

The Town of Gambo

A Regular Meeting of the Town Council of the Town of Gambo was held on July 17th, 2023 at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town Council of the Town of Gambo held on July 17th, 2023 at the Gambo Town Hall, Gambo, NL.

Members in Attendance:

Mayor Darren Dyke
Deputy Mayor Lori Moss
Councillor Russell Stockley
Councillor Peter Lush
Councillor Yvonne Oram
Town Clerk Lorne Greene
Administrative Clerk Robert Gullon

Members Absent:

Councillor Craig Lush
Councillor Michael Paul

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

Additions to the Agenda:

Lorne, Town Clerk requested that a Crown Lands Referral with Application No. 161430 for an existing access to a cabin located in Butt's Pond be added to the agenda.

Motion: 2023-07-17-209 (Y. Oram & L. Moss) to adopt the agenda of the Regular Meeting of Council held on July 17th, 2023 with the above-noted addition.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-07-17-210 (P. Lush & R. Stockley) to adopt the Minutes of the Regular Meeting of Council held on June 26th, 2023 as presented.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Business Arising:

- Councillor P. Lush inquired about the log partially buried in the road going to Drover's Beach. It was noted that this log will be removed by Public Works staff as time permits.
- Councillor Stockley asked for an update on the website project. Lorne, Town Clerk noted that the Website Design student now has full access to the website and can make high-level changes as requested but would require approval before publishing.

- Councillor Stockley asked about the new appointment scheduling system for the Town Clerk. It was noted that it is working well so far.
- Councillor P. Lush mentioned the \$10,000 grant awarded to SEDCOR. It was noted that a notice of deposit was received by SEDCOR.
- Councillor Stockley asked about the Accessibility Plans. The Town Clerk indicated that a complete Accessibility Plan must be completed by the end of this year.
- Deputy Mayor Moss asked for an update on the tax sales. The Town Clerk noted that issues arose with a couple of the properties and that it would be in the fall before the public auction occurred.

Correspondence (Information):

Received From	Received On	Details
Municipalities NL	Jun-27-23	Infonote re. Regional meetings; social enterprise; changes to municipal appeal process; TownSuite webinar.
Municipalities NL	Jul-4-23	Infonote: MMSB update; Asset Management; MNL Conference.
Municipalities NL	Jul-5-23	Funding available to attend Regional Meetings.
Municipalities NL	Jul-11-23	Electronics Recycling Program; CEEP applications open.

Correspondence (Action):

Received From	Received On	Details
Municipalities NL	Jun-28-23	Rural Housing Initiative webinar scheduled for July 6 th .
Gov. NL	Jul-4-23	Re. review of MEMP.
Municipalities NL	Jul-5-23	Housing Accelerator Fund accepting applications.
NL Hydro	Jul-7-23	LED bulb giveaway.
Municipalities NL	Jul-10-23	MNL Conference Early Bird Registration deadline is July 24 th .
Gov. NL	Jul-11-23	Module 5 training for CAOs/Town Managers scheduled for Jul. 26 th in Gander.
New Horizons For Seniors	Jul-13-23	Advanced notice for Call for Proposals with deadline of Sept. 14 th .

Item: Rural Housing Initiative Webinar

A Webinar on Rural Housing Initiatives was held on July 6th, 2023.

Item: Emergency Management Plan

This correspondence from Emergency Services Division is a friendly reminder to review the Municipal Emergency Management Plan and update if required. The Town Clerk advised that a copy of our Emergency Plan had been sent to Chris Foster, Regional Emergency Management and Planning Officer with the Department of Justice and Public Safety as there was no copy on-file. Council will meet with Mr. Foster in the fall to further discuss Emergency Planning and to schedule a tabletop exercise.

Item: Housing Accelerator Fund

Canada Mortgage and Housing Corporation is currently accepting applications for the Housing Accelerator Fund. This fund provides incentive funding to local governments aimed at increasing housing supply. Councillor Stockley researched this opportunity and noted that the application process is quite involved and time-consuming. It was noted that this fund is not constrained to housing but may also be applied to infrastructure such as roads, water and sewer. Councillor P. Lush asked if contact had been made with the GHID Corporation. Councillor Stockley stated that he had a conversation with Joanne Goulding, GHID Corporation regarding subsidized housing but noted that she is hands off as far as applications are concerned. Councillor P. Lush and R. Stockley suggested that it may be advisable to contact Dr. Deatra Walsh of MNL to discuss this initiative in more detail.

