

## The Town of Gambo

A Regular Meeting of the Town Council of Gambo was held on July 6<sup>th</sup>, 2020 at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town of Gambo held on July 6<sup>th</sup>, 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  
Town Clerk/Manager, Lorne Greene  
Admin Clerk, Cindy Collins

### Members Absent

Councillor Nathan Philp  
Councillor Mark Stockley

### Visitors

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**Mayor Lush called the meeting to order at 6:30 pm.**

Deputy Mayor Dyke requested to add the following item to the Agenda:

- Administrator Award

Councillor Hopkins requested to add the following items to the Agenda:

- Community Clean Up
- Computer for Council Meetings

Lorne requested to add the following items to the Agenda:

- Smallwood Interpretation Centre
- Middle Brook Trail Bridge

**Motion: 2020-07-06-129 (D. Hopkins & P. Lush)** to approve the Agenda of July 6<sup>th</sup>, 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

Opposed: 0

Abstaining: 0

Motion Carried

**Motion: 2020-07-06-130 (P. Lush & L. Moss)** to approve the minutes of the Regular Council Meeting of June 8<sup>th</sup>, 2020 as presented.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

**Business Arising From the Minutes:**

Councillor Hopkins enquired as to whether or not Lorne has heard from SEDCOR regarding the Smallwood Interpretation Centre. Lorne advised that this would be included in the discussion on the added Agenda item.

**New Business:**

*Item: Memorandum of Understanding (MOU); SEDCOR* – Councillor Hopkins advised that SEDCOR had requested the removal of the Murphy Hotel from the MOU and had requested clarification on a couple of items. If there are no further suggestions from Council, Councillor Hopkins is requesting approval of the document as presented.

**Motion: 2020-07-06-131 (D. Hopkins & P. Lush)** to accept the Memorandum of Understanding as presented with the changes noted and the removal of the Murphy Hotel.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Annual Expenditure Report (2019 Gas Tax) –*

**Motion: 2020-07-06-132 (P. Lush & D. Hopkins)** to accept the Auditor’s Annual Expenditure Report – Local Gas Tax Funding Agreement for 2019 as presented.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Project Approvals* – Lorne advised that the Town has received two large project approvals; Pine Tree Road Storm Water Upgrades and WWTP Upgrades and Outfall Extension.

**Motion: 2020-07-06-133 (P. Lush & D. Hopkins)** be it resolved to accept cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated July 2, 2020 to complete Gambo Pine Tree Road Storm Water Upgrades (17-RNC-21-00019) for \$448,056.00. The Town of Gambo agrees to provide \$135,424.00 in funding for this project and authorizes the Mayor, Craig Lush, and the Town Clerk/Manager, Lorne Greene, to enter into a funding agreement with the Department of Municipal Affairs and Environment on behalf of the Town of Gambo.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

**Motion: 2020-07-06-134 (P. Lush & D. Hopkins)** be it resolved to accept cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated July 3, 2020 to complete Gambo WWTP Upgrades and Outfall Extensions (17-GI-21-00066) for \$662,661.00. The Town of Gambo agrees to provide \$60,092.00 in funding for this project and authorizes the Mayor, Craig Lush, and the Town Clerk/Manager, Lorne Greene, to enter into a funding agreement with the Department of Municipal Affairs and Environment on behalf of the Town of Gambo.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

Lorne reminded Council that they did have some funds built into Budget 2020 for this but that they would also have to look at funding.

*Item: Crown Land Referral Application* – Lorne advised that the applicant had submitted an application that been approved previously by Council but the application has been revised to remove the livestock portion and resubmitted for approval.

**Motion: 2020-07-06-135 (D. Dyke & P. Lush)** to approve Crown Land Referral Application #156620 with the revised intended use.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Community Cleanup* – Councillor Hopkins suggested postponing the Community Cleanup until the Fall due to road construction, summer holidays and the current recommended COVID-19 preventative measures in place by the Government.

*Item: Computer for Council Meetings* – Councillor Hopkins suggested purchasing a new computer for the purpose of hosting Council Meetings. It was noted that while the computer currently being used was able to run the program required for Council to host the teleconference/online meetings to allow the public to attend, it was not operating without issues as the computer hardware is outdated.

**Motion: 2020-07-06-136 (P. Lush & D. Hopkins)** to approve the purchase of a computer for the purpose of Council Meetings and teleconferencing/online meetings.

In Favor: Mayor C. Lush

Deputy Mayor D. Dyke  
 Councillors L. Moss, D. Hopkins & P. Lush

Opposed: 0  
 Abstaining: 0  
 Motion Carried

*Item: Smallwood Interpretation Centre* – It was discussed and decided to start the employee at the Centre on Wednesday to give them time to familiarize themselves with the building before SEDCOR’s summer students start. It is expected that the students will start on Monday.

