collins – Administration Clerk

Members Absent

Councillor Nathan Philp
Councillor Craig Lush

Visitors

Mayor Lush called the meeting to order at 7:03 pm.

Mayor Lush welcomed Mr. Jim Lane and Ms. Debbie Humphries to the meeting.

Motion: 18-07-16-166 (B. Pritchett & D. Hopkins) to approve the Agenda of July 16th as presented.

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

Opposed: 0

Abstaining: 0

Motion Carried

Motion: 18-07-16-167 (M. Stockley & D. Hopkins) to approve the minutes of June 18th as presented.

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

Opposed: 0

Abstaining: 0

Motion Carried

Business Arising from the Minutes:

None noted.

Errors or Omissions:

None noted.

New Business:

Item: Request from gallery visitors – Mayor Lush advised of a meeting between the Mr. Lane, Ms. Humphries and the Public Works Committee to discuss a request from Lanes Chip Trailor. Mr. Lane would like to see the food vendors on the lookout rotated so that all registered food vendors could have an equal opportunity to do business at Joey’s Lookout. He further advised that Public Works will be looking in to the legalities of the request as permits for 2018 have been issued stating the approved locations and any stipulations pertaining to the vendor. Mr. Lane noted that his was request was to better all registered vendors and not just his personal business.

It was suggested and decided to request that the Regulations Committee work on creating Vendor Regulations for Council to adopt.

Mr. Lane and Ms. Humphries left the meeting at 7:15 pm.

Correspondence:

Council Meeting Correspondence			
Received from	Received on	I / A	Details
Municipal Assessment Agency	June 19	I	MAA's Audited Financial Statements Available Online
NL Power	June 19	I	LED Street and Area Lighting Proposal
Dept of Municipal Affairs	June	I	Special Assistance Grant Application Process
MNL	June 29	I	MNL Selected to help Municipalities in NL Make Stronger Infrastructure Decisions
SAM	June 29	I	SAM Newsletter - Spring 2018
Dept of Municipal Affairs	June 29	I	Long Service Awards
Central Newfoundland Waste Management	July 5	I	Audited Financial Statements
Dept of Municipal Affairs	July 6	I	Capital Investment Plan Cancellation (Gas Tax - Booster Pump)

Newfoundland Power	July 13	I	E-bills Contest Winner - Appleton
Wendy McDonald	July 13	I	Festival Report
Heart & Stroke Foundation	June 21	A	Mayor's March
Central Newfoundland Waste Management	June	A	Electronic Waste Disposal Ban
Dept of Municipal Affairs	July	A	Training and Professional Development Opportunities 2018

It was noted that the first 9 items are for information purposes only.

Item: Festival Report – Councillor Pritchett advised that the Events Coordinator and the Smallwood Days Committee would like to request for a few Councillors to prepare the BBQ for the Opening Ceremony.

Item: Mayor’s March – It was discussed and decided that the Town currently has too much ongoing to organize this event at this time.

Item: Electronic Waste Disposal Ban – It was discussed and decided that this information would be advertised on the Town’s Social Media page and Website. It was also discussed that an e-waste collection day could possibly be held in conjunction with the Household Hazardous Waste Drop-Off Day.

Item: Training and Professional Development Opportunities – It was discussed and decided that Council would further review the opportunities and submit their preferences to Lorne for review and budget analysis.

Committee Reports:

Finance: D. Dyke/M. Stockley

Item: Temporary Janitorial Contract – Awarded to TDR Rowsell Holdings Ltd.

Motion: 18-07-16-168 (D. Dyke & M. Stockley) to award the temporary Janitorial Contract to TDR Rowsell Holdings Ltd. at a cost of \$759.00 bi-weekly, HST inclusive, for a period of sixty (60) days with the option to extend the contract for an additional sixty (60) days with the same parameters if required.

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

Opposed: 0

Abstaining: 0

Motion Carried

Item: Request for Refund – Finance is recommending not to approve the full requested refund as the onus is on the property owner to appeal their assessment within 30 days of receipt of the Notice of Assessment in the fall. Further, Finance is recommending a refund of \$208.03, which represents an overpayment of taxes due to a property reassessment.

