

The Town of Gambo

A Regular Meeting of the Town Council of the Town of Gambo was held on April 24th, 2023 at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town Council of the Town of Gambo held on April 24th, 2023 at the Gambo Town Hall, Gambo, NL.

Members in Attendance:

Deputy Mayor Lori Moss
Councillor Russell Stockley
Councillor Michael Paul
Councillor Yvonne Oram
Councillor Craig Lush
Councillor Peter Lush
Youth Representative Victoria Stockley
Town Clerk Lorne Greene
Administrative Clerk Robert Gullon

Members Absent:

Mayor Darren Dyke

Visitors:

Deputy Mayor Moss called the meeting to order at 6:30pm.

Additions to the Agenda:

- Volunteer Appreciation Week.

Motion: 2023-04-24-111 (P. Lush & M. Paul) to adopt the agenda of the April 24th, 2023 Regular Meeting of Council with the above-noted addition.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-04-24-112 (P. Lush & C. Lush) to adopt the minutes of the Regular Meeting of Council held on April 3rd, 2023.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Business Arising from the Minutes:

- Councillor P. Lush asked for an update on the vandalism at the Fun-N-Sun washrooms. Town Clerk L. Greene indicated that the footage and the names of the perpetrators are being gathered to send to the RCMP for their investigation.
- Councillor P. Lush asked about the Municipal Assessment Agency's drone footage service. The Town Clerk is in the process of obtaining pricing information on this service.

- Councillor P. Lush inquired about the status of Pine Tree Road. Lorne, Town Clerk, advised that the Consultant Procurement Limited Call had expired with five bids received and Allnorth Consultants were the lowest. It was further noted that the Prime Consultant Agreement would be received on Tuesday for review and signing.
- Councillor R. Stockley asked about the Social Senior Inclusion Fund. It was indicated that this fund will be used to purchase cold plates as in years previous.
- Councillor Stockley and Mayor Dyke will schedule a day to help residents set up their Voyent Alert accounts in person.
- The Town Clerk and the Mayor met with Tract Consulting to discuss Asset Management. It was indicated that this project must be completed by December of this year. The first step in this process is compiling all the Town's assets to send to Tract.

New Business:

The Town Clerk spoke on the Lift Station Retrofit Project. The Town applied for funding for the upgrades of three lift stations and has been approved for two.

Motion: 2023-04-24-113 (P. Lush & R. Stockley) Be it resolved that, we the Town of Gambo accept cost-shared funding as outlined in the Department of Transportation and Infrastructure Project approval letter dated the 6th day of April, 2023, Project Number 17-GI-24-00004 – Lift Station Retrofit with a total project value of \$191,660. This Council agrees to provide the Ultimate Recipient share of \$17,380 in funding for this project and authorizes the Mayor and the Town Clerk to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Gambo.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-04-24-114 (Y. Oram & M. Paul) Be it resolved that, we the Town of Gambo accept cost-shared funding as outlined in the Department of Transportation and Infrastructure Project approval letter dated the 6th day of April, 2023, Project Number 17-GI-24-00006 – Lift Station 14 Retrofit with a total project value of \$191,660. This Council agrees to provide the Ultimate Recipient share of \$17,380 in funding for this project and authorizes the Mayor and the Town Clerk to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Gambo.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Volunteer Appreciation Week was discussed. The Town Clerk advised the Recreation Director to determine a budget and activities for a Volunteer Appreciation event in May or early June.

