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## The Town of Gambo

A Regular Meeting of the Town Council of the Town of Gambo was held on December 2<sup>nd</sup>, 2025, at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town Council of the Town of Gambo held on December 2<sup>nd</sup>, 2025, at the Gambo Town Hall, Gambo, NL.

### **Members in Attendance:**

Mayor Peter Lush  
Deputy Mayor Lori Moss  
Councillor Morgan Cooze  
Councillor Charlene Kean  
Councillor Minnie Osmond  
Councillor Tracy Penney  
Councillor Darryl Taylor  
Town Clerk Lorne Greene  
Youth Representative Leah Hunt

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Mayor Lush called the meeting to order at 7:02pm.

**Resolution: 2025-12-02-304 (T. Penney & C. Kean)** Be it resolved to adopt the agenda of the Regular Meeting of Council of December 2<sup>nd</sup>, 2025, as presented.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Resolution: 2025-12-02-305 (L. Moss & M. Cooze)** Be it resolved to adopt the minutes of the Regular Meeting of Council of November 10<sup>th</sup>, 2025, as presented.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

### **Business Arising from the Minutes:**

Deputy Mayor Lori Moss requested an update on the patio repairs at the Smallwood Interpretation Centre. Lorne, Town Clerk advised that the repairs have begun and that the closing date for the sale has been moved to December 15<sup>th</sup>, 2025.

**Resolution: 2025-12-02-306 (M. Osmond & L. Moss)** Be it resolved to adopt the minutes of the Swearing-In Ceremony of the newly elected Councillors on December 1<sup>st</sup>, 2025, as presented.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Regular Meeting of December 2<sup>nd</sup>, 2025

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor  
 Opposed: 0  
 Conflict of Interest: 0  
 Resolution Carried

Mayor Lush advised that Lorne, Town Clerk, completed the Code of Conduct Training with the newly elected Councillors and emphasized the importance of declaring a conflict of interest up front with each Councillor declaring any conflict. He further explained that conflict of interest is a financial gain or benefit to an elected official or a close relative of an elected official.

Mayor Lush advised that Lorne, Town Clerk, will send all meeting correspondence and related documents to the Dropbox before each scheduled meeting for review.

Council Meeting Correspondence (Information)

Received From	Received on	Details
Curtis Dawe Lawyers	Nov-13-25	Congratulations on Campaign and Information on their experience
Gov't of NL	Nov-18-25	Invitation to Attend Module 5: Access to Information and Protection of Privacy (ATIPP) – Mandatory Orientation Training
'Municipalities NL	Nov-19-25	2025 MNL Conference Brings Together More Than 300 Community Leaders
Municipalities NL	Nov-23-25	Municipalities Newfoundland and Labrador and Partners proclaim National Housing Day
Municipalities NL	Nov-24-25	MNL Celebrates Successful 75th Conference, Trade Show and AGM
Municipalities Assessment Agency	Nov-26-25	Access to Board Election Ballots and Portal documents

Council Meeting Correspondence (Action)

Received From	Received on	Details
Gov't of NL	Oct-16-25	2026 Municipal Budgets
Gov't of NL	Nov-5-25	Request to Update Municipal Contact Information
Cecon Ltd.	Nov-7-25	JSS25-M000003 - Smallwood Interpretation Center Patio Repair - Gambo - Letter of Award
RCMP	Nov-7-25	Monthly Crime Statistics Report for October 2025

Regular Meeting of December 2<sup>nd</sup>, 2025

Gov't of NL	Nov-20-25	B.E.M. & E.O.C.M. Course Offering
Municipal Assessment Agency	Nov-21-25	Election Voting Deadline - MAA Board of Directors
Municipal Assessment Agency	Nov-21-25	Letter from Mayor Tony R Keats - Candidate for Central Regional Director
Municipal Assessment Agency	Nov-21-25	Candidacy for MAA Board of Directors - Kevin Flynn- Central Newfoundland
Municipal Assessment Agency	Nov-22-25	Central Director - MAA - Dennis Flood
Municipal Assessment Agency	Nov-17-25	Central Director - MAA - Sterling Quinlan
Department of Transportation and Infrastructure	Nov-25-25	Correspondence - Town of Gambo
Service Canada	Nov-25-25	" Youth Series "Connect & Discover" for Francophones - Invitation
WorkplaceNL	Nov-27-25	WorkplaceNL December 2025 Webinars and Workshops
MMSB	Nov-27-25	Compost Bin Distribution Program 2026 - Expression of Interest
JW Consulting Associates	Nov-11-25	Orientation of Council
Jaunt NL	Dec-1-25	Re: NL Tourism Project