Motion: 18-07-16-169 (D. Dyke & M. Stockley) to deny the full requested refund and to approve a refund in the amount of \$208.03, which represents an overpayment of taxes due to a property reassessment.

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

Opposed: 0

Abstaining: 0

Motion Carried

Item: Sponsorship Request; Canada Hunts – No donation at this time.

Item: Travel Claim; Mayor Lush – Travel claim in the amount of \$36.87.

Motion: 18-07-16-170 (D. Dyke & M. Stockley) to approve a travel claim for Mayor Lush in the amount of \$36.87 for travel to Gander to attend an announcement by the Minister for a new Long-Term Care Facility.

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

Opposed: 0

Abstaining: Mayor D. Lush

Motion Carried

Item: Travel Claim; Town Clerk/Manager – Quarterly travel in the amount of \$375.00.

Motion: 18-07-16-171 (D. Dyke & M. Stockley) to approve a travel claim for the Town Clerk/Manager in the amount of \$375.00 for the months of April, May and June.

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

Opposed: 0

Abstaining: 0

Motion Carried

Item: Park Revenue HST – Defer to Economic Development or SEDCOR, depending on Council's decision on the continuation of Economic Development as a Committee of Council.

Item: Botwood Mural Arts Society; Global Mural Art & Cultural Tourism Conference Invitation – Defer to SEDCOR.

Item: A/R Adjustments – Poll Tax adjustment of \$1,397.95.

Motion: 18-07-16-172 (D. Dyke & M. Stockley) to approve the Accounts Receivable Adjustments in the amount of \$1,397.95.

In Favor: Mayor D. Lush

Deputy Mayor D. Dyke
Councillors B. Pritchett, M. Stockley, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Accounts Payable Cheque Register – In the amount of \$67,927.31.

Motion: 18-07-16-173 (D. Dyke & M. Stockley) to approve the Accounts Payable Cheque Register in the amount of \$67,927.31.

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

Opposed: 0

Abstaining: 0

Motion Carried

Item: Vendor Aged Trial Balance – In the amount of \$42,929.41.

Motion: 18-07-16-174 (D. Dyke & M. Stockley) to approve the Vendor Aged Trial Balance in the amount of \$42,929.41.

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

Opposed: 0

Abstaining: 0

Motion Carried

Public Works: C. Lush/M. Stockley

Item: Baxter Collins re: Pioneer Street Extension – More information regarding previous Council's decision regarding the extension will be reviewed by Public Works, including an updated cost-estimate. Lorne will be assessing the information to see if Council is able to avail of Gas Tax Funding to complete this project.

Item: Mr. Lane, Vendor Request – This request was discussed earlier.

Item: Tender for Brush Cutting on J.R. Smallwood Blvd. – Councillor Stockley advised that we have received approval for a grant of \$15,000. It was noted that the Lumsden office of Trans & Works is scheduled to complete ditching and shouldering in the area this year and that the Committee has decided to wait to complete our work until Trans and Works completes theirs as it will eliminate some of ours and ultimately reduce our expenses.

Item: 2-4 Crosses Street; Garage application – Recommending approval for this application. No concerns were received from residents regarding the location of the proposed garage but there were concerns raised about trees in the area that create poor sightlines at the intersection. The Forestry Dept requested clarification regarding snow clearing in the winter; they use the area next to the proposed garage to park cars and push off snow. This will not be an issue as the

resident has expressed his desire to be accommodating to whatever is necessary to be granted permission to build namely the location of the garage doors to the side of the building.

Motion: 18-07-16-175 (M. Stockley & D. Hopkins) to approve the application to construct a garage at 2-4 Crosses Street.

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

Opposed: 0

Abstaining: 0

Motion Carried

Item: Temporary Janitorial Contract – This issue was dealt with in Finance.

Item: Application for a Dumping Station – Recommending to deny the request to connect to the Municipal Infrastructure but to suggest to the applicant the possibility of installing a self-contained holding tank instead.

Item: Request for Speed Bumps; George Street - Recommending to deny this request as there have been no other concerns registered in the area. Also recommending to advise the resident to contact the RCMP with their concerns with speeding vehicles.

Item: Centennial Road Paving Project – Our Engineers have completed the tendering process for this project. Our work with the main lines in the area as well as the contractors work with the lines will have to be completed before this project can begin. This has been discussed with our Engineers and has been added to Public Works list of duties.

Item: Business Application; RV Park and Campground – Recommending approval for the RV Park and Campground as the Rezoning Process for this area has been completed and will now allow for the operation of this type of business.

Motion: 18-07-16-176 (M. Stockley & D. Hopkins) to approve the application to operate an RV Park and Campground Business at Mint Brook.

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

Opposed: 0

Abstaining: 0

Motion Carried

It was noted that an application for an apartment to be located on the property was received with the business application but this item would have to be deferred as it is permitted as a Discretionary Use of Council and will have to follow the Discretionary Use application process.

Item: OHS Office Report – We had a visit from an OHS Officer to do an inspection of the Water and Sewer Infrastructure. A few concerns were noted but no major issues were reported. The majority of the concerns were housekeeping items and have been corrected. One item that is still outstanding is the issue in the Chlorine House.

Administration: N. Philp/D. Dyke

Item: Temporary Janitorial Contract – This item has been previously discussed.

Item: Vehicle Information Tracking – Currently searching for information on this and will bring the acquired information to the next meeting.

Item: Recreation Director/EDO – There is a meeting scheduled with the Recreation Director/EDO to discuss the request for the position to assist at the Town Office.

Occupational Health & Safety: B. Pritchett

Item: Deck at the Smallwood Interpretation Centre – Posts will be repaired as necessary.

Item: No Smoke Detectors in the New Building – Lorne advised that he spoke with Exploits Engineering Consultants Ltd. regarding this and was advised that there is no requirement for this on a temporary basis.

Item: Violence Policy and Working Alone Policy – The Committee is working on both of these.

Item: Working Alone App – Lorne has contacts and some information on this and will be reviewing it.

Item: Safe Work Procedures – Safe Work Procedures will be completed for the top 10 jobs.

Item: Ergonomic Assessment – Quotes for this were high. This will be looked at as a request from OHS for the 2019 Budget.

Item: New Building is Currently Not Wheelchair Accessible – Lorne has contacted our Engineers on this issue and they are making the arrangements to rectify this.

Economic Development: N. Philp/B. Pritchett

No report.

Emergency Planning: D. Dyke/N. Philp

No report.

Regulations: D. Hopkins/B. Pritchett

No report.

Age Friendly: B. Pritchett/D. Hopkins

Bobbi has been working on the surveys and has been busy contacting people. They have

received several concerns already. There is a luncheon planned with Community Health where Bobbi will be available to offer assistance with the survey should anyone require it.

Communications: D. Hopkins/D. Dyke/B. Pritchett

No report.

Liaison:

Recreation: D. Hopkins

There are currently 11 students employed through Recreation. The program is well attended again this year.

It was noted that the Town is currently employing:

- 1 student and support worker under the Gambo and Area Employment Corporation.
- 1 Provincial Summer Jobs, High School Component, student.
- 11 students through the Recreation Commission.
- 1 Provincial Summer Jobs, Post-Secondary Component, student – this position was advertised with no interest for the Tidy Towns Worker and permission has been given by the Program Operators to move this position to Recreation under the Post-Secondary Component.

Fire Dept: D. Dyke

- Ross Gambin has invited the Fire Dept. to do a fundraiser in front of the store again tomorrow from 1:00 to 4:00 pm.
- Thursday morning there will be a demonstration with the fire truck for Recreation.
- The Fire Dept. will be selling moose burgers again this year at the Festival.

Festivals & Events: N. Philp

Councillor Pritchett spoke on this item as Councillor Philp was absent:

- The Committee would like to recognize two previous members for their years of dedication and would like the Mayor to take part.
- The Committee is requesting that Council make an effort to make a larger appearance during the Festival; ideally they would like to see a Councillor present at every event.
- The Events Coordinator provided a copy of correspondence that was previously sent to a vendor who has stated that they did not receive notification regarding the Festival.

SEDCOR: M. Stockley

- SEDCOR would like to see better signage posted for the Interpretation Centre
- They will be selling tickets on a summer prize pack.
- They are reviewing the list of deficiencies to be worked on.
- Local artists, Tracy Traverse and Marguerite Curtis, to do an artistic display of trees and tree products at the Interpretation Centre.
- Hayley Taylor to do a 'Music on the Trail' session in the Middle Brook Trail.