It was further decided that the Centre would not be open to tourists or for events this season. It was discussed that the Centre has no inventory for the gift shop, no tourism materials and that we do not have any operating guidelines from the Government regarding COVID-19 precautionary measures to take.

SEDCOR had enquired about an OHS Policy/Procedure regarding operating with precautionary measures in place and it was discussed that this could be completed when further information was received from the Government. It was noted that the proper sanitary protocols and equipment would be in place for the Manager and the students.

Further to this, it was suggested that all staff complete the online COVID-19 training course that is available.

*Item: Middle Brook Trail Bridge* – Lorne advised that a resident had requested that salmon fishing from the pedestrian bridge in the Middle Brook Trail be prohibited. It was discussed that we had previously been provided information from Fisheries and Land Resources that stated fishing from this type of bridge was not prohibited. It was noted that there is already signage in place requesting that anglers respect pedestrian safety while fishing in the area. It was further discussed and decided to place an ad and erect signage requesting that the bridge be utilized for walking only due to COVID-19 precautionary measures.

*Item: Administrators Award* – Deputy Mayor Dyke advised those who were unaware that Lorne had recently won the Professional Municipal Administrators *Administrator Award of Excellence* and further congratulated Lorne on being chosen to receive this award. It was discussed that a post should be placed on the Town’s Facebook Page congratulating Lorne on behalf of Council.

**Correspondence:**

Council Meeting Correspondence - July 6th, 2020			
Received from	Received on	I / A	Details
Service NL	Jun 9	I	Boil Water Advisory

Municipal Affairs & Environment	Jun 9	I	Community Sustainability Partnership Accountability Measures & Exemptions
Municipal Affairs & Environment	Jun 12	I	COVID-19 Alert Level System: Implications for Municipalities
MNL	June	I	President's Report
Advanced Education, Skills & Labour	June	I	Student Summer Employment - Post-Secondary Agreement
Service NL	June 18	I	Removal of Boil Water Advisory
NL Liquor Corporation	June 25	I	Wholesale Pricing Available
WERAC	June 29	I	Re: Correspondence Sent
Municipal Affairs & Environment	June	I	NL COVID-19 Alert Level System: Implications for Municipalities
MNL	June	I	Alert Level Two Municipal Guidance
Smallwood Academy	June 30	I	Kids Eat Smart Club Thank You
MNL	June 17	A	Request for Support re: Municipal Emergency Operational Funding

*Item: Request for Support re Municipal Emergency Operational Funding* – It was agreed to support this initiative and send correspondence to the Federal and Provincial Government requesting a commitment for direct emergency operational funding support.

**Motion: 2020-07-06-137 (P. Lush & D. Hopkins)** to send correspondence to the Federal and Provincial Government requesting a commitment for direct emergency operational funding support.

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

Opposed: 0

Abstaining: 0

Motion Carried

**Finance Committee:**

*Item: May Bank Statement –*

**Motion: 2020-07-06-138 (P. Lush & D. Hopkins)** to accept the May Bank Statement in the amount of \$400,669.73.

In Favor: Mayor C. Lush  
Deputy Mayor D. Dyke  
Councillors L. Moss, D. Hopkins & P. Lush  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Travel Claim for Town Clerk/Manager, Lorne Greene –*

**Motion: 2020-07-06-139 (P. Lush & D. Hopkins)** to approve the Town Clerk/Managers travel claim in the amount of \$375.00.

In Favor: Mayor C. Lush  
Deputy Mayor D. Dyke  
Councillors L. Moss, D. Hopkins & P. Lush  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Travel Claim for Councillor Moss – OHS Committee Training*

**Motion: 2020-07-06-140 (P. Lush & D. Hopkins)** to approve Councillor Moss' travel claim in the amount of \$36.00.

In Favor: Mayor C. Lush  
Deputy Mayor D. Dyke  
Councillors L. Moss, D. Hopkins & P. Lush  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Gas Tax Funding; Street Paving –* The Finance Committee is recommending that Council proceed with the engineering for the paving projects utilizing the Gas Tax Funding.

*Item: Financial Review –* The current financial position of the Town was reviewed by the Committee and all is well.

