

The Town of Gambo

A Regular Meeting of the Town Council of the Town of Gambo was held on March 17th, 2026, at the Gambo Town Hall, Gambo, NL.

Minutes of the Regular Meeting of the Town Council of the Town of Gambo held on March 17th, 2026, at the Gambo Town Hall, Gambo, NL.

Members in Attendance:

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

Mayor Lush called the meeting to order at 7:06 pm.

Resolution: 2026-03-17-058 (T. Penney & L. Moss) Be it resolved to adopt the agenda of the Regular Meeting of Council of March 17th, 2026, 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: 2026-03-17-059 (T. Penney & C. Kean) Be it resolved to adopt the minutes of the Regular Meeting of Council of February 24th, 2026, as circulated.

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

Mayor Lush asked if there were any errors or omissions in the Minutes of February 24th, 2026. Councillor Taylor indicated that he wanted to provide clarification on the reports of the Vendor-Aged Trial Balance and the Accounts Payable Cheque Register discussed at the last meeting. Based on a discussion within recent training, Councillor Taylor stated that Councillors are not in a conflict of interest when approving the Vendor-Aged Trial Balance and the Accounts Payable Cheque Register that are presented as a batch. He indicated these reports acknowledge payments are due for expenditures that have been previously approved. A conflict of interest only applies if dealing with a specific vendor within a batch.

Resolution: 2026-03-17-060 (D. Taylor & C. Kean) Be it resolved that Council is not in a conflict of interest when approving the Vendor-Aged Trial Balance and the Accounts Payable Cheque

Register that are presented as a batch. A conflict of interest only applies if dealing with a specific vendor within a batch.

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:

Mayor Lush requested an update on the lift station located on Smith’s Road and if the power had been connected yet. It was noted that the contractor was awaiting parts which had been received and the connection was not yet complete. He advised doing a follow-up with Newfoundland Power.

Mayor Lush advised obtaining a price to get the treatment plants in working order.

Mayor Lush requested that Stephen, Town Manager, attend the PMA Convention in Gander in April.

Item: 2026 PMA Convention

Resolution: 2026-03-17-061 (M. Cooze & D. Taylor) Be it resolved to register the Town Manager for the 2026 PMA Convention to be held in Gander in April.

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

Council Meeting Correspondence (Information)		
Received From	Received on	Details
Municipal Governance Reform	Feb-23-26	Municipal Governance Reform-For Council Awareness
Municipalities NL	Feb 24-26	Nominate a Leader for International Women's Day
Municipalities NL	Feb-25-26	infoNote Feb. 25
SeniorsNL	Feb-27-26	SeniorsNL invites you to learn about Building Belonging - Men's Sheds in NL
Gov't NL	Feb-27-26	DFO salmon Rivers - Gambo
Workplace NL	Feb-27-26	WorkplaceNL March 2026 Webinars and Workshops
Trio	Feb-27-26	Annual General Meeting Notice
Municipalities NL	Mar-2-26	MNL encouraged by the Government's support of Municipal Progress in Throne Speech

Public Procurement Agency	Mar-6-26	Amendments to the Public Procurement Framework
Bettina Ford, MHA	Mar-9-26	Wildfire - March 10 Deadline Funding Opportunity
Municipalities NL	Mar-9-26	Symposium Agenda
Gov't NL	Mar-10-26	2025-26 Active NL Fund
Smallwood Academy	Mar-11-26	Awards Ceremony date
Municipalities NL	Mar-12-26	infoNote March 11

Council Meeting Correspondence (Action)		
Received From	Received on	Details
Department of Forestry, Agriculture and Lands	Feb-25-26	Fire and Emergency Services Training School
Gov't NL	Feb-26-26	B.E.M. & E.O.C.M. Course Offering - Harbour Breton
Gov't NL	Feb-27-26	Financial and Human Resource Oversight - Role of Council
Dept. of Forestry, Agriculture and Lands	Feb-27-26	Proposed Change from Gambo Brook to Gambo River
	Mar-2-26	SAM 2026 Spring AGM Invitation
Department of Municipal and Community Affairs	Mar-3-26	Code of Conduct Requirements for Municipalities
Department of Municipal and Community Affairs	Mar-9-26	Deadline to Complete Mandatory Orientation Training
Canada Mental Health Association	Mar-10-26	Mental Health and Suicide Awareness Training
Gov't NL	Mar-11-26	B.E.M. & E.O.C.M. Course Offering - Robert's Arm
Department of Forestry, Agriculture and Lands	Mar-12-26	Invitation to Engagement Session on Heat Alert and Response System
Municipalities NL	Mar-12-26	Economic Development Training Program Survey