Correspondence (Information):

Received From	Received On	Details
Minister of Canadian Heritage	29-Mar-23	\$2,500 Celebrate Canada grant awarded.
Gov. of NL	31-Mar-23	10-digit dialing in effect April 1 st .
Municipalities NL	3-Apr-23	Municipal Symposium agenda now available.
Municipalities NL	3-Apr-23	Mental Health webinar too place Apr. 6 th .
Gov. of NL	4-Apr-23	Tourism Accommodations Act now in effect; deadline to renew for 2024 Traveler's Guide on May 31.
Gov. of NL	5-Apr-23	Introduction of new Regional Emergency Management Planning Officer.
Central Health	6-Apr-23	Update on Category B and Recruitment scheduled for April 10 th .
Municipalities NL	10-Apr-23	Municipal Symposium registration deadline Apr. 14 th .
Municipalities NL	11-Apr-23	Municipal Conduct Act mandatory training dates scheduled for May 1-2.
Gander Chamber of Commerce	12-Apr-23	AGM scheduled for April 21 st w/ guest speaker Minister of Finance Siobhan Coady.
Hospitality NL	13-Apr-23	Thank-you letter for continued support.
Central Health	14-Apr-23	Updates on Recruitment and Category B scheduled for April 24 th .
Municipalities NL	19-Apr-23	In-person Code of Conduct Training scheduled for May 1-2 in Gander.
Smallwood Academy	19-Apr-23	Thank-you letter for donation to Kids Eat Smart Program.
Gov. of NL	20-Apr-23	Approval to call Public Tender for Water Intake Extension.

Correspondence (Action Required):

Received From	Received On	Details
S.A.M.	31-Mar-23	AGM scheduled for May 26 th -27 th .
M.A.A.	3-Apr-23	Free training course on Fundamentals of Property Assessment now available.
Municipalities NL	5-Apr-23	Registration now open for Municipal Conduct Act training scheduled for May 1 st -2 nd in Gander.
Salvation Army	11-Apr-23	Re. proposed dates for Emergency Training
Gov. of NL	11-Apr-23	Application open for Age-Friendly NL program with May 19 deadline.
Gov. of NL	11-Apr-23	Nominations open for 2023 Seniors of Distinction award. Deadline is May 26.
Municipalities NL	12-Apr-23	Virtual Town Hall to discuss Tourist Accommodations Act scheduled for Apr. 26.
Municipalities NL	20-Apr-23	Call to proclaim May 8-12 as Municipal Awareness Week.

Item: S.A.M. Annual General Meeting on May 26th-27th. No one will be able to attend this year.

Item: The Municipal Assessment Agency is offering free virtual training on Property Assessment.

Item: In-Person Code of Conduct training is scheduled for May 1st-2nd in Gander.

Item: Jan Keats from the Salvation Army has offered several dates to provide Emergency Training. It was decided to schedule the training for June 17th.

Item: The Trails Committee wish to meet with the Age Friendly Committee to brainstorm ideas on what they can apply for through the Age-Friendly Newfoundland and Labrador Communities Program. The Town Clerk will arrange this meeting.

Item: The nominations for Seniors of Distinction are open. It was noted that these nominations require lots of paperwork. Deputy Mayor Moss suggested Ross Saunders as a potential nominee.

Item: On April 26th a Virtual Town Hall will be hosted by Municipalities NL to discuss the new Tourist Accommodations Act.

Item: Town Councils are encouraged to proclaim the week of May 8th-12th as Municipal Awareness Week.

Motion: 2023-04-23-115 (R. Stockley & C. Lush) to proclaim the week of May 8th-12th, 2023 as Municipal Awareness Week.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Finance:

Item: New Campsite Rates for David Smallwood Park for 2024.

Motion: 2023-04-23-116 (P. Lush & M. Paul) to increase the rates for campsites at the David Smallwood Park for the 2024 tourism season to \$33.00 per night for serviced sites and \$26.00 per night for non-serviced sites.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Travel Claim for Mayor Dyke

Motion: 2023-04-23-117 (P. Lush & M. Paul) to approve the travel claim for Mayor Dyke in the amount of \$38.83.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Travel Claim for Town Clerk L. Greene

Motion: 2023-04-23-118 (P. Lush & M. Paul) to approve the travel claim for Town Clerk L. Greene in the amount of \$128.85.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Professional Municipal Administrators 2023 Convention

