

## The Town of Gambo

A regular meeting of the Town Council of Gambo was held on June 18<sup>th</sup>, 2018 at the Smallwood Interpretation Centre, Gambo.

Minutes of the regular meeting of the Town of Gambo held on June 18<sup>th</sup>, 2018 at the Smallwood Interpretation Centre, Gambo.

### Members in Attendance

Mayor Dennis Lush  
Deputy Mayor Darren Dyke  
Councillor Barbara Pritchett  
Councillor Mark Stockley  
Councillor Craig Lush  
Councillor Desiree Hopkins  
Youth Representative – Jenna Pritchett  
Lorne Greene – Town Clerk/Manager  
Cindy Collins – Administration Clerk

### Members Absent

Councillor Nathan Philp

### Visitors

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**Mayor Lush called the meeting to order at 7:03 pm**

**Motion: 18-06-18-145 (B. Pritchett & C. Lush)** to approve the Agenda of June 18<sup>th</sup>, 2018 as presented.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins  
Opposed: 0  
Abstaining: 0  
Motion Carried

### Errors or Omissions:

- Mayor Lush was included in the last motion of the minutes of May 28<sup>th</sup>, 2018. This is an error as Mayor Lush had removed himself from the meeting due to conflict.
- Councillor Pritchett is noted as being a part of the Economic Development Committee but is no longer a committee member.
- The course completed by the Fire Department was the ICS-200, not the ICS-400.

**Motion: 18-06-18-146 (D. Hopkins & M. Stockley)** to approve the minutes of May 28<sup>th</sup>, 2018 as presented.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Business Arising from the Minutes:**

Councillor Hopkins requested to clarify her statement regarding the work load of the office staff. Her intention was not to undermine or offend staff but to point out that the staff was not being given the resources to deal with the work load. She further noted her apologies to the staff if her comments were taken that way.

**New Business:**

Mayor Lush is suggesting that future resolutions be put forward by the chair of the respective committee and that the person to second the resolution be the other Councillor that is a part of that committee.

Item: SEDCOR – Councillor Pritchett requested some direction from Council as to how SEDCOR is to operate. It was discussed and decided that SEDCOR could operate on their own as long as they followed the regulations and policies in place regarding fundraising, purchasing, auditing, etc. A meeting will be arranged for the Board of SEDCOR to meet with Lorne and Mayor Lush to discuss further.

Councillor Pritchett advised that SEDCOR has expressed an interest in keeping Economic Development as a part of their operation. It was discussed and decided to defer this until Councillor Philp was present as he is the chair of the Economic Development Committee.

Councillor Pritchett also advised that Tidy Towns will be incorporated in to a subcommittee of SEDCOR; possibly the Trails Committee.

**Motion: 18-06-18-147 (B. Pritchett & D. Hopkins)** to dissolve the Tidy Towns Committee with the Town of Gambo so that it can be incorporated in to the operations of SEDCOR.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Correspondence:**

Council Meeting Correspondence			
Received from	Received on	I / A	Details
Dept. of Municipal Affairs	May 31	I	Approval to Call Tenders - Centennial Road Upgrades
Dept. Of Trans & Works	June 4	I	Update on signage for Smallwood Academy for JR Smallwood
Town Office			Customer Service Report - Completed Files
Steering Committee	June 1	A	Come From Away Marketing Presentation

SAM	June 4	A	SAM Fall Meeting Feedback Request
Dept of Municipal Affairs - Fire Emergency Branch	June 5	A	Consultations on the Municipal Legislative Review
Dept of Municipal Affairs	May 31	A	Booster Pump Upgrade Approval
Fisheries & Land Resources	June 12	A	Renewing Canada's Forest Vision (2018 and Beyond)

Item: Approval to Call Tenders; Centennial Road Upgrades – Lorne advised that our Engineers have the Tender advertised with a closing date of June 19<sup>th</sup>. It was noted that this project is unable to begin until the main lines to the Town Hall are replaced.

Item: Update of Signage for Smallwood Academy – It was noted that the type of signage we are looking for is not permitted by the Department of Transportation and Works. It was discussed and decided to enquire as to the possibility of installing directional signage for the recreation facilities that are located in the area and to include the school information as well.

Item: Customer Service Report – Will be discussed last.

Item: Come From Away Marketing Strategy – It was discussed and decided that Gambo would remain present in these discussions.

Item: SAM Fall Meeting Feedback – SAM is requesting feedback on attendance to the Fall Meeting in relation to the location and the associated costs. It was discussed and decided to figure out the total cost associated with a Councillor attending the Meeting and to email the information to Council for their review. The general consensus was that it would be agreeable if the total cost was approximately the same as attending a conference on the East Coast or Avalon areas.