Item: Fire and Emergency Services Training School

The Fire Services and Emergency Services Divisions are pleased to announce the dates and locations for the 2026 Fire and Emergency Services Training School. The Training School will be held in Marystown from May 23-May 29, 2026. Courses offered through the Training School will provide a wide range of programs, seminars, and practical training in an effort to augment local emergency management and response efforts. This should be of interest to fire, municipal/local service district representatives. Police and other first responders.

Item: Emergency Services 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 Harbour Breton from March 18th - 20th, 2026. There is no cost to attend the course.

Item: Financial and Human Resource Oversight - Role of Council

Under the **Towns and Local Service District Act (the “Act”)**, Councils must make sure public money is managed properly. This means the mayor and other council members must regularly look at financial statements, bank reconciliations, payroll, budget variance reports, and annual financial statements.

Item: Newfoundland and Labrador Geographical Feature Submission - Salmon Rivers

The Newfoundland and Labrador Geographical Names Board has received a submission from the Department of Fisheries and Oceans regarding the name for a salmon river located in the Gambo area. DFO has proposed changing the name from Gambo Brook to Gambo River to align with the spelling used in provincial Fisheries Regulations. This proposed correction is intended to ensure consistency between legislation and official naming records. It was noted that Council does not have an issue with the renaming of Gambo Brook to Gambo River.

Item: Stewardship Association of Municipalities Invitation

This correspondence is an invitation to attend the Stewardship Association of Municipalities (SAM) Inc. 2026 Spring AGM being held in the town of Torbay from May 29th-30th, 2026.

Item: Reminder of Code of Conduct Requirements for Municipalities

This notice is to remind municipalities of their responsibilities under the Municipal Conduct Act. The Act sets the rules for ethical behavior, conflicts of interest, and professional conduct for councillors and municipal officials. All Municipalities must have a Code of Conduct Policy in place for councillors and municipal officials, as required by the Municipal Conduct Act. Codes of conduct guide how complaints about councillors or officials are received, reviewed and decided. Municipalities must manage this process according to their own adopted policies.

Item: Mandatory Orientation Training

The Municipal Conduct Regulations under the Municipal Conduct Act require that all Councillors complete mandatory orientation training within six months of being sworn or affirmed into office. As such, all Councillors elected during the 2025 Municipal General Election are required to complete mandatory orientation training by mid-April 2026 including Councillors who have previously completed Modules 1 - 5 in a previous term of office.

Item: Canada Mental Health Association

BGC Gander is partnering with the Canadian Mental Health Association - Newfoundland and Labrador to offer free mental health and suicide awareness training this April. These powerful workshops teach real-life skills that can help you recognize when someone is in distress and how to support them safely and confidently.

Item: Emergency Services Division

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 Robert's Arm, March 31st - April 2nd, 2026. There is no cost to attend the course.

Item: Invitation to Engagement Session on Heat alert and Response System

Stephen Ash, Regional Emergency Planner, is reaching out on behalf of the Department of Health and Community Services, Government of Newfoundland and Labrador with an invitation to an engagement and consultation session. To support increased emergency preparedness in Newfoundland and Labrador, particularly in the context of climate change, the province is developing a Heat Alert and Response system (HARS). This session will be held in Gander on March 19th, 2026, from 9:00 am to 1:00 pm.

Item: Economic and Development Training Survey

Economic development is very important for the future of our communities in Newfoundland and Labrador. While some municipalities have the resources to invest in economic development staff, others must rely on staff to take on economic development responsibilities in addition to other responsibilities. The Economic Developers Association of Newfoundland and Labrador (EDANL) is developing new training programs to support economic development, and MNL wants to make sure that the programs are designed in a way that makes it relevant and accessible to communities.