**Item: 2026 Municipal Budgets**

Each year Municipalities are required to prepare and adopt a budget that includes estimates of revenue and expenditures for the upcoming financial year, along with the applicable tax rates. Due to the 2025 municipal general election, all city and town councils must adopt their 2026 budget by January 1<sup>st</sup>, 2026, and submit a copy in the prescribed format to the respective Municipal and Community Affairs Regional Office no later than January 31<sup>st</sup>, 2026.

**Item: Request to update Municipal Contact Information**

The Department of Municipal and Community Affairs maintains records of elected and administrative officials. This information is essential to the effective delivery of the department's programs and services, and is also used by other government departments, agencies, and organizations in their interactions with municipalities. With newly elected councils now in place in most municipalities, it is important to ensure that the department's records are current. An Information Request Form is to be completed and submitted by November 19<sup>th</sup>, 2025. Lorne, Town Clerk, advised that the required contact information has been submitted.

**Item: Smallwood Interpretation Center Patio Repair - Letter of Award Contract**

This correspondence received from Cecon Ltd. is awarding, on behalf of the Town of Gambo, the contract to Emmanuel Construction Services Ltd. in the amount of \$52,150.00 (HST Included) for the required repairs to the patio because of damages that occurred during the Storm Surge in January 2025.

**Item: Monthly Crime Statistics Report for November 2025**

Monthly Crime Statistics Report for November 2025

Offence Category	Month - March	Year to date
Persons	8	143
Property	14	183
Drugs	2	17
Off Road Vehicles	2	57
Traffic Complaints	33	497
Mental Health	5	88
Alarms	14	96
Impaired Driving	2	51
Other	27	454
Total Calls for Service	107	1534
Community Visits	1	3
Tickets Written	5	6

\*Statistics as reported reflect on the service area for the Glovertown Detachment

**Item: B.E.M. & E.O.C.M. Course Offering**

The Emergency Services Division will be offering a Basic Emergency Management (B.E.M.) and an Emergency Operations Center Management (E.O.C.M.) course in Musgrave Harbour, from December 9<sup>th</sup>-11<sup>th</sup>, 2025. There is no cost to attend the course, however travel, meals, and accommodations are the responsibility of the participant.

**Item: Election Voting Deadline - MAA Board of Directors**

This is a reminder that the voting deadline for the Municipal Assessment Agency's Board of Directors is 4:00 p.m. NST on Thursday, December 18<sup>th</sup>, 2025.

**Item: Tony Keats - Central Director Municipal Assessment Agency**

Mayor Keats is seeking re-election for a second term. In his correspondence, he notes that serving our councils and the residents in this role has been both a privilege and a meaningful opportunity to contribute to the central region. He indicates that should he be successful in this election, he promises to continue to be our voice, and to be open, approachable, and committed to clear communication like he has been in the past four years. Mayor Lush advised that we will be submitting a vote for Mayor Keats for this position.

**Item: Kevin Flynn - Central Director Municipal Assessment Agency**

Councillor Flynn is seeking election for the Central Director. He indicates that it is with sincere enthusiasm and commitment to community service that he has submitted his candidacy for the position. As a newly elected Councillor for the Town of Triton and the Assistant Principal at Green Bay South Academy in Robert's Arm, he brings a strong dedication to fairness, collaboration, and accountability which are qualities that he believes are essential to the effective work of the MAA. He further indicated that he would be truly honored to serve as the Central Newfoundland Representative on the MAA Board of Directors and would greatly appreciate the Town's support.

**Item: Dennis Flood - Central Director Municipal Assessment Agency**

In his correspondence, he is requesting support from council in his bid to represent the Central Region on the MAA. He indicates that he is a second term Councillor with the Town of Change Islands and that he has the experience and qualifications. He further indicates that he would appreciate the opportunity to put his proven leadership and teamwork skills to work for Council.