Item: Consultations on the Municipal Legislative Review – It was discussed and decided that other review opportunities will probably be available at a later date, closer to the acceptance of the changes, and that someone could take advantage of the information session at that time.

Item: Booster Pump Upgrade Approval – Will be Discussed at Finance.

Item: Renewing Canada’s Forest Vision – No interest at this time.

Item: Customer Service Report – Lorne gave a brief overview of the document, advising that it is a system used by the office to track questions and complaints received that require action. It was noted that the numbers showing represented the ‘closed’ files that have been completed. It was also noted that this form does not include the informal everyday questions and phone calls.

**Committee Reports:**

**Finance: D. Dyke/M. Stockley**

Item: Janitorial Service Tender – Will be addressed in Public Works.

Item: Adjustment Request Correspondence – Deferred as more information is required.

Item: Retirement of Town Foreman; Gift Card – Finance is suggesting a \$400 Prepaid Visa Card.  
**Motion: 18-06-18-148 (D. Dyke & M. Stockley)** to approve the purchase of a \$400 Prepaid Visa card as a retirement gift to the previous Town Foreman.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Retirement of Town Foreman; Severance – Will be discussed later in the meeting.

Item: Travel Claim for the Recreation Director – For attendance to the Recreation Conference at a cost of \$194.61.

**Motion: 18-06-18-149 (D. Dyke & M. Stockley)** to approve the Recreation Directors travel claim to attend the Recreation Conference at a cost of \$194.61.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Travel Claim for Lorne Greene and Cindy Collins – For attendance to the PMA Convention at a cost of \$454.50 and \$751.67.

**Motion: 18-06-18-150 (D. Dyke & M. Stockley)** to approve Lorne’s travel claim for attendance to the PMA Convention at a cost of \$454.50.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Motion: 18-06-18-151 (D. Dyke & M. Stockley)** to approve Cindy’s travel claim for attendance to the PMA Convention at a cost of \$751.67.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Booster Pump Upgrade Approval - Received in the amount of \$200,000.00 under the Small Communities Fund.

**Motion: 18-06-18-152 (D. Dyke & M. Stockley)** to approve the acceptance of Funding for the Booster Pump Upgrade on Pine Tree Road in the amount of \$200,000. The Town's portion of this project will be \$18,137.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Removal of the Booster Pump Upgrade from the Gas Tax – As funding for this project was just approved under the Small Communities Fund, a resolution is required to remove this project from the Gas Tax Funding Allocation 2014-2019.

**Motion: 18-06-18-153 (D. Dyke & M. Stockley)** to approve the cancellation of the Booster Pump Upgrade with Project Number 88-2015-5362 in the amount of \$166,033.01 from the 2014-2019 Gas Tax Allocation.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Donation to Junior Miss NL & Labrador – No donation at this time.

Item: Accounts Receivable Adjustments - In the amount of \$2211.33.

**Motion: 18-06-18-154 (D. Dyke & M. Stockley)** to approve the accounts receivable adjustments in the amount of \$2211.33.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Vendor Aged Trial Balance – In the amount of \$22,963.72.

**Motion: 18-06-18-155 (D. Dyke & M. Stockley)** to approve the Vendor Aged Trial Balance in the amount of \$22,963.72.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Accounts Payable Cheque Register – In the amount of \$79,930.17.

**Motion: 18-06-18-156 (D. Dyke & M. Stockley)** to approve the Accounts Payable Cheque Register in the amount of \$79,930.17.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Motion: 18-06-18-157 (C. Lush & B. Pritchett)** to move in to a Privileged Meeting at 8:11 pm.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Motion: 18-06-18-158 (D. Dyke & C. Lush)** to move back to a Regular Meeting at 8:26 pm.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Item: Severance Pay; Retired Town Foreman – Issuance of a collective payment totalling 10 weeks with a biweekly payment being issued until severance is paid in full.

**Motion: 18-06-18-159 (D. Dyke & M. Stockley)** to approve the issuance of the retired Town Foreman's severance pay as a collective payment totaling 10 weeks with a biweekly payment being issued until amount is paid in full.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

#### **Public Works: C. Lush/M. Stockley**

Item: Tender for Brush Cutting on JR Smallwood Blvd. – Lorne has received correspondence from the Dept. of Transportation and Works advising that discussions will be held with the Assistant Deputy Minister and they will advise at a later date.

Item: Application for Garage; 2 Crosses Street – Letters have been sent to residents in the area as per the Town Plan.