Finance Committee:

Item: 2026 Municipal Symposium - Gander

An overview of the upcoming Municipal Symposium to be held in Gander from May 7th - May 9th, 2026, was discussed. It was noted that the cost for registration for the event is \$350.00. It was decided that two Councillors would be registered to attend this event.

Resolution: 2026-03-17-062 (D. Taylor & L. Moss) Be it resolved to register Councillor Osmond and Councillor Penney to attend the 2026 Municipal Symposium in Gander from May 7th - May 9th, 2026.

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: Correspondence - 24 Pinetree Road

There was correspondence received requesting reimbursement for damages to town infrastructure that had been paid. It was noted that Mayor Lush and Lorne, Town Clerk, were dealing with this matter.

Item: Correspondence - Canada Community Building Fund

There was correspondence received from the Canada Community Building Fund requesting an update on approved projects with an outstanding balance. A review of all approved projects is required that they will proceed, be cancelled or are completed.

Item: Capital Investment Plan - Effluent Flow Meter Replacements

Resolution: 2026-03-17-063 (D. Taylor & T. Penney) Be it resolved that the Town of Gambo close CCBF Project No. 88-2025-8434 - Effluent Flow Meter Replacements.

Regular Meeting of March 17th, 2026

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: Correspondence - Battle for Bryan Team

There was correspondence received from the Battle for Bryan, a non-profit committee seeking support to raise monies for the awareness of mental health.

Resolution: 2026-03-17-064 (D. Taylor & L. Moss) Be it resolved that the Town of Gambo donate two banners to the Battle for Bryan Team.

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: Business Tax Rates

It was noted and discussed that a review of the business tax rates would be completed prior to the preparation of Budget 2027.

Item: Gambo Fire Department - AED and Accessories

Resolution: 2026-03-17-065 (D. Taylor & M. Cooze) Be it resolved to purchase an AED and accessories for the Gambo Fire Department in the amount of \$2,930.68 HST Included.

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: Website Upgrade

A discussion was held on the upgrading of the website including a training provision for staff.

Resolution: 2026-03-17-066 (D. Taylor & T. Penney) Be it resolved to approve the website upgrade including staff training in the amount of \$5,000.00 plus HST.

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: Software - David Smallwood Park

Councillor Taylor provided an overview of the software used by several parks in Newfoundland for making reservations. He indicated that there isn't any cost as the host receives a six-percent fee of the bookings as revenue.

Resolution: 2026-03-17-067 (D. Taylor & M. Cooze) Be it resolved that the Town of Gambo register for the Campspot Software for the David Smallwood Municipal Park.

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: Sale - Smallwood Interpretation Centre

Lorne, Town Clerk, provided an overview of the sale of the Smallwood Interpretation Centre. It was noted that the real estate transaction closed on March 6th, 2026. The offer accepted on the building was in the amount of \$285,000.00 and due to a couple of maintenance items, the amount realized was \$282,000.00. There was a four-percent Realtor Commission Fee paid from the proceeds. It was further noted that \$170,000.00 had been placed in a GIC with the remaining funds placed in the operational budget for 2026.

Item: Arrears Sales

Lorne, Town Clerk, provided an overview of the recent arrears sales on six properties. It was noted that a property owner had paid all taxes and enforcement costs in full so therefore, the property was removed from the sale. There were two properties postponed until a later date. As well, there were three properties sold on March 3rd and March 10th. The property at 163 J.R. Smallwood Blvd. sold for the opening bid of \$10,793.63. The property of 316 J.R. Smallwood Blvd. sold for the opening bid of \$11,613.89 and the property of 633 - 641 J.R. Smallwood Blvd. sold for \$17,500.00 with excess funds in the amount of \$9,352.56 over the opening bid.

Item: Vendor-Aged Trial Balance

Resolution: 2026-03-17-068 (D. Taylor & C. Kean) Be it resolved to approve the Vendor-Aged Trial Balance in the amount of \$35,557.67.

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

Resolution: 2026-03-17-069 (D. Taylor & L. Moss) Be it resolved to approve the Accounts Payable Cheque Register in the amount of \$110, 044.38.

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

Mayor Lush advised Council if they had any financial questions to ask for clarification.