**Item: Sterling Quinlan - Central Director Municipal Assessment Agency**

In his correspondence, he indicates that he has accepted the nomination from the Town of Birch Bay Council to run for the Central Regional Candidate for the MAA Board of Directors. He notes that he joined the Town council in Birch Bay in 2022 as a Councillor and was elected Mayor in the recent election for Council. He further notes that although his political experience is short, he believes that his work experience has given him the competencies to function effectively on the Board of Directors for the MAA. He is confident that with his background and experience he can represent and advocate on behalf of our towns on the MAA Board.

**Item: Correspondence - Department of Transportation and Infrastructure**

In correspondence dated November 25<sup>th</sup>, it was indicated that the Department of Transportation and Infrastructure would be assessing the main throughfare in Gambo in the coming days. The purpose of this assessment is to identify any sections of the route that may require ditching and brush cutting and should any areas be identified during this review, they will be added to the Department's priority list for consideration and approval as part of the spring 2026 work plan.

**Item: Invitation - Youth Series "Connect & Discover" for Francophones**

The Community Outreach and Liaison Service Team/Service Canada are launching a new effort to support youth aged 15-30 across Newfoundland-and-Labrador. This is an invitation to attend a virtual meeting in French to discuss this new initiative with scheduled selected dates of November 28<sup>th</sup>, December 2<sup>nd</sup> and December 4<sup>th</sup>.

**Item: WorkplaceNL - December 2025 Webinars and Workshops**

The list of free webinars and workshops for December 2025 has been provided with a detailed description of each outlined.

**Item: MMSB Compost Bin Distribution Program 2026 - Expression of Interest**

The Multi-Materials Stewardship Board (MMSB) is now accepting expressions of interests for participation in its Compost Bin Distribution Program. Through this program partnering communities as well as community groups or organizations can offer compost bins to their residents or members at a reduced cost.

**Item: Orientation of Council - JW Consulting Associates**

This correspondence is offering an Orientation of Council for \$1900 (plus HST). This orientation complies with the requirements of the Department of Municipal and Community Affairs.

**Item: NL Tourism Project**

This correspondence introduces Caroline Murphy and Claire Gatherall. It indicates that work is ongoing on an exciting project aimed at promoting the lesser-known areas of the province to both visitors and locals. It was noted that Newfoundland and Labrador are full of breathtaking sights, hidden gems, and unique experiences in every nook and cranny, and they believe the best way to showcase them is through local knowledge. The goal is to help put our town on the map that can keep visitors in our region longer, benefiting our community in meaningful ways. Lorne, Town Clerk, advised that he had passed this on to Amy, Recreation Director/Economic Development Officer for further review and discussion.

**Finance Committee:**

**Item: Donation - Smallwood Academy Annual Awards Ceremony**

**Resolution: 2025-12-02-307 (L. Moss & M. Osmond)** Be it resolved to donate \$200.00 to the Smallwood Academy thirty-third Annual Awards Ceremony.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Item: Recreation Commission Budget Request**

In correspondence, Recreation is requesting to move the 2025 initiative of resurfacing the rink to 2026 and utilize the approved budget for 2025 to purchase an enclosed trailer to store fencing in at the softball field.

**Resolution: 2025-12-02-308 (L. Moss & M. Osmond)** Be it resolved to re-allocate funds for the Recreation Commission for 2025 as requested in correspondence.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Item: Eastlink Proposal - Telephone and Internet for the Fun-N-Sun Playground Area**

There was correspondence received indicating that a cost analysis has been completed for the installation of telephone and internet service at this site. It stated that it would be approximately eighteen weeks to complete and would cost \$209.95 per month based on a five-year agreement with an installation fee of \$7,450.00. It was decided that this proposal would not be accepted and that we would explore the option of Starlink.

**Item: Lift Station Upgrades Project - 17-GI-22-00025 - Change Order Number 001**

This correspondence is a change order to the project for items not used in the contract.

**Resolution: 2025-12-02-309 (L. Moss & M. Cooze)** Be it resolved to reduce the Lift Station Upgrades Project with Project No. 17-GI-22-00025 in the amount of \$49,363.75 for items that were not used in the contract.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Item: MMSB Application - Recycling Containers**

A copy of the recently submitted application was tabled for review. It was noted that the application requests approval for seven twenty-two-gallon curbside-style recycling containers for various places throughout town. It was noted if the project received approval, there would be a financial contribution of \$1,913.00 required. It was noted for information purposes only.