*Item: Accounts Receivable Adjustments –*

**Motion: 2020-07-06-141 (P. Lush & D. Hopkins)** to approve the accounts receivable adjustments in the amount of \$567.21

In Favor: Mayor C. Lush  
Deputy Mayor D. Dyke  
Councillors L. Moss, D. Hopkins & P. Lush  
Opposed: 0

Abstaining: 0  
Motion Carried

*Item: Vendor Aged Trial Balance –*

**Motion: 2020-07-06-142 (P. Lush & D. Hopkins)** to approve the Vendor Aged Trial Balance in the amount of \$26,775.91.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Accounts Payable Cheque Register –*

**Motion: 2020-07-06-143 (P. Lush & D. Hopkins)** to approve the Accounts Payable Cheque Register in the amount of \$93,975.91.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

*Item: Tax Collection Stats –* These were reviewed by the Committee and all is good.

**Public Works Committee:**

*Item: Middle Brook Trail Repairs –* Work is progressing. It was noted that the trailer purchase was a good investment.

*Item: Drop Off Cleanup Day –* This day was well received. It was discussed to possibly host this kind of cleanup day a couple of times a year in place of one of the cleanup weeks.

*Item: JCP, Walsh House –* This employment opportunity has been advertised twice now without successfully obtaining enough employees for the project. The Administration Committee and Public Works are both recommending to wait for a few weeks before advertising again.

*Item: WERAC NL, Protected Areas Plan –* Lorne sent correspondence and they have issued a response. They are requesting a meeting with Council via teleconference to discuss the proposal and answer any questions that Council may have.

*Item: Official Street Name for Granters Driveway –* Granters Lane

**Motion: 2020-07-06-144 (D. Dyke & L. Moss)** to approve Granters Lane as the official name of the road that was previously a multi-family driveway.

In Favor: Mayor C. Lush  
Deputy Mayor D. Dyke

Councillors L. Moss, D. Hopkins & P. Lush

Opposed: 0

Abstaining: 0

Motion Carried

*Item: Beothuck Crescent Traffic Concern* – This item was deferred as further information is required.

*Item: 73 Pine Tree Road* – The official documents have been signed by Lorne and Mayor Lush. The Purchaser is requesting that the road be barricaded now as previously agreed by Council. The Committee is suggesting that we wait until we have confirmation of development by way of a Development Permit.

*Item: Sewer Service Requests; 502-508 J.R. Smallwood Blvd.* – Residents in this area would have to backfill their land a minimum of 2m in order to access a manhole for sewer services. One resident would be unable to access the system without the installation of a new lift station as the home is already built. It was suggested to offer the resident who is unable to connect to the system that Council assume the septic system and agree to pump the system annually. This offer would require the resident to pay a full water/sewer tax.

*Item: Water & Sewer Upgrade Request; 590 J.R. Smallwood Blvd.* Further information is required but it is believed that the approximate size water and sewer lines are installed in the area to handle the volume needed and produced by the homes located there. It was further discussed that there was insufficient time to complete the requested work before the contractor responsible for paving J.R. Smallwood Blvd. completed the roadwork.

**Administration Committee:**

*Item: Correspondence from Baxter Collins* – Our Engineer, Reg Hedges of DMG Consulting Ltd., has addressed Mr. Collins' concern. Mayor Lush will respond to the email.

*Item: Correspondence from Public Works Employee* – Councillor Lush reminded Council that they are not permitted to give work orders to employees. All direction for work to be completed must be given by the Town Clerk/Manager.

*Item: Student Summer Employment* – Our High School Student position started today and the successful applicant was Mikey Taylor. The office student position was not successful in obtaining a qualified participant; rather than let the employment opportunity pass, Recreation hired an additional employee.

*Item: Public Works Mechanic* – This item will be deferred until the fall.



*Item: COVID-19 Training* – The Committee is recommending that all staff complete the COVID-19 Training that is available online.

**Motion: 2020-07-06-145 (P. Lush & D. Hopkins)** to approve the online COVID-19 training for all staff members.

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

Opposed: 0

Abstaining: 0

Motion Carried

#### **Emergency Planning Committee:**

*Item: COVID-19* – Councillor Lush and Lorne had discussions regarding adding a COVID-19 safety plan to our documents. Lorne will contact other communities to discuss.

*Item: Warming Shelter* – Lorne will be visiting the warming shelter in Glovertown.

#### **Regulations Committee:**

*Item: SEDCOR; Memorandum of Understanding* – Previously discussed.

*Item: Governing Procedures of Meetings for the Town of Gambo* – In the process of being reviewed by the Committee.

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

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

#### **Age-Friendly Committee:**

The Committee is in the process of arranging an outside event at the local Seniors Home to include entertainment and snacks all while being mindful of social distancing practices.

#### **Communications Committee:**

*Item: New Website* – Further correspondence has been received from the Developer for the Committees review. A meeting will be scheduled some time within the next 2 weeks.