Motion: 2023-04-23-119 (P. Lush & M. Paul) to approve the registration fee for one employee to attend the upcoming Professional Administrators Convention in the amount of \$495.00 plus HST.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Commercial Heaters for the Town Garage

Motion: 2023-04-23-120 (P. Lush & M. Paul) to accept the tendered quote from Traverse Electrical for the provision and installation of four commercial heaters in the Town Garage in the amount of \$7,475.00.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Janitorial Services Tender

Motion: 2023-04-23-121 (P. Lush & M. Paul) to accept the tender for Janitorial Services from Howard Blagdon in the amount of \$30,000.00 plus HST with a three-month probationary period.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Gas Tax Funding for Commercial Heaters in Town Garage

Motion: 2023-04-23-122 (P. Lush & M. Paul) to approve the submission of a Capital Investment Plan application to complete the installation of four commercial heaters at the Municipal Garage and to have it added to the Capital Investment Plan for the Gas Tax Funds Allocation (2019 - 2024). The project will cost \$7,475.00 in total with the utilization of \$6,778.59 Gas Tax Funds and \$696.41 in a GST Rebate.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0
Motion Carried

Item: Preventative Maintenance Inspections for Lift Stations

Motion: 2023-04-23-123 (P. Lush & M. Paul) to engage Xylem Canada to perform preventative maintenance inspections on ten lift stations in the amount of \$9,000.00 plus HST.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Tax Collection

The Town Clerk indicated that 37 disconnection notices were sent out as of the last meeting. There have been several responses with residents making payment arrangements. It was also noted that residents who make payment arrangements must sign an agreement with the Town Clerk outlining the payment schedule. The agreement notes that should a resident miss two payments they will have water service disconnected without notice.

Item: Vendor-Aged Trial Balance - Auto Plus Towing

Motion: 2023-04-23-124 (P. Lush & M. Paul) to approve the Vendor-Aged Trial Balance for Auto Plus Towing in the amount of \$1,885.88.

In Favor: Deputy Mayor L. Moss

Councillors P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: Councillor C. Lush - Owner of Auto Plus Towing

Motion Carried

Item: Vendor-Aged Trial Balance - J.I. Pritchett & Sons Ltd.

Motion: 2023-04-23-125 (P. Lush & M. Paul) to approve the Vendor-Aged Trial Balance for J.I. Pritchett & Sons Ltd. in the amount of \$1,011.81.

In Favor: Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: Deputy Mayor L. Moss - Employee of J.I. Pritchett & Sons Ltd.

Motion Carried

Item: Vendor-Aged Trial Balance

Motion: 2023-04-23-126 (P. Lush & M. Paul) to approve the remaining Vendor-Aged Trial Balance in the amount of \$27,507.54.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Accounts Payable Cheque Register - Auto Plus Towing

Motion: 2023-04-23-127 (P. Lush & M. Paul) to approve the Accounts Payable Cheque Register for Auto Plus Towing in the amount of \$3,445.25 with cheque number 0000026139.

In Favor: Deputy Mayor L. Moss

Councillors P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: Councillor C. Lush - Owner of Auto Plus Towing

Motion Carried

Item: Accounts Payable Cheque Register - Goulding's Wholesale Ltd.

Motion: 2023-04-23-128 (P. Lush & M. Paul) to approve the Accounts Payable Cheque Register for Goulding's Wholesale Ltd. in the amount of \$37.95 with cheque number 0000026148.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Accounts Payable Cheque Register

Motion: 2023-04-23-129 (P. Lush & M. Paul) to approve the remaining Accounts Payable Cheque Register in the amount of \$79,543.13.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Public Works:

- No meeting last week.
- Councillor Paul asked about Town vehicles using Jacob's Lane to get into the Town yard. It was indicated that it is easier for some of the larger vehicles to turn onto Jacob's Lane instead of Centennial Road as they do not have to turn so sharply or worry about vehicles parked on either side of the road. This matter will be discussed further at the next Public Works meeting.
- Councillor Oram brought forward a resident's concern about the No Turning sign on Marine Drive. Currently, the sign can only be seen after vehicles have turned. It was suggested to move this sign so it is visible to oncoming traffic. The Town Clerk recommended getting direction in writing from the resident indicating that they are okay with the Town moving the sign to a spot near their driveway.
- Councillor Stockley addressed the Rules of Procedure and suggested that matters such as those mentioned above by Councillors Oram and Paul be brought in before meetings so the Town Clerk and Administrative Clerk have time to compile the information.