Item: Pioneer Street Extension – Deferred as more information is required.

Councillor Hopkins removed herself from the meeting due to conflict.

Item: Janitorial Service Contract – Recommending to extend the current temporary contract, if possible, to allow for the procurement process and to add the Library to the list of properties to be cleaned.

**Motion: 18-06-18-160 (D. Dyke & M. Stockley)** to approve the addition of the Library to the Janitorial Contract and to extend the current temporary contract for two months, if permitted by the Public Procurement Act.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush

Opposed: 0

Abstaining: D. Hopkins

Motion Carried

Councillor Hopkins returned to continue the meeting.

Item: Business Application; Dumping Station – Deferred as more information is required.

Item: Request from Resident Regarding Acquiring Land – Deferred as more information is required.

Item: Review of Joey’s Lookout – The Committee is recommending to close the lower portion of the lookout as the lookout is moving and is now a safety concern. It was discussed and decided to move the informational plaques on the lower level to the upper portion of the lookout and to block all access to the lower portion. It was further discussed that further discussion on the future of the lookout would be had at a later date.

Item: School Directional Signage – Correspondence was received noting that our requested signage is not permitted. It was discussed and decided to look at other options.

Item: Request for Staff Assistance; Family Matters Daycare – Public Works is not at full staff right now and is unable to assist with the request. It was recommended to forward the request to Recreation to see if they are able to assist.

Item: Approval to Call Tenders; Centennial Road Upgrades – Our engineering company has advertised the Call for Tenders with a deadline of June 19<sup>th</sup>, 2018. Public Works staff will add the required replacement of the main lines in the area to their work list and will complete it as time permits.

Item: Smallwood Interpretation Centre Floating Wharf – Pritchett’s Trucking is scheduled to assist with this for tomorrow, June 19<sup>th</sup>.

**Administration: N. Philp/D. Dyke**

Item: Office Staff Contracts – The contracts are signed by the staff and Mayor Lush and are awaiting the signature of the Committee Chair or his representative.

Item: Job Descriptions – Will be reviewed before the next Admin. Meeting.

Item: Animal Control Officer/General Maintenance – Six applications have been received for this position and the committee is in the process of arranging the interviews. It was recommended that someone from the Public Works Committee be involved in the process.

Mayor Lush removed himself from the meeting due to conflict.

Item: Festival and Events JCP Program – Interviews have been completed for this position and the successful applicants have been forwarded to AES to complete their screening process.

**Occupational Health & Safety: B. Pritchett**

No report. The next meeting will be June 28<sup>th</sup>, 2018.

**Economic Development: N. Philp/C. Lush**

No report.

**Emergency Planning: D. Dyke/N. Philp**

There has been no correspondence received from Blair Hogan of Fire & Emergency Services regarding the ICS-100 training.

**Tidy Towns: B. Pritchett/D. Hopkins**

Item: Community Cleanup – The Community Cleanup was very successful with approximately 120 bags of garbage collected throughout the community. The Committee would like to extend thanks to the following; Town workers, Mayor Lush, the Gambo Fire Dept., Auto Plus Convenience, the 780 Freshwater Air Cadet Squadron, the Gambo Lions Club and all of the volunteers.

Item: Drover's Beach Cleanup – This is scheduled for Saturday, June 23<sup>rd</sup>, 2018. The committee will be looking for volunteers with access to ATVs to rake the beach and remove logs from the area as well as volunteers to clean up the litter. Muffins and coffee will be provided to volunteers at this event.

Item: Community Garden – The Community Garden is a great success. The Committee is now considering having businesses or community organizations sponsor planter boxes throughout the community. Further information on this will be brought to Council after additional discussions.

Item: Community Art – The Committee currently has permission from a resident to paint a welcoming image on a dilapidated van located near the beginning of Town.

Item: Property of the Week – Further details still need to be worked out by the Committee. Signage for this contest will be moveable and will move from property to property as the title is awarded.



**Regulations: D. Hopkins/B. Pritchett**

Item: Land Sales – The Committee is currently in the process of gathering information for this policy and have discussed some parameters in relation to the criteria required to be below the \$500 selling point as per the Municipalities Act. It was discussed that most of the pertinent information required to create this policy can be found in the Municipalities Act. It was also noted that a property could be sold as a Tax Sale as soon as the property is deemed to be in arrears and that the two year arrears benchmark currently followed is not a requirement.

It was also noted that, as the process of establishing the parameters for this policy will be lengthy, the Committee will also be working on updating Taxi Regulations, Nuisance Property Regulations and Water/Sewer Regulations.