Item: Account Adjustments

Resolution: 2026-03-17-070 (D. Taylor & L. Moss) Be it resolved to approve adjustments to the accounts of FELTC010 and SAUNC002 in the amount of \$356.65.

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: Permit Application - 13-15 Valley Road

A permit application was tabled for review and discussion for the relocation of the driveway from Valley Road to Birchy Road. It was noted that Council does not have an issue with the relocation of the driveway, but the applicant would have to provide documentation of land ownership on Birchy Road or have an easement for access before the permit could be reviewed and approved. Councillor Taylor vacated his seat at the Council table at 7:39 pm and moved to the gallery returning at 7:42 pm due to a conflict of interest.

Item: Livestock Application - 516 J.R. Smallwood Blvd.

An application had been received for livestock more particularly chickens at 516 J.R. Smallwood Blvd. as a livestock application is at the discretion of Council, a Discretionary Use Notice was sent to the neighbors in the area with no representation received on the application.

Resolution: 2026-03-17-071 (M. Cooze & L. Moss) Be it resolved to approve the livestock application for 516 J.R. Smallwood Blvd. with the stipulation that the livestock be contained within an enclosed facility.

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: Clean-Up Week

The 2026 Clean-Up Week has been scheduled for the week of June 1st - June 5th. The guidelines for this year's collection were reviewed with the addition of a fee to be charged to any property owner that has waste left at the curbside two weeks after Clean-Up Week.

Resolution: 2026-03-17-072 (M. Cooze & L. Moss) Be it resolved to implement a fee of \$75.00 to any property owner whose waste remains at the curbside for two weeks after Clean-Up Week has concluded. After two weeks, Public Works Employees will collect any remaining waste, and the applicable fee will be applied.

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: Pioneer Street

The concerns received from residents in Gambo South regarding rodents were discussed. It was noted that a pest control company has been contacted to respond to the concerns.

Item: Equipment Update

It was noted that the air conditioning is not working in the Kubota, and the Town Foreman has been advised to have it repaired.

The Kubota and Loader were discussed relating to bucket maintenance on each. Stephen, Town Manager, will arrange to have both buckets repaired.

The purchase of a grader is with Stephen, Town Manager and Lorne, Town Clerk. An update on two graders was provided.

The purchase of a set of sewer rods was discussed as the current set is approximately sixty years old.

Item: Garage Door - Municipal Garage

The replacement of a garage door at the municipal garage was discussed. Councillor Cooze has provided the dimensions of the door and Stephen; Town Manager will arrange the purchase.

Human Resources Committee:

- No Report. A meeting has been scheduled for Thursday, March 26th, 2026.

Labour-Management Committee:

- The call-in expectations for seasonal employees were discussed.
- Some concerns regarding Clean-Up Week were discussed such as residents rummaging through waste, tire collection, paint cans and electronics.
- Seasonal Employees are requesting an area in the Utility Building for the storage of tools and materials. It was decided that an area would be approved.
- The security camera in the Town Yard needs to be repaired.

Occupational Health and Safety Committee:

- Electrical assessment of both sewage treatment plants is not completed.
- Locks need to be replaced at Lift Station No.3.

Item: Occupational Health and Safety Policy Statement and Early and Safe Return to Work Policy
Resolution: 2026-03-17-073 (C. Kean & M. Cooze) Be it resolved to approve the Occupational Health and Safety Policy Statement and the Early and Safe Return to Work Policy for 2026.

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

- The Fire Extinguishers require mounting in the vehicles.
- The Oxygen Sensor required for the Fire Department has been ordered.
- The lighting at the Town Garage requires an assessment.
- The Occupational Health and Safety Boards in all buildings require updating.
- There are extension cords on the floor at the Fire Department. It has been suggested to purchase a swing arm to resolve this issue. It was discussed to follow up with the Fire Department regarding the issues.

Item: First-Aid Training for OHS Committee Chair

Resolution: 2026-03-17-074 (D. Taylor & L. Moss) Be it resolved to approve Intermediate First Aid Training for Councillor Charlene Kean, Occupational Health and Safety Chairperson.

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

Emergency Planning Committee:

Item: Emergency Preparedness Plan and Supplement “A”

The Emergency Preparedness Plan required some adjustments upon review. The Emergency Operations Centre will be located at 8 Centennial Road with the alternate at the Gambo Lions Club.

