

1. CALL TO ORDER

Regular meeting #01 for 2026 of the Grand Bank Town Council was held on Monday, January 19, 2026 at 3:59 p.m. at the Council Chambers.

Mayor Jack Burfitt, Deputy Mayor Stan Burt, Councillors Roger Brooks, Colin Clements, Derrick Dunne, