

The Town of Gambo

A Regular Meeting of the Town Council of Gambo was held on June 8th, 2020 at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town of Gambo held on June 8th, 2020 at the Gambo Town Hall, Gambo, NL.

Members in Attendance

Mayor Craig Lush
Deputy Mayor Darren Dyke
Councillor Desiree Hopkins
Councillor Lori Moss
Councillor Peter Lush
Councillor Mark Stockley
Councillor Nathan Philp (via conference)
Town Clerk/Manager, Lorne Greene
Admin Clerk, Cindy Collins

Members Absent

Visitors

Mayor Lush called the meeting to order at 6:32 pm.

Lorne requested to add the following items to the Agenda:

- Bayview Road
- Pioneer Street Extension
- 230B J.R. Smallwood Blvd.
- VIC Manager Interviews

Councillor Lush requested to add the following item to the Agenda:

- Public Notice/Update

Motion: 2020-06-08-104 (P. Lush & D. Hopkins) to approve the Agenda of June 8th, 2020 with the addition of the above-noted items.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Councillor Lush requested confirmation that the meeting was streaming live for the public.

Motion: 2020-06-08-105 (D. Hopkins & P. Lush) to approve the minutes of the Regular Council Meeting of May 4th, 2020 as presented.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Business Arising From the Minutes:

- Councillor Lush requested a confirmation on Council's position on the operation of the Smallwood Interpretation Centre for the 2020 tourism season. It was noted that there are no plans to open the Centre at this time but that interviews for a VIC Manager position have been conducted and will be hired for 8 weeks.
- Councillor Lush requested an update on the David Smallwood Municipal Park. It was noted that the park was now open for the season. Lorne advised that he had met with the park operators to discuss the required restrictions that are in place due to the COVID-19 Pandemic.
- Councillor Lush requested an update on the usage of the Track And Field Facilities. Lorne advised that he has been in contact with the school and they do not have an issue with the track being used as a one-directional walking track by the community.
- Councillor Lush requested an update on whether or not vendors were being permitted to sell from Joey's Lookout this year. It was noted that a permit has been issued for this location.

New Business:

Item: Bayview Road – Lorne advised that there was a garage located on Bayview Road that was requesting to connect to an existing sewer system on the property that was previously in place for the home that used to be on the property. It was discussed and decided that Council had no objections to this.

Motion: 2020-06-08-106 (D. Dyke & P. Lush) to allow the garage located at 38 Bayview Road to connect to the existing sewer system on the property.

Councillor Lush called a point of order before the vote could continue to confirm that Councillor Philp was present via remote attendance. Councillor Philp confirmed.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Pioneer Street Extension – Mayor Lush and Lorne had a meeting with our Engineer, Reg Hedges of DMG Consulting Ltd., today. A review of the project found several areas that required changes and/or upgrades. It was noted that the new total cost of the project is still within Council's previously set budget.

Motion: 2020-06-08-107 (P. Lush & L. Moss) to accept the proposed changes and/or upgrades to the Pioneer Street Extension Project with a new total project cost of \$133,279 + HST.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: 230B J.R. Smallwood Blvd. – Lorne advised that 2 quotes were received for the demolition with the lowest quote received at \$7,475.00 (HST inclusive).

Motion: 2020-06-08-108 (P. Lush & N. Philp) to approve the quote for the demolition of the house located at 230B J.R. Smallwood Blvd. at a cost of \$7,475.00 (HST inclusive).

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: VIC Manager Position – Lorne advised that Councillor Hopkins and SEDCOR Chair, Barb Pritchett, assisted him in conducting the interviews for this position. They were recommending to hire Corina Hayes for the position. Councillor Philp enquired as to who this position would report to. It was noted that this position would report to the Town Clerk/Manager but that some direction could be given from the SEDCOR Chair.

Motion: 2020-06-08-109 (D. Hopkins & L. Moss) to hire Corina Hayes for the position of the VIC Manager for a duration of 8 weeks.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Community Cleanup – Councillor Hopkins advised that a community cleanup is possible if people maintain social distancing. She will tentatively arrange this for the 27th of June. It was noted that only half of the town would be cleaned as the construction is currently ongoing for the remainder of the town, making it unsafe for residents to cleanup many areas.

It was also discussed to schedule a Town Cleanup for the fall of the year as we have not been able to arrange a week-long cleanup so far this year due to COVID-19 precautions.

Item: Public Notice/Update – Councillor Lush is requesting that we publish a Public Notice to update residents on the proper procedures required to make a payment, apply for a permit and other routine activities associated with the Town Hall. It was further suggested to start a tracking log of everyone who visits the Town Hall as a precautionary contact tracing measure.

