The Town of Gambo

A Regular Meeting of the Town Council of the Town of Gambo was held on January 31st, 2022 at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town Council of the Town of Gambo held on January 31st, 2022 at the Gambo Town Hall, Gambo, NL.

Members In Attendance:
Mayor Darren Dyke via telephone
Deputy Mayor Barb Pritchett
Councillor Desiree Hopkins
Councillor Lori Moss
Councillor Russell Stockley
Councillor Danielle Eastman
Councillor Dan Norman
Town Clerk/Manager, Lorne Greene
Administrative Clerk, Cindy Collins

Members Absent:

Visitors:

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

Motion: 2022-01-31-001 (B. Pritchett & L. Moss) to approve the Agenda of January 31st, 2022 as presented.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman

Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-002 (D. Hopkins & D. Eastman) to approve the minutes of the Regular Council Meeting of December 13th, 2021 as presented.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Business Arising:

Item: June Bank Reconciliation
Motion: 2022-01-31-003 (D. Hopkins & D. Eastman) to rescind motion 2021-12-13-360.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-004 (D. Hopkins & D. Eastman) to approve the June Bank Reconciliation in the amount of $621,221.33.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Item: August Bank Reconciliation
Motion: 2022-01-31-005 (D. Hopkins & D. Eastman) to rescind motion 2021-12-13-361.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-006 (D. Hopkins & D. Eastman) to approve the August Bank Reconciliation in the amount of $458,961.71.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

New Business:
Item: Office Hours
A discussion was held on the hours of operation for the Town Office. It was discussed that the office would be open on a daily basis from 8:30 am to 5:00 pm.
Motion: 2022-01-31-007 (D. Hopkins & B. Pritchett to change the office hours from 8:30 am to 5:00 pm effective February 7th, 2022.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Committee Reports:
Finance
Item: 2022 Tax Rate Structure
A discussion was held on the tax rates for the fiscal year 2022. It was noted that 2021 was a difficult year and after many meetings discussing all possible budget options available, the following changes are being proposed; residential mil rate increased from 6.9 mils to 7.2 mils, minimum property tax increased from $425.00 to $450.00, commercial and residential water and sewer rates increased by $20.00. It was further discussed that a tax increase was necessary at a time when it would have a minimal financial impact to residents and businesses. It was noted that there will be no increase in

business taxes. A discussion was held regarding the topic of the business tax not being increased with the consensus that the business taxes are under review. As well, the decrease in the Municipal Assessment Values was discussed in relation to the effect on the amount of revenue.

Motion: 2022-01-31-008 (D. Hopkins & D. Eastman) to adopt the 2022 Tax Rate Structure as presented.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Item: 2022 Municipal Budget

The Smallwood Days revenue was discussed and the increased revenue was explained.

2022 Budget Highlights:

1. Residential Mil Rate increased from 6.9 mils to 7.2 mils
2. $25.00 Increase in Minimum Property Tax - $450
3. $20.00 Increase in Commercial and Residential Water and Sewer Rates
4. Age-Friendly Committee - $1700
5. Smallwood Era Development Corporation - $8000
6. Gambo Sports and Recreation - $10,790
7. Gambo Fire Department - $45,400
8. Lift Station Inspections - $10,400
9. General Liability Insurance - $86,852
10. Municipal Assessment Agency - $30,420
11. Central Newfoundland Waste Management - $130,000
12. Residential Clean-up Collection Events - $14,000
13. ACOA Trail System Improvement Project - $6,000
14. 2022/2023 Proposed Capital Works Applications - $31,203 for Council's Required Payment for 2022 for the following projects and upgrades:
    i. Lift Station Upgrade Project
    ii. Pine Tree Road Paving Project
    iii. Wastewater Treatment Facility Project

Motion: 2022-01-31-009 (D. Hopkins & D. Eastman) to adopt the 2022 Budget in the amount of $1,905,890.00 as presented.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Item: Firefighting Rescue Vehicle

It was discussed that the Rescue Vehicle will be cost-shared with the province on a 90/10 cost-sharing ratio with Council's required 10% share funded by the Fire Department.