**Item: Memory Bench**

A request was submitted to place a plaque on an existing Memory Bench on the Middle Brook Trail. It was discussed that a plaque could be placed on this double bench at a cost of \$650.00 as the bench had to be built initially.

**Item: October 2025 Bank Reconciliation**

**Resolution: 2025-12-02-310 (L. Moss & M. Osmond)** Be it resolved to approve the October 2025 Bank Reconciliation in the amount of \$249.03.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Item: Vendor-Aged Trial Balance**

**Resolution: 2025-12-02-311 (L. Moss & T. Penney)** Be it resolved to approve the Vendor-Aged Trial Balance in the amount of \$44,722.03

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Item: Accounts Payable Cheque Register - J.I. Pritchett's & Sons Ltd.**

**Resolution: 2025-12-02-312 (M. Cooze & C. Kean)** Be it resolved to approve the Accounts Payable Cheque Register for J.I. Pritchett's & Sons Ltd. in the amount of \$1,085.28 with cheque number 0000028862.

In Favor: Mayor P. Lush,

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

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

Resolution Carried

**Item: Remaining Accounts Payable Cheque Register**

**Resolution: 2025-12-02-313 (M. Cooze & C. Kean)** Be it resolved to approve the remaining Accounts Payable Cheque Register in the amount of \$105,673.05.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Public Works Committee:**

**Item: Correspondence - 68 J.R. Smallwood Blvd.**

A request was received regarding the ditch near the property on Pioneer Street. It was requested to clear the ditch from debris as it is resulting in one end of the culvert being blocked and not draining properly. It was noted to place this on the list for the Public Works employees to complete.

**Item: Correspondence - Forest Road**

This correspondence is bringing to the attention of Council, the condition of Forest Road. It was noted that it is a paved road, but the potholes are so deep that a vehicle can't drive over them in fear of damage to the vehicle. It is requested to fill the potholes with asphalt and if not with compacted Class A material. It was noted that our Public Works Employees have patched this road using cold patch material.

**Item: Quarry Referral Notice - 7115942 – Department of Transportation and Infrastructure**

This quarry application was referred to and approved by the town a few years ago with the stipulation that the Mint Brook Resource Road be maintained. All documentation is being currently gathered for the Environmental Assessment that is required. As the site does fall within the town's boundary, this correspondence is asking if Council still approves of this quarry with the stipulation that Mint Brook Resource Road be maintained. It was discussed that Council is agreeable to this quarry with the same stipulation regarding the Mint Brook Resource Road.

**Resolution: 2025-12-02-314 (L. Moss & M. Osmond)** Be it resolved to approve the Quarry Referral Notice Application 7115942 by the Department of Transportation and Infrastructure for a 3.0-ha site to be located two kilometres from the TCH on Mint Brook Resource Road with the stipulation that Mint Brook Resource Road be properly maintained.

In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

Opposed: 0

Conflict of Interest: 0

Resolution Carried

**Item: Havin A Racket on Da Bog 2026**

This correspondence indicates that the group will not be availing of the Village Green due to budget constraints but is requesting directions from Council regarding the Parade to be held on Monday, September 7<sup>th</sup>, 2025. It is being asked if a special permit/licence of Council is required

and if so the cost. It was discussed to advise the group that contact should be made with our local Fire Department and RCMP Detachment to request assistance with this parade.

**Human Resources Committee:**

**Item: Town Manager Position**

A virtual meeting was held with Jump Recruitment on the recruiting of a town manager. It was noted that the recruiter would participate in the interview with Council and would be involved in all aspects of the process. The reasons for the hiring of a Recruiting Company were discussed mainly as they would have a larger marker for advertising the position and would have more experience than Council in the hiring process. The recruiter will provide the final candidates for Council's review. Mayor Lush advised that he preferred the recruiter to recommend the ideal candidate for the position.

**Occupational Health and Safety Committee:**

- No Report. The electrical requirements for both treatment plants were discussed and further, that the local electrical company cannot complete the required assessment. It was noted that Doug, Town Foreman, would ask another electrical company to assess both treatment plants and provide a quote on the repairs required.

**Emergency Planning Committee:**

- No Report.

**Regulations Committee:**

- No Report. It was noted that Councillor Kean would review the existing regulations and policies with Town Clerk, Lorne.