**Age Friendly: B. Pritchett/D. Hopkins**

Item: Funding for Survey Assistant – This position has been advertised and interviews are scheduled. This person will be responsible for finalizing the survey, distributing the survey and compiling the results of the survey. There are plans to hold a luncheon so that seniors can have assistance with completing the survey if required. It was discussed that Lorne should have been a part of the job advertisement and interview process as a part of his position. It was indicated that the Committee was unaware that he wasn't involved in the process.

**Communications: D. Hopkins/B. Pritchett/D. Dyke**

Item: Facebook – A Facebook page will be created and monitored by the Committee. It will include things like updates on projects, events hosted by community organizations, pictures of attendance to various events, public notices and correspondence that should be shared with the community.

**Motion: 18-06-18-161 (D. Hopkins & B. Pritchett)** to approve the creation of a Town email address for the Communications Committee for the purpose of social media.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Liaison:**

**Recreation: D. Hopkins**

- Netting around the rink is in place.
- Sod is removed from the baseball field
- Summer program planning is on schedule

**Fire Dept: D. Dyke**

- Still waiting for a response from Blair Hogan regarding the ICS-100 Course.

**Festivals & Events: N. Philp**

- No report.
- A suggestion was put forward that the Events Coordinator submit a report to Council in the absence of Councillor Philp.

**SEDCOR: M. Stockley**

- Concerns have been expressed with the process of appointing a new Chairperson.
- The new Chairperson is doing great in her position; there are six new committees of SEDCOR started.
- It was noted that there is a lot of positive happening with SEDCOR.

**Dover & Area Family Coalition: C. Lush**

- No report.

**Youth Representative: J. Pritchett**

- Exams have started so there is not much else going on right now.

**Town Manager's Report:**

- Lorne and Cindy attended the Annual PMA Convention in Corner Brook recently and may have found a solution to concerns that were noted regarding tracking fuel and vehicle usage. The information will be forwarded to Public Works for their review.
- Lorne advised Councillors Pritchett and Hopkins that there are currently 2 outside staff members who will be planting flowers in the near future that are built in to the budget every year.
- Lorne advised Council of the large workload that has to be completed in the near future, noting how busy the office will be.

**Mayor's Report:**

- Mayor Lush advised Council that he has recommended to Lorne to keep advising Council on the work schedule, noting the items that have to take priority. Lorne updated Council on the current working conditions of the office in relation to spacing; there is no organization as the move was rushed and the office was closed for just two days. It was noted that there are currently four Capital Projects ongoing as well as four tenders/request for proposals that have to be completed and that these items have newly instated regulations and policies that have to be reviewed and followed.
- Mayor Lush attended another meeting regarding the proposal for a Central Air Ambulance. We will continue to stay informed in this matter.
- Mayor Lush attended the unveiling of a 60 bed long-term care facility.

**Concerns:**

Deputy Mayor Dyke enquired as to whether or not a request for Jenna's replacement needed to be sent in to the school this early. Jenna advised that she would inform the current Student President so that they can discuss the opportunity with the students.

Councillor Lush has a concern with not being given the opportunity to apply to be a vendor at the 2018 Smallwood Days Festival. He finds it especially concerning considering that he's donated free food to the Kids Day event for a number of years now.

Councillor Hopkins wanted to express thanks again to the community for assistance with the community clean up.

Jenna left the meeting at 9:33 pm.

Mayor Lush noted that there would be items discussed in the privileged meeting that he would be in conflict regarding so he will be removing himself from the meeting before the items were brought forward.

**Motion: 18-06-18-162 (D. Dyke & B. Pritchett)** to move to a privileged meeting at 9:34 pm.

In Favor: Mayor D. Lush  
Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Motion: 18-06-18-163 (C. Lush & B. Pritchett)** to return to a regular meeting at 10:09 pm.

In Favor: Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

**Motion: 18-06-18-164 (C. Lush & D. Hopkins)** to appoint Morgan Cooze as the new Working Foreman.

In Favor: Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Let it be noted that Mayor Lush passed the chair to Deputy Mayor Dyke and removed himself from the privileged meeting at 10:00 pm due to conflict.

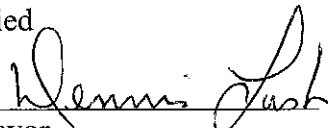
**Motion: 18-06-18-165 (C. Lush & M. Stockley)** to adjourn the meeting at 10:10 pm.

In Favor: Deputy Mayor D. Dyke  
Councillors B. Pritchett, M. Stockley, C. Lush, D. Hopkins

Opposed: 0

Abstaining: 0

Motion Carried

Signature   
Mayor

Signature   
Town Clerk/Manager