Motion: 2022-01-31-010 (D. Hopkins & D. Eastman) to accept the quote from Eastcan Fire Trucks Inc in the amount of $91,998.85 for the firefighting rescue vehicle.

In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman

Opposed: 0
Abstaining: 0
Motion Carried

Item: Vendor Aged Trial Balance – J.I. Pritchett & Sons Ltd.
Motion: 2022-01-31-011 (D. Hopkins & D. Eastman) to approve the Vendor Aged Trial Balance in the amount of $642.55.for J.I. Pritchett & Sons Ltd.
In Favor: Mayor D. Dyke
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: Deputy Mayor B. Pritchett
Motion Carried

Item: Vendor Aged Trial Balance – Goulding's Wholesale Ltd.
Motion: 2022-01-31-012 (D. Hopkins & D. Eastman) to approve the Vendor Aged Trail Balance in the amount of $812.59 for Goulding's Wholesale Ltd.
In Favor: Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: Mayor D. Dyke
Motion Carried

Item: Vendor Aged Trial Balance
Motion: 2022-01-31-013 (D. Hopkins & D. Eastman) to approve the remaining Vendor Aged Trail Balance in the amount of $47,392.85
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Item: Accounts Payable Cheque Register – J.I. Pritchett & Sons Ltd.
Motion: 2022-01-31-014 (D. Hopkins & D. Eastman) to approve Accounts Payable Cheque Register No. 0000024701in the amount of $1,493.47 for J.I. Pritchett & Sons Ltd.
In Favor: Mayor D. Dyke
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: Deputy Mayor B. Pritchett
Motion Carried

Item: Accounts Payable Cheque Register – Goulding's Wholesale Ltd.
Motion: 2022-01-31-015 (D. Hopkins & D. Eastman) to approve the Accounts Payable Cheque Register No. 0000024703 in the amount of $453.51 for Goulding's Wholesale Ltd.
In Favor: Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: Mayor D. Dyke
Motion Carried

Item: Accounts Payable Cheque Register
Motion: 2022-01-31-016 (D. Hopkins & D. Eastman) to approve the remainder of the Accounts Payable Cheque Register in the amount of $110,851.38.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Correspondence

Council Meeting Correspondence			
Received from	Received on	I / A	Details
Glovertown Detachment "b" Division - NL	January 1, 2022	I	Bi-Monthly Mayor's/Council Policing Report
Government of NL	January 1, 2022	I	Work Isolation for Essential Workers Identified as Asymptomatic Close Contacts
Gov of NL	January 26th, 2022	I	Adoption of NFPA 2020 and Electrical Design Consideration
Crystal Pardy	January 17th, 2022	A	Resignation
Atlantic Canada Opportunitues Agency	January 20, 2022	A	Exceptional Circumstances due to the effects of COVID-19
Newfoundland & Labrador	January 27th, 2022	A	Code of Conduct - Virtual Information Session

I = Information Only A = Action Required

Item: Resignation – Crystal Pardy – CFO Position
Motion: 2022-01-31-017 (B. Pritchett & D. Norman) to accept the resignation of Crystal Pardy, Chief Financial Officer, effective January 17th, 2022.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

ACOA Funding Approval will be discussed in Public Works.

Item: National Heritage Day/Week 2022
Motion: 2022-01-31-018 (D. Hopkins & B. Pritchett) to proclaim the week of February 21st to February 27th, 2022 as National Heritage Week.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0

Motion Carried

Public Works:
Item: ACOA Project No. 219455 – ICF – Adapting and Reimagining Community Spaces
It was discussed that the funding for the trails included the Smallwood Trail System and the scope of work for each trail was outlined in the application.
Motion: 2022-01-31-019 (D. Hopkins & B. Pritchett) to accept the ACOA Application Funding - Project No.219455 in the amount of $73,978.00 for adapting and reimagining community spaces.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

- As per the request of SEDCOR, the turbine has been relocated to the Logger's Memorial.
- The two wooden loggers are shrink wrapped.
- SEDCOR is requesting use of the tool shed at the Fun-N-Sun Playground so as to not have to use the canteen area of the Splash Pad Building for storage.
- An update was provided as to the status of the land on Bonaventure Avenue.