Resolution: 2026-03-17-075 (T. Penney & M. Osmond) Be it resolved to accept the revised Emergency Preparedness Plan and Supplemental “A” 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

Item: Community Wildfire Resiliency Funding Program

There has been an application submitted in the amount of \$35,000.00 under the Community Wildfire Resiliency Funding Program. The application included brush cutting in heavily overgrown areas such as the trails, communication to residents and three fire index signs.

Councillor Penney indicated that the next meeting is scheduled for April 15th, 2026, with all inter-department agencies to be invited to attend.

By-Law Committee:

- There are three by-laws currently being finalized for review and approval at the next Regular Meeting.
- It was discussed that the Committee decided not to pursue the tourism tax as we do not have much accommodation in town.

Age-Friendly Committee:

- No Report.
- Deputy Mayor Moss advised that she is stepping back from the Committee as she is currently taking on the role of liaison to the Smallwood Days Committee.

David Smallwood Park Committee:

- A discussion was held regarding the need to have a dedicated employee responsible for the park this summer.

Liaison Reports:

Recreation:

- No Report.

Fire Department:

- No Report.

SEDCOR:

- Councillor Osmond advised that a new Board Member will be joining the Board.

- The next SEDCOR Board Meeting is scheduled for Tuesday, April 7th, 2026.

Gambo Public Library:

- The following is a list of the programs scheduled for March:
 - Just Dance for all school age children. Free water provided by Gambo Pride Committee.
 - Read and Romp Pages for Prizes. Children under the age of ten visit the library to check out a book and enter their name for a draw. Xheight Zone sponsored this event and donated twenty passes.
 - Pages for Prizes Adult and Youth Eleven Plus. Southend Gas and Convenience have donated five twenty-dollar gift cards.
 - Library Social on Thursdays.
 - Pink Shirt Day/We Choose Kindness Story Time.
 - Book Club Crew Ladies Night.
 - Zoo Story Time.
 - St. Patrick's Day Story Time.
 - Baking Easter Story Time.
 - Book Page Bunny Craft Night.

Sensory Inclusion Trail:

- No Report.

Smallwood Academy:

- No Report.

Women and Gender Equity:

- No Report.

Town Clerk's Report:

- We are currently exploring the options for the purchase of a grader.
- The deadline for the Plow Truck was extended until March 10th, 2026. We have received two bid submissions.
- The Arrears Sales were conducted on March 3rd and March 10th. There were six properties listed in total. There was one removed as the property owner responded and two were postponed until the spring. The properties of 163 J.R. Smallwood Blvd., 316 J.R. Smallwood Blvd., and 633-641 J.R. Smallwood Blvd. were sold.
- The real-estate transaction for the Smallwood Interpretation Centre was finalized on March 6th, 2026.
- Cindy and I attended a webinar offered by Townsuite on Auditor Reporting.
- Clean-Up Week has been scheduled from June 1st to June 5th. The Community Cleanup has been scheduled for May 30th, 2026.
- I have scheduled the first public session for Tuesday, April 28th, 2026, from 5:30 pm to 7:30 pm for the sharing of the initial results of the Climate Risk and Vulnerability Assessment. This is the Climate Adaptation Project that we are participating in with the other communities of the Kittiwake Council.
- The next Regular Meeting will be on Tuesday, April 7th, 2026.

Mayor's Report:

- He noted that he visits the Town Office twice daily to check in with Lorne, Town Clerk.
- He noted that the current issues being discussed have been there since he started.

Resolution: 2026-03-17-076 (T. Penney & C. Kean) Be it resolved to adjourn the meeting at 8:23 pm.

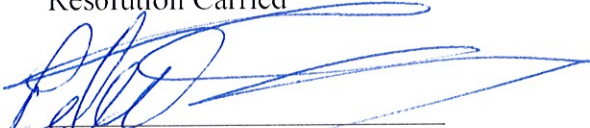
In Favor: Mayor P. Lush, Deputy Mayor L. Moss

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

Opposed: 0

Conflict of Interest: 0

Resolution Carried



Mayor



Town Clerk