Item: Business Arising - David Smallwood Park

Councillor P. Lush asked if it was possible to buy out the lease of the park from Crown Lands. The Town Clerk advised that he will look into this matter.

Item: NL Hydro “Take Charge” Program

NL Hydro and Newfoundland Power are inviting proposals for LED light bulbs that will assist residents to promote energy efficiency and reduce costs. The Town will apply to participate in this program as in previous years.

Item: 2023 MNL Conference

Early-bird registration for this year’s MNL Conference ends on July 24th. Mayor Dyke advised that he will be attending and would like to be registered.

Item: Training for Councillors and CAOs/Town Managers

The Module 5 (Access and Privacy) training program is scheduled for July 26th. Councillor Stockley has been registered to attend.

Item: New Horizons for Seniors

The New Horizons for Seniors Program has advertised an advanced call for community-based 2023-2024 Call for Proposals funding applications. Councillor Stockley will assist Raechele Moss with this year’s application.

Finance:**Item: Tax Collection**

Councillor P. Lush provided an update on tax collection. It was noted that we have collected approximately \$154,000 in prior taxes and nearly \$1 million in current taxes this year.

Item: Tax Adjustment - 62 Pine Tree Road

Motion: 2023-07-17-211 (P. Lush & R. Stockley) to adjust the water/sewer tax for 2022 in the amount of \$440.00 for the property located at 62 Pine Tree Road.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss

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

Opposed: 0
Conflict of Interest: 0
Motion Carried

Item: Tax Adjustment - 9 Marine Drive

Motion: 2023-07-17-212 (P. Lush & R. Stockley) to adjust the water/sewer and waste management taxes for the property located at 9 Marine Drive in the amount of \$305.00.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

Item: Tax Adjustment - 383 J.R. Smallwood Boulevard

Motion: 2023-07-17-213 (P. Lush & R. Stockley) to adjust the taxes for the property located at 383 J.R. Smallwood Boulevard in the amount of \$452.95.

In Favor: Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: Mayor D. Dyke
Motion Carried

Item: Rental Contract with Gambo Public Library

Correspondence was received from the Provincial Information and Library Resources Board regarding the proposed 10% rental increase for the Gambo Public Library. The correspondence stated that the 10% fee increase cannot be approved, nor the suggested one-year Memorandum of Agreement. The PILRB is prepared to negotiate a three-to-five-year Memorandum of Agreement.

Motion: 2023-07-17-214 (P. Lush & R. Stockley) to maintain the proposed rental increase of ten percent and to further discuss a three-to-five-year Memorandum of Agreement.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

Item: Cost-Estimate to Repair Cat Loader

The Town Clerk spoke with representatives from Toromont Cat regarding the cost-estimate to repair the loader. The representatives suggested that the Town should transport the loader to the repair shop in St. John's for further assessment with the idea to reduce the cost-estimate for repairs. It was further noted that the Town should be able to get a few more years out of the loader before having to purchase a new one once the required repairs are completed..

Motion: 2023-07-17-215 (P. Lush & Y. Oram) to proceed with the recommendation of transporting the CAT Loader to Toromont Cat for further assessment and the required repairs.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

Item: Advertising in the 2024 Provincial Travel Guide

Motion: 2023-07-17-216 (P. Lush & R. Stockley) to purchase a Level 1 ad in the 2024 Provincial Travel Guide for the Come from Away Café in the amount of \$250.00.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

Item: Paving Quote - Fun-N-Sun

Motion: 2023-07-17-217 (P. Lush & Y. Oram) to accept the tender submitted by Feltham's Construction in the amount of \$19,604.28 for the paving of the Fun-N-Sun area. The remaining project funds in the amount of \$5,000.00 will be used to place sod around the new asphalt and the splash pad area.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

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

Motion: 2023-07-17-218 (P. Lush & R. Stockley) to approve the Vendor-Aged Trial Balance for J.I. Pritchett & Sons Ltd. in the amount of \$7,054.49.

In Favor: Mayor D. Dyke
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: Deputy Mayor L. Moss - Employee of J.I. Pritchett & Sons Ltd.
Motion Carried

Item: Remaining Vendor-Aged Trial Balance

Motion: 2023-07-17-219 (P. Lush & Y. Oram) to approve the remaining Vendor-Aged Trial Balance in the amount of \$76,910.50.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

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

Motion: 2023-07-17-220 (P. Lush & R. Stockley) to approve the Accounts Payable Cheque Register for Goulding's Wholesale Ltd. in the amount of \$431.43 with cheque number 0000026366.