Correspondence:

Council Meeting Correspondence - June 8th, 2020

| Received from | Received on | I / A | Details |
|---|-------------|-------|---|
| Department of Municipal Affairs and Environment | April 28th | I | Work In or Within 15 Metres of a Waterbody |
| Department of Municipal Affairs and Environment | April 30th | I | Summer 2019 Drinking Water Quality Data |
| Newfoundland Labrador Liquor Corporation | May 6th | I | Initiatives to Support Businesses through the Coronavirus |
| RCMP - Glovertown Detachment | May 6th | I | Monthly Mayor's/Council's Policing Report for April 2020 |
| Department of Municipal Affairs and Environment | May 6th | I | Operational Guidelines for Commercial and Large Public Buildings WITH Reduced or No Water Use during COVID-19 |
| Department of Municipal Affairs and Environment | May 8th | I | Overview of Alert levels relevant to Local Governments |
| Municipal Assessment Agency Inc. | May 20th | I | 2021 Annual Assessment |
| Department of Municipal Affairs and Environment | May 25th | I | 2020 Real Property Tax Exemption - Farm Land |
| Dept. of Advanced Education, Skills and Labour | May 25th | I | JCP - Walsh House |
| Dept. of Advanced Education, Skills and Labour | May 28th | I | Student Summer Employment - High School |
| Municipalities NL & Labrador | June 4th | I | Municipal Awareness Day |
| Dept. of Municipal Affairs and Environment | June 2nd | I | Changes to Procurement Thresholds |
| RCMP - Glovertown Detachment | June 5th | I | May Policing Report |
| Association of Earlychildhood Educators | April 30 | A | Early Childhood Educator's Week Proclamation |

| | | | |
|---|----------|---|---|
| Department of Municipal Affairs and Environment | May 4th | A | Prime Consultant Agreement - Lift Station Upgrades |
| Children's Wish | May 6th | A | Donation - Run the Rock |
| Municipalities Newfoundland and Labrador | May 8th | A | RCMP Musical Ride - Seeking Interest in August 2021 |
| Stewardship Association of Municipalities | May 15th | A | SAM AGM |
| Department of Municipal Affairs and Environment | May 19th | A | Fire Protection Services |
| Department of Municipal Affairs and Environment | May 19th | A | Emergency Management Plan |
| Trio Benefits | May 22nd | A | Notice of NLMEB Annual General Meeting |
| WERAC | June 5th | A | Protected Areas Plan |

Item: Early Childhood Educator's Week – This proclamation has already been signed by the Mayor.

Item: PCA; Lift Stations Upgrades – This has already been signed.

Item: Children's Wish Foundation; Run The Rock Donation – This is a donation that is made on an annual basis.

Motion: 2020-06-08-110 (D. Dyke & P. Lush) to approve a donation in the amount of \$100.00 to Run The Rock.

In Favor: Mayor C. Lush
 Deputy Mayor D. Dyke
 Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: MNL; RCMP Musical Ride – It was discussed and decided to contact to confirm our interest in this event.

Item: Municipal Affairs; Fire Protection Services – This correspondence had been received and dealt with previously.

Item: TRIO; Meeting – Lorne usually attends this meeting.

Item: WERAC; Protected Areas Plan – Lorne was directed to send correspondence advising that Council does not support this endeavor and that they have not received enough information or have had any consultations on this plan.

Motion: 2020-06-08-111 (D. Dyke & P. Lush) to approve sending correspondence advising that Council is not in support of this protection plan for the Gambo Pond and other local backcountry area.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Finance Committee:

Mayor Lush advised that there is a change in the Finance Committee members. Deputy Mayor Dyke stepped down from the role as Chairperson. Councillor Lush will now sit as Chairperson and Councillor Hopkins will sit on the committee.

Motion: 2020-06-08-112 (M. Stockley & L. Moss) to accept the changes to the Finance Committee as noted above; Councillor Lush as Chairperson and Councillor Hopkins as Committee Member.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Motion: 2020-06-08-113 (M. Stockley & L. Moss) to approve the change of signing authority required to accompany the change in Chairperson of the Finance Committee; the removal of Deputy Mayor Dyke and the addition of Councillor Lush.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: January Bank Statement –

Motion: 2020-06-08-114 (D. Dyke & P. Lush) to accept the January Bank Statement in the amount of \$199,925.55.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: February Bank Statement –

Motion: 2020-06-08-115 (D. Dyke & P. Lush) to accept the February Bank Statement in the amount of \$358,787.94.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: March Bank Statement –

Motion: 2020-06-08-116 (D. Dyke & P. Lush) to accept the March Bank Statement in the amount of \$382,123.78.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: April Bank Statement –

Motion: 2020-06-08-117 (D. Dyke & P. Lush) to accept the April Bank Statement in the amount of \$433,067.78.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0
Abstaining: 0
Motion Carried

Item: Correspondence from Family Pizza; Business Tax Inquiry – The Committee decided that the 2019 Business Tax would remain the same as the tax had been prorated for the dates the business was in operation only but the taxes levied for 2020 would be reviewed at a later date.