**Age-Friendly Committee:**

- Councillor Osmond advised that the gifts for the seniors will be delivered on Monday and that the distribution would be arranged.

**Liaison Reports:**

**Recreation:**

- No Report.

**Fire Department:**

- No Report.

**SEDCOR:**

- Councillor Osmond advised that a meeting was held on November 11<sup>th</sup>, 2025, with a new member joining the Board of Directors. She further indicated that the Board is requesting a meeting with Council as per the Memorandum of Understanding.

**Gambo Public Library:**

- No Report. Deputy Mayor Moss reported that the recent Bake Walk held at the Gambo Lions Club was a great success.

**Sensory Inclusion Trail:**

- No Report.

**Smallwood Academy:**

- An Appreciation Supper was held for the teachers.
- There was a food walk in November.
- It was noted that due to the Boil Order Advisory there isn't enough water in the school and that hopefully this issue will be rectified shortly.

**Town Clerk's Report:**

- The Boil Order remains in effect. We had ordered a new pump and when it got connected the impeller seized but it has been repaired and reconnected.
- This is a reminder of the Public Information Session scheduled for Thursday, December 4<sup>th</sup>, 2025, from 2:30-4:30pm and 6:00pm-8:00pm as a part of the Municipal Plan review.
- I have moved the closing date for the sale of the Smallwood Interpretation Centre to December 15<sup>th</sup>, 2025.
- The tenders have closed for both generators that will be placed at the Chlorine Facility and the Fire Department. Both tenders are below budget but have not been awarded yet.
- The site-plan that was required for the Crown Lands Application for the Gambo Pond Boat Launch has been submitted.
- I worked with Michael Parkes on the submission of the Crown Land Application for the Kittiwake Coast Trail System.
- The By-Election was held on Wednesday, November 26<sup>th</sup>, 2025.
- I have another participant on the Community Enhancement Program, and another sent for approval.
- The annual Christmas Social is scheduled for Friday, December 19<sup>th</sup>, 2025, at the Fire Hall.
- The Annual Christmas Tree Lighting is scheduled for Tuesday, December 9<sup>th</sup>, 2025, at 6:30pm.
- The next Regular Meeting will be on Tuesday, December 16<sup>th</sup>, 2025.

**Mayor's Report:**

- Mayor Lush reported that he had a busy few weeks in the office meeting with residents regarding concerns.
- He noted that he visits the Council Office in the morning and in the afternoon.
- He indicated that he attended the Christmas Social for the Smallwood Era Development Corporation.
- He attended the Opening Ceremonies and the Appreciation Banquet for the Senior Girls Volleyball Provincials recently held at Smallwood Academy.
- He advised Council that there is a lot of work to be done and asked each Councillor if they had any issue that they would like to discuss. The only concern raised was by Deputy Mayor Moss, she inquired if there was any other employee that could post any notices to the Voyent Alert System other than Lorne. It was noted that Jeanne, Receptionist, was able to do so.

Regular Meeting of December 2<sup>nd</sup>, 2025

**Resolution: 2025-12-02-315 (C. Kean & M. Cooze)** Be it resolved to adjourn the meeting at 7:54pm.

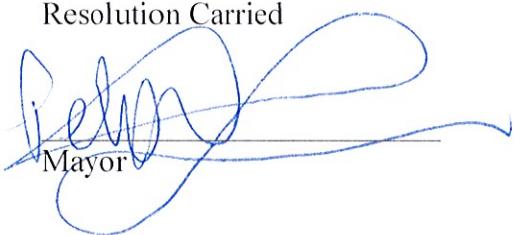
In Favor: Mayor P. Lush, Deputy Mayor L. Moss

Councillors M. Cooze, C. Kean, M. Osmond, T. Penney, D. Taylor

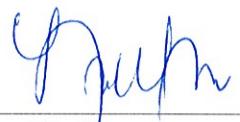
Opposed: 0

Conflict of Interest: 0

Resolution Carried



Handwritten signature of Mayor P. Lush in blue ink, consisting of a large, flowing 'P' and 'L' followed by 'MAYOR' in a smaller, bold, sans-serif font.



Handwritten signature of Town Clerk in blue ink, consisting of a stylized 'T' and 'C' followed by 'TOWN CLERK' in a smaller, bold, sans-serif font.