In Favor: Deputy Mayor L. Moss

Councillors P. Lush, Y. Oram, R. Stockley
Opposed: 0
Conflict of Interest: Mayor D. Dyke - Employee of Goulding's Wholesale Ltd.
Motion Carried

Item: Remaining Accounts Payable Cheque Register

Motion: 2023-07-17-221 (P. Lush & Y. Oram) to approve the remaining Accounts Payable Cheque Register in the amount of \$86,813.71.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

Councillor Stockley mentioned the poor cell service in the Middle Brook area and asked if it is possible to request another tower in the area. Mayor Dyke suggested looking into purchasing a signal booster for the area while Councillor P. Lush suggested sending a letter from Council to Bell Aliant outlining the need for improved cellular coverage in the area. It was noted that communities are required to cover ten percent of the cost of new cell towers.

Public Works:

Item: 1 Crosses Street

Correspondence was received from a resident at 1 Crosses Street noting that their driveway washes out several times a year. They are suggesting ditching and culverts to help alleviate this issue. Town Foreman will assess this to determine requirements.

Item: Traverse Pond Road

Correspondence was received from a cabin owner at Traverse Pond requesting that the Town provide basic maintenance on the road. It was discussed that we would not be providing maintenance in this area and further, it was suggested that the cabin owners in the area form a committee to work together for the upgrade and maintenance of the road.

Item: Crown Land Referrals - Butt's Pond

Motion: 2023-07-17-222 (L. Moss & Y. Oram) to approve the referral from Crown Lands with Application Number 103457 for a Grant Pursuant at Butt's Pond.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0
Conflict of Interest: 0
Motion Carried

Item: Crown Land Referrals - Butt's Pond

Motion: 2023-07-17-223 (L. Moss & Y. Oram) to approve the referral from Crown Lands with Application Number 161430 for an Access Road at Butt's Pond.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss
Councillors P. Lush, Y. Oram, R. Stockley

Opposed: 0

Conflict of Interest: 0

Motion Carried

Human Resources:

- A meeting was had with internal staff to complete their evaluations and self-reflections.
- Interviews have been completed for two JCP Festival Positions. Erica Dyke has been hired as an Events Planner and Naomi Norman has been hired as an Administrative Assistant.
- Councillor Stockley expressed his frustration with the JCP process, particularly with how late in the year JCP applications became available and the fact that JCP hours are not EI eligible. He further noted that JCPs are not designed to staff festivals and events. Mayor Dyke suggested reaching out to other communities to see what kind of positions they are using JCPs for. It was suggested to send correspondence to the province on the concerns of the JCP Program.

Strategic Planning:

- No Report.

Occupational Health and Safety:

- No Report.

Emergency Planning:

- No Report.

Regulations:

Item: Smallwood Interpretation Centre Rental Rates Policy

The current Smallwood Interpretation Centre rental rates are \$175.00 for an event and \$200.00 for an event with a bartender. Councillor P. Lush noted that at the last event, a bartender was employed from 12:30pm-7:30pm and we only received \$25.00 for their services. As a result, the Smallwood Interpretation Centre Rental Rate Policy has been updated.

Motion: 2023-07-17-224 (L. Moss & Y. Oram) to adopt the updated Smallwood Interpretation Centre Rental Policy with the following changes:

- 1) The Gambo Room has been renamed to the Come from Away Café;
- 2) The rental fee will now be \$175.00 per event plus an additional \$16.00 per hour for a bartending service;
- 3) The rental rate for conferences will be \$400.00 with a maximum of 25 people. There will be an additional \$10.00 charge for each additional person beyond the prescribed limit;
- 4) The minimum age of a renter is now 19 years old.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss

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

Opposed: 0

Conflict of Interest: 0

Motion Carried

Item: Use of Town Vehicles Policy

Motion: 2023-07-17-225 (L. Moss & Y. Oram) to adopt the following amendment to the Use of Town Vehicles Policy:

In the event of a major forecasted weather event, the on-call employee will be permitted to take town equipment home for after-hours travel to work.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss

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

Opposed: 0

Conflict of Interest: 0

Motion Carried

Age Friendly:

- No Report.

Communications:

- Councillor Stockley met with Town Clerk, Lorne Greene and Administrative Clerk, Robert Gullon to discuss updates to the website. There will be seven new headings on the website and each were discussed.
- It was also discussed to allow the website student from CNA to be granted full access to assist in making the recommended website changes with the changes reviewed and approved before publishing.