Item: Correspondence from Freshwater Bay Boat Tours – This was a request for a reduction in Business Tax due to the restrictions put in place for COVID-19. While there are no objections to this, the Committee will need to complete a review before a decision can be made.

Item: 8 Cabot Road – Correspondence was received advising that this land is now vacant as the building was demolished and, as such, requesting an adjustment of the water/sewer charge from Residential to Vacant Land Water & Sewer Tax.

Motion: 2020-06-08-118 (D. Dyke & P. Lush) to adjust the Water/Sewer Tax for this account from Residential to Vacant Land Water & Sewer Tax.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: 67 J.R. Smallwood Blvd. – Correspondence was received advising that the apartment on site is no longer being rented and, as such, requesting to adjust the water/sewer charge as applicable to the apartment.

Motion: 2020-06-08-119 (D. Dyke & P. Lush) to adjust the Water/Sewer Tax for this account to 1 Residential charge.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Municipal Assessment Agency – Property located at 566-568 and 570-572 J.R. Smallwood Blvd. combined and property tax to be adjusted accordingly.

Motion: 2020-06-08-120 (D. Dyke & P. Lush) to adjust the property tax and vacant land water & sewer tax for this account in the amount of \$600.00 due to the combination of properties located at 566-568 and 570-572 J.R. Smallwood Blvd.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Farm Land Tax Exemption – Government regulated tax exemption.

Motion: 2020-06-08-121 (D. Dyke & P. Lush) to adjust the property tax in the amount of \$1,382.95 for farm land as per government requirements for 3 and 5 Mitchell's Point.

In Favor: Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: Mayor C. Lush due to conflict

Motion Carried

Item: Lift Stations Preventative Maintenance Inspections – The amount for this budgeted item will decrease due to the approval of three lift station upgrades through another project.

Motion: 2020-06-08-122 (D. Dyke & P. Lush) to accept the new cost to complete an annual preventative maintenance inspection on the lift stations in town for the amount of \$9,712.00.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Accounts Receivable Adjustments –

Motion: 2020-06-08-123 (D. Dyke & P. Lush) to approve the accounts receivable adjustments in the amount of \$2,614.14.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

It was noted after this motion was passed that the total for the adjustments included the previously motioned and approved adjustments.

Item: Arts & Heritage Grant; Smallwood Days – Requires further information and discussion.

Item: Smallwood Park Site Rates and Business Tax – It was decided that there would be no adjustment to the site rates for 2021. It was further decided to reduce the cost of a Seasonal and Non-Seasonal site for the Park by 10% for the 2020 season. The business tax would be reviewed at a later date.

Motion: 2020-06-08-124 (D. Dyke & P. Lush) to reduce the cost of a Seasonal and Non-Seasonal site for the Park by 10% for the 2020 season.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Financial Overview – The Finance Committee reviewed a financial overview for the Town as of June 4th, 2020. We seem to be doing well in light of the current economic struggles that many are facing as a result of COVID-19.

Item: Vendor Aged Trial Balance –

Motion: 2020-06-08-125 (D. Dyke & P. Lush) to approve the Vendor Aged Trial Balance in the amount of \$35,033.99.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Accounts Payable Cheque Register –

Motion: 2020-06-08-126 (D. Dyke & P. Lush) to approve the Accounts Payable Cheque Register in the amount of \$76,368.62.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Public Works Committee:

Item: Clean-up Week – The committee is suggesting to set up dumpsters at the Town Yard and to host a “Drop Off Day”. It was noted that it would be difficult to host a full scale clean up week this year due to the ongoing road construction. It was also noted that staff safety in relation to COVID-19 was a priority. A full scale clean up week will be scheduled some time during the fall if there are no extenuating circumstances preventing it.

Item: Road Maintenance, Traverse Pond – Cabin owners in the Traverse Pond area are requesting that the Town provide basic road maintenance to the boat launch road. Public Works is recommending denying this request.

Item: JCP, Walsh House – Participant applications are being looked at. Councillors Philp and Lush had a discussion on the reasoning for investing money in to the Walsh House.

Item: WERAC NL, Protected Areas Plan – It was discussed and decided to send correspondence to WERAC to advise of Council’s disapproval of the proposed protected area plan and of the lack of consultation with the surrounding communities before announcing the plan. It was further suggested for the office to get in touch with surrounding communities who may be impacted by this decision and request their support.