Human Resources:
An update was requested regarding the recommendations to the Finance Committee. It was discussed that the update would be provided in a privileged session.

OHS:
- Fourth Quarter Safety Inspections are completed with the following items noted:
    - There are boxes stored in the electrical room of the Town Office that needs to be removed.
    - The open-pit in the Town Garage is not currently being utilized and should be filled in.
    - MSDS Sheets for soda ash is required.
    - Compliance reports required for Job Safety Analysis and Vehicle Inspections.
    - Town Garage requires clean-up as time permits.
    - It was also noted that the staff need to be more respectful of the Town Equipment.

Emergency Planning:
- It was noted that the Emergency Preparedness Plan has been sent but not yet received back from the Department with the approval of the Minister.
- The location of the Warming Shelter at the Fire Department was clarified.
- The Emergency Preparedness Plan will be added to the Dropbox for Council's review.

Regulations:
- A document relating to the committee agenda and upcoming items for review was shared with other Committee Members and staff.
- The Committee Chair will review the current regulations to determine the policies and regulations that need to be updated.

Age Friendly:

- The Christmas Loaf Cake Project was well received. Residents dropped by the Town Office to pick up the cakes or arrangements were made with residents who were unable to pick up for the Committee to do a home-delivery.

Communications:
- A discussion was had regarding the future direction of the committee.
- It was further discussed to contact Neil Hyde, Website Developer, to make the arrangements to go live with the website.

Liaison Reports:
Recreation:
- There hasn't been a meeting due to COVID.
- The Rink has been opened for the season. The Recreation Committee has been divided into teams that are responsible for the flooding.
- A schedule for the rink will be developed for skating and hockey once the conditions permit.
- Thanks to the Recreation Committee for all their efforts.

Fire Department:
- There will be a general meeting on February 1st, 2022.
- Four members to join Fire Department.

Festival Events:
- No report.
- It was noted as this is a Come Home Year, it is important to begin the preparations.

SEDCOR:
- The main work for SEDCOR this year will be signage more particularly around the amenities such as the walking trails and ATV trails.
- Thanks to the staff for the placement of the turbine at the Logger's Memorial.
- Discussions with Smallwood Academy on an event for Heritage Week.
- There will be fundraising for the grooming of Middle Brook Trail.
- The COVID Stimulus funding has expired for Joey's Lookout but MHA Haggie is currently working on this matter.
- The Trails Committee is requesting to meet with Council and staff to discuss the scope of work for the upcoming trails project.

Dover & Area:
No Report.

Smallwood Academy:
No Report

Library:
No Report.

Town Clerk/Manager Report
No Report

Mayors Report:
- He advised Council to inform him of the upcoming scheduled Committee Meetings.

- Next Council meeting is scheduled for February 14th, 2022.

Motion: 2022-01-31-020 (D. Hopkins & R. Stockley) to move into a Privileged Meeting at 7:37 pm.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-021 (D. Hopkins & B. Pritchett) to move back into a regular meeting at 8:21 pm.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-022 (B. Pritchett & R. Stockley) to dissolve the position of Town Clerk/Manager.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-023 (B. Pritchett & R. Stockley) to appoint Cindy Collins to the position of Town Manager.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-024 (B. Pritchett & R. Stockley) to appoint Lorne Greene to the position of Town Clerk.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Motion: 2022-01-31-025 (B. Pritchett & R. Stockley) to temporarily assign Ashley McAndrews to 64the Administrative Assistant.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0

Abstaining: 0
Motion Carried

Motion: 2022-01-31-026 (B. Pritchett & D. Hopkins) to adjourn the meeting at 8:23 pm.
In Favor: Mayor D. Dyke
Deputy Mayor B. Pritchett
Councillors D. Hopkins, L. Moss, R. Stockley, D. Eastman, D. Norman
Opposed: 0
Abstaining: 0
Motion Carried

Signature: _____
Mayor

Signature: _____
Town Clerk