Recreation:

- The Summer Program is in its third week and going well. The program has weekly email updates.
- Chase the Ace is currently nine weeks in.

Gambo Fire Department:

- A BBQ Fundraiser was held at Gambin's Independent with \$950.00 raised.
- Tickets are still for sale for the ATV raffle.
- The Fire Department will be providing security at Smallwood Days this year as well as selling moose burgers.

Festivals and Events:

- The Town Clerk met with Events Planner, Nikki Hounsell and reviewed contracts for the Smallwood Days Festival.
- The expense side of the Festival Budget has been completed. The revenue side will be looked at later in the week.

SEDCOR:

- No Report.

Dover and Area Family Resource Centre:

- No Report.

Smallwood Academy:

- No Report.

Gambo Public Library:

- No Report.

Town Clerk's Report:

- The Enterprise Website Student began on July 4th, 2023.
- An official from the Department of Municipal and Provincial Affairs completed an inspection of the office on June 28th, 2023.
- I provided a copy of Our Emergency Preparedness Plan to Chris Foster, Regional Emergency Management and Planning Officer as his office did not have one on-file. He also indicated that he is willing to meet in the fall to discuss our plan and a tabletop exercise.
- The Capital Investment Plan for the Class “A” Material will be reviewed at a meeting on July 19th, 2023 as the last meeting was cancelled.
- The Events Planner with the Festival JCP began work today. I have submitted a referral for the Administrative Assistant Position on Friday.
- We have a student recommended for the Level 1 11 111 Program and I am expecting that he will be approved and start this week.
- I purchased a stove for the Smallwood Interpretation Centre last week.
- At our last meeting, I failed to mention the Clean-Up that we had on June 24th, 2023. There was a very low turnout for the event.
- I received correspondence from the Electronics Product Recycling Association informing me that they have secured a permanent electronics collection site in Gambo at the Green Depot. She is asking if we can work together to advertise to our residents about the program through our Facebook page. Will this be a problem?
- I had sent an email regarding the BETTER Program. The program can be presented on Wednesday, July 19th, 2023.
- The application for the Community Enhancement Program is available and due by July 28th, 2023. Are there any specific projects that you would like to include in this year's application?
- The plaques for the past Mayors. How will we do this, as a part of opening ceremonies or after the Ecumenical Service?
- The employee who had the workplace accident on June 5th, 2023 is off until July 21st, 2023.
- I had forwarded the correspondence from the Canadian Mental Health Association to the staff and I have been asked if we are paying for the training or are they staff responsible for the costs.
- The following is an update on the Capital Projects:
 1. The Sewer Outfall Extension Project has been approved by the project representative and is awaiting approval from Regional Engineer from the Department of Municipal and Provincial Affairs to proceed to tender.
 2. The Water Intake Extension Project is awaiting approval from the Department of Municipal and Provincial Affairs to proceed to tender. The specs for the pipe

have been provided to our office so that we can secure the quotes on the required pipe.

3. The Pine Tree Road Project is awaiting approval from the Department to proceed to tender. There was a concern with drainage on Victoria Drive so the drawings have been revised and have been sent to the Department for approval.

4. The Lift Station Project is still in the design stage and should be tender ready within the next two to three weeks.

- The next Regular Meeting will be August 14th, 2023.

Mayor's Report:

- Mayor Dyke advised to contact MHA John Haggie's Office to request a time to discuss the expediting of our capital projects that are currently with the Regional Office awaiting signature to proceed to a tender call.

Motion: 2023-07-17-226 (Y. Oram & L. Moss) to move to a Privileged Meeting at 8:05pm.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss

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

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-07-17-227 (P. Lush & R. Stockley) to move to a Regular Meeting at 8:15pm.

In Favor: Mayor D. Dyke, Deputy Mayor L. Moss

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

Opposed: 0

Conflict of Interest: 0

Motion Carried

Motion: 2023-07-17-228 (R. Stockley & Y. Oram) to adjourn the meeting at 8:15pm.

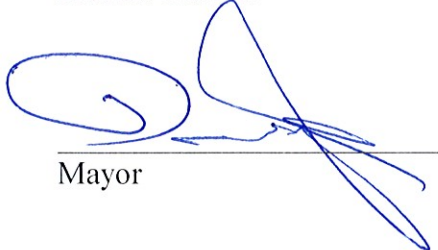
In Favor: Mayor D. Dyke, Deputy Mayor L. Moss

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

Opposed: 0

Conflict of Interest: 0

Motion Carried



Mayor

Town Clerk