Item: Garage Application, Balsom Street – Further information is required for this application and a discussion with NL Power is required.

Item: J.R. Smallwood Blvd. Upgrades – The ditching and culvert replacements have started. There are several large projects that the Town needs to have completed before the paving can begin. The contractor advises that it will be approximately three weeks until the paving begins. It was discussed that some of this work may have to be contracted out to allow for its completion within the estimated timeframe.

Administration Committee:

Item: Union Contract – No communications since the last request to meet.

Item: SEDCOR Position – Interviews for the Smallwood Interpretation Centre Manager have been completed with a recommendation to hire Corrina Hayes. This position will be for 8 weeks.

Item: Staffing Overview – It was noted that several employees have a large amount of annual leave built up. It is being recommended to employees that they start using this leave.

OHS Committee:

No report. Councillor Moss and Cindy are registered to attend OHS Committee Training on June 18th and 19th. A meeting will be scheduled before the end of the month.

Emergency Planning Committee:

No Report but a meeting will be scheduled next month.

Regulations Committee:

Item: SEDCOR; Memorandum of Understanding – Lorne will be touching base with Barb again. A preliminary review of the document brought forth a concern with Council stating that an employee be present at all events.

Item: Governing Procedures of Meetings for the Town of Gambo – In the process of being reviewed by the Committee. Councillor Hopkins requested that Councillors could forward their input to Lorne if they had something to contribute.

Item: Councillor Travel – Deferred as more information is required.

Item: Vendor Regulations – It was noted that the Vendor Regulations were not adopted to include the motion previously made by Council that a permit for anyone under the age of 18 was free.

Motion: 2020-06-08-127 (D. Hopkins & L. Moss) to accept the revision of the fee schedule of the Vendor Regulations to include: free for anyone under the age of 18.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors L. Moss, D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Item: Water & Sewer Regulations – Still under review by the Committee.

Age-Friendly Committee:

No Report.

Communications Committee:

Item: New Website – A preliminary design for the platform has been reviewed by the Committee and recommendations have been sent back to the developer.

Liaison Reports**Recreation:**

The Tender for the playground equipment has been awarded. The Recreation Director is unsure as of yet if we will be able to go ahead with the Summer Recreation Program

Fire Department:

No Report but they are in the process of finding out if they will still be able to hold their moose burger sale fundraisers with all of the public health restrictions in place.

Festivals:

No Report.

SEDCOR:

- Pleased with the decision to hire a Manager for the Interpretation Centre.
- Trails; they are understanding that upgrades and repairs need to happen but would like to be kept informed of the work.
- New planter boxes have been built through acquired funding.
- They have had discussions on ideas for possible JCP Applications.

Dover & Area Family Coalition:

No report.

Smallwood Academy:

No report.

Gambo Public Library:

No report.

Town Clerk/Manager Report:

- Memorandum of Understanding with SEDCOR – previously discussed.
- Website – previously discussed.
- The Engineer that will be onsite for the Department of Transportation and Works has requested to rent the Walsh House again while the government funded paving project is ongoing.
- 73 Pine Tree Road – The Purchaser has had legal advice on the matter and the sale will be proceeding as-is.
- Rodco has started the upgrades to the pump house on Pine Tree Road.
- Documents for the lift station upgrades are being drafted and hopefully will be ready to

go to the Department by the end of the week and the application sent to the Department of Environment.

- A letter to the Administration Committee has been received from an employee.
- The next meeting is scheduled for July 20th. It was discussed that this should be moved to July 6th.

Mayor's Report:

- Reminder that there is and will be a lot of work ongoing in the community in the next few months.
- There have been a lot of questions surrounding the opening of the Middle Brook Trail; upgrades will be done as time permits. While the trail is an important part of our community, ultimately projects such as water and sewer take priority.
- Committees – Councillor Philps intentions as to committees?

Councillor Lush requested an overview of the staff in relation to COVID-19 precautionary measures. It was discussed that Public Works staff were back to work, including the summer ground maintenance employee. Employees have been told to follow the necessary precautionary measures such as wearing face masks, gloves and having hand sanitizer available for when handwashing is not. The Financial Officer and Admin Clerk are currently working a weekly rotation schedule. It was discussed that the regular office staff could resume normal working hours on Monday. Councillor Hopkins suggested that a dump trailer be purchased to speed up the repairs to the Middle Brook Trail.

Motion: 2020-06-08-128 (D. Dyke & L. Moss) to adjourn the meeting at 8:07 pm.

In Favor: Mayor C. Lush
Deputy Mayor D. Dyke
Councillors D. Hopkins, P. Lush, N. Philp & M. Stockley

Opposed: 0

Abstaining: 0

Motion Carried

Signature: _____

Mayor

Signature: _____

Town Clerk/Manager