Human Resources:

- The Vehicle Usage Policy was discussed. The current Policy states that Town vehicles must be returned to the yard at the end of every workday. Public Works is wondering if,

in the event of a forecast of heavy snow, on-call employees would be allowed to take the vehicles home in the interest of expediting snow clearing. Councillor P. Lush indicated he prefers to have this stipulation added to the policy. This matter will be further discussed at the next Regulations meeting.

- There were thirteen applicants for the Utility Worker position. Four have been shortlisted for interviews which will be conducted next week.

Strategic Planning:

- Three grants were discussed. The first grant will provide funds to upgrade Joey's Lookout with fresh sod, shrubbery, bear-proof recycling bins and solar lighting. The second grant is from NL Power for updates to the lighting in the Town Garage. The third grant is from the Senior Social Inclusion Fund which offers funding in the amount of \$3,000.00. This grant will be used for cold plates, board games, crafting materials, quilting supplies, coffee, tea, snacks and line dancing. The application for this grant is ongoing.

Occupational Health & Safety:

- No Report.

Emergency Planning:

- No Report.

Regulations:

Item: The Village Green Rental Policy has been completed.

Motion: 2023-04-23-130 (M. Paul & Y. Oram) to approve the Village Green Rental Policy as presented.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Governing Procedures of Meetings for the Town of Gambo.

Motion: 2023-04-23-131 (M. Paul & Y. Oram) to approve the amended Governing Procedures of Meetings for the Town of Gambo as presented.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Tax Collection Policy

Motion: 2023-04-23-132 (M. Paul & Y. Oram) to approve the amended Tax Collection Policy as presented.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0
Motion Carried

Age Friendly:

- The discussion focused on what grants are best to apply on.
- Craft Afternoon was cancelled as it was scheduled at the same time as the Salvation Army's teatime.
- The door trim has been fixed at the GCYC and an electrician has been engaged to look at the motion sensor light. The problem with the toilet has also been fixed.
- The committee is looking to get AED training. The Fire Dept. may be able to provide the training.
- There was a discussion on the possibility of a crosswalk by the GCYC. It was discussed to send correspondence to Minister Loveless, Minister of Transportation and Infrastructure regarding this matter.

Communications:

- Councillor Stockley discussed Voyent Alert's ability to narrow communications down to individual neighborhoods and street, suggesting that in a town of Gambo's size this feature is most likely unnecessary.
- Councillor Stockley also sent an email to fellow Councillors on how to set up and use shared folders in Google Docs. He also mentioned that while Drop Box is a useful tool for sharing information, it does not allow real-time collaboration that Google Docs features.
- The April newsletter is complete and features information about the tax collection and emergency preparedness, including the new Voyent Alert system.

Recreation:

- Chase the Ace will begin at the Lions Club on May 11th.
- Afterschool Sports will end after the May long weekend.
- Only two Canada Summer Jobs positions have been approved for this year.
- Active NL granted \$1,500 this year which marks a significant cut from last year.

Fire Department

- No Report.

Festivals and Events:

- No Report.

SEDCOR:

- The Age Friendly Grant was discussed.
- A Conceptual Plan was presented. It was noted that Council is overwhelmed with the constantly changing plans and the associated costs. Councillor P. Lush suggested that if we have someone willing to do the plan there is no reason as to why we couldn't accept it.
- Councillor P. Lush spoke about the bridges on Middle Brook Trail. His primary concern is the poor state of the bridges on the trail and how this poses safety concerns. Council's

priorities will remain the same for the trails but will commit to ensuring that the Middle Brook trail is safe for residents.