Dover & Area Family Coalition: C. Lush

No report.

Youth Representative: J. Pritchett

Summer holidays; no report.

Town Manager's Report:

All items have to report been discussed throughout the meeting.
Lorne advised that he will be away on holidays from July 23rd to 31st.

Mayor's Report:

- Mayor Lush advised Council that he feels they should be focusing on infrastructure so that the Town will become more proactive than reactive when dealing with repairs. It was discussed that Council should be supporting the office staff and the outside staff to see this accomplished.
- The Public Works Department is currently short 2 staff members; Lorne will be posting an ad for a temporary full-time, regularly seasonal/call-in, position to fill one of these positions.
- The Animal Control Officer/General Maintenance Worker has been hired and can help the Maintenance Worker when necessary.

Concerns:

Councillor Pritchett noted a few concerns:

- The no camping sign by the trail is gone.
- She has received a request to have the lines painted on Pine Tree Road; this request has been previously received at our office and the supplies have been ordered to complete the work.
- The intersection of Crosses Road and Pine Tree Road has poor sightlines due to overgrown trees in the area; there has been previous discussion on this and Public Works is looking at the concerns.
- Community Post Offices – it's been noticed that the Gambo South Post Office has been getting renovations while it appears the other Post Office has not. She noted a concern that maybe that may mean we could lose the other Office. Lorne advised that Canada Post contacts Council for their input before making any major changes to their locations such as hours or closures. It was suggested to defer this item to Public Works to look at.
- The road in the Park needs grading and there is a portion of the trail that is washed out from the rain. It was noted that the trail was on the list to be fixed this afternoon and that we are waiting on a part for the grader in order to be able to grade the roads properly.

Jenna would like to advise that the meeting in August will be her last meeting.

Councillor Hopkins enquired about the following:

- The ownership of the stairs in by the Falls as they are deteriorating. Lorne will look at this.
- There are several washouts on the shoulders of the road throughout town. Lorne advised that Trans & Works are scheduled to do repairs in the area at some time this year.
- Economic Development Report; are we aware of any community that is doing this. Lorne advised that we should have access to the Regional Report
- Town Hall update; Lorne advised that there are ground monitors installed that will have to be in place for at least a year. As well, it may be 3 – 4 weeks before construction resumes.

Deputy Mayor Dyke requested that a call be placed to the RCMP to up their patrols in the Butts Pond Road area as the Fire Dept were called out to extinguish a fire in the area that had been lit the previous night.

Jenna left the meeting at 8:50 pm.

Motion: 18-07-16-177 (D. Dyke & B. Pritchett) to move to a privileged meeting at 8:51 pm.

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

Opposed: 0

Abstaining: 0

Motion Carried

Motion: 18-07-16-178 (D. Hopkins & B. Pritchett) to move to a public meeting at 9:47 pm.

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

Opposed: 0

Abstaining: 0

Motion Carried

Motion: 18-07-16-179 (M. Stockley & B. Pritchett) to advise the developer interested in purchasing the land on Pine Tree Road that they have 7 business days to submit a \$5000.00 nonrefundable deposit with a further 10 days to sign the Purchase and Sale Agreement.

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

Opposed: 0

Abstaining: 0

Motion Carried

Motion: 18-07-16-180 (D. Dyke & M. Stockley) to extend the Maintenance Worker position for an additional 4 weeks.

In Favor: Mayor D. Lush

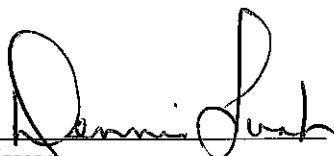
Deputy Mayor D. Dyke
Councillors B. Pritchett, M. Stockley, D. Hopkins

Opposed: 0
Abstaining: 0
Motion Carried

Motion: 18-07-16-181 (D. Hopkins & B. Pritchett) to adjourn the meeting at 9:51 pm.

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

Opposed: 0
Abstaining: 0
Motion Carried

Signature 
Mayor

Signature 
Town Clerk/Manager