#### **Liaison Reports**

##### **Recreation:**

The splash pad and the playground are open now. The installation of the playground at the school is progressing.

##### **Fire Department:**

The Department has been given approval to hold their moose burger sale but have yet to determine a date. They will have to follow social distancing protocols and are working on the best way to proceed.

Ross Gambin is having a fundraiser for the Department this Saturday from 11am to 2pm at Gambin's Independent.

The insurance work from the water damage has been completed.

Councillor Moss expressed her thanks to the Department and to Larry Granter for filling the water tubs at the Community Garden.

**Festivals:**

No Report.

**SEDCOR:**

No Report.

**Dover & Area Family Coalition:**

No Report.

**Smallwood Academy:**

No Report.

**Gambo Public Library:**

The Library in Gambo is now open for curbside pickup and for drop-offs.

**Town Clerk/Manager Report:**

- The drawings for the Lift Station Upgrade Project are nearly completed. The drawings will be sent to the Department of Municipal Affairs and Environment sometime this week for approval.
- Pioneer Street is currently being held up with NL Power and the pole relocation. Discussions with NL Power suggest that they are extremely busy and the full process could take up to 10 weeks. Our Engineer has advised that the contractor could wait until the work is completed by NL Power to continue or they could complete what they are able to complete now and return to complete the project when NL Power has completed their work.

**Motion: 2020-07-06-146 (D. Dyke & P. Lush)** to allow the contractor to do the work that they are able to complete now and return to complete the project once NL Power completes their required work.

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

Opposed: 0

Abstaining: 0

Motion Carried

- DMG Consulting Ltd. has been in contact with the contractor on the Pine Tree Road Booster Pump Project. The control panel still has not arrived but they are planning to

- continue with the project beginning this week.
- The demolition of 230B J.R. Smallwood Blvd. is scheduled for tomorrow.
  - The Summer Recreation Program has been cancelled for the summer. Gambo Sports and Recreation has awarded the contract for the installation of the playground equipment at the Track and Field Facility. The installation has started.
  - I have contacted the RCMP to let them know that we are interested in hosting the RCMP Musical Ride for 2021. I got a response asking if we would have stables and if not, she would ask Gander to host the Ride for another day but we would have to pay the cost of hay, feed, shavings and any rental costs for the stables. I emailed back telling her that it would not be a problem for us to pay for the day.
  - At a recent Public Works Committee Meeting, it was decided that we would no longer require the asphalt recycler. The Committee has suggested selling this machine by way of tender.
  - I have spoken with an employee of the Department of Water Resources and have scheduled training for our Public Works Employees starting this Thursday, July 9<sup>th</sup>, 2020. This training will be two to three hours in duration and is free of charge.
  - The ACOA Application that now includes the RFP and the proposal is ready to be sent off to the funding partners in the morning.
  - The next Regular Scheduled Meeting will be August 10<sup>th</sup>, 2020.

Deputy Mayor Dyke noted there was an item missing from the Public Works report. It was discussed and decided to relocate the bear-proof garbage bin currently located at the rock cut to somewhere in the Town Square. It was noted that the bin is not being used for its intended use and is often filled with household garbage. It was suggested to place 'no dumping' signage at the rock cut once the bin is removed and to possibly install surveillance and signage.

**Mayor's Report:**

- Trail repairs were discussed previously but are moving along fine.
- The road maintenance to Gambo Pond is tentatively scheduled for the week of the 20<sup>th</sup> of July. This is depending on the workload of Public Works and will have to be delayed if priority work such as water and sewer repairs are required.

Councillor Lush noted that the turnaround at Gambo Pond was very well done.

Mayor Lush suggested that Council look at expanding the parking lot at the gazebo as well.

- These are proving to be hectic days; reminding Council to take the time to listen to residents' concerns as most times it seems they just need to be heard.

Councillor Lush suggested that a short newsletter be compiled to advise residents of what is happening in the community and with Council.

Councillor Lush advised that Drover's Beach has been increasingly busy this year, no doubt due to the precautionary measures put in place by the province in regards to travel. He suggested that Public Works Employees grade the road to the beach as it is in terrible shape.

Mayor Lush suggested that we clear some brush along the Gambo River so residents and tourists can have a clear view of the river. Lorne reminded Council that the funding that was given to us by the Government last year for brush cutting has not been utilized yet and could be used for this.

**Motion: 2020-07-06-147 (P. Lush & D. Dyke) to adjourn the meeting at 8:02 pm.**

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

Opposed: 0

Abstaining: 0

Motion Carried

Signature:   
Mayor

Signature:   
Town Clerk/Manager