Dover & Area:

- No Report.

Smallwood Academy:

- The Spring Dance for the Junior High students is coming up. This will be the last Student Council event of the school year.

Gambo Public Library:

- The library is seeking approval to place a mini-library box near the David Smallwood Park office. If this box goes well, they would like to add another by the Fun-N-Sun.
- The Library Committee is currently seeking new members.
- An indigenous section will be added to the library.
- A Craft Afternoon will be hosted on April 27th. The focus will be on creating handmade wool squares which will be used as part of the Come from Away set design.
- The Summer Reading Program is seeking youth volunteers.
- Over the past year the library has hosted 141 programs with 450 adult and 1,095 children visitors and 6,330 books circulated.

Town Clerk's Report:

- I have Doug Evelley, Town Foreman and Kevin Paul, registered for the Water Distributions Basics Training Course for May 2nd – May 5th in Grand Falls-Windsor.
- The property owner of 10 Cabot Road has been approved for her home-based hair salon business. She is requesting a letter from Council stating that we support another business of this type in town.
- I had a conversation with Dave Dillon, Department of Tourism, regarding the upcoming Come from Away Events. He wanted to know if we wanted flags/banners for the town. He advised me that they are expecting a shortage of Screech and suggested that we purchase now. We further discussed the “Warm Embrace” and that they wanted to come to town this week.
- I have received the report on the Investigation of Indoor Air Quality and Mould Growth at the Gambo Community Youth Centre.
- I am in discussions with the RCMP on the vandalism at the Fun-N-Sun Washrooms to determine the options available to us to rectify this matter.
- The Freightliner has been repaired and arrangements are being made to have it shipped back.
- Peter and I had a meeting with Woodrow Mullett and Arnold Beck regarding the Age-Friendly Grant. They want to apply on a project in conjunction with the Age-Friendly Committee. They asked if we would forego the repairs to the Dominion Point Trail and do the required work on the Middle Brook Trail.
- The Water Intake Extension Project has been sent to tender on Friday, April 21st to be advertised for ten business days.
- The Consultant Procurement Limited Call Bid for Pine Tree Road Upgrades has been closed and Allnorth Consultants were the lowest bidder in the amount of \$74,291.52.

The Letter to Award and the Prime Consultant Agreement has been sent to the Director for signature and we should have it by tomorrow.

- I had a meeting with Canoe Procurement regarding their program. I spoke with the Public Procurement Agency about the Canoe Procurement and it is fully supported by the Agency. I am currently awaiting an email from the Agency regarding the required documentation to have on file to be in compliant with the Public Procurement Agency.

Mayor's Report:

- No Report.

Motion: 2023-04-23-133 (C. Lush & R. Stockley) to move to a Privileged Meeting at 8:11pm.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-04-23-134 (C. Lush & Y. Oram) to move back to a Regular Meeting at 8:36pm.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-04-23-135 (Y. Oram & C. Lush) to rescind motion #2023-04-03-109.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-04-23-136 (R. Stockley & Y. Oram) to hire Nikki Hownsell as the Festival and Events Coordinator for 2023.

In Favor: Deputy Mayor L. Moss

Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-04-23-137 (Y. Oram & C. Lush) to adjourn the meeting at 8:37pm

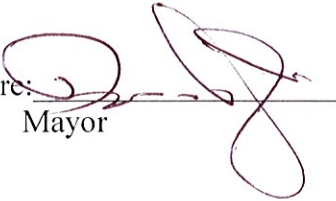
In Favor: Deputy Mayor L. Moss

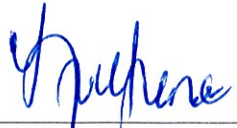
Councillors C. Lush, P. Lush, Y. Oram, M. Paul, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Signature: 
Mayor

Signature: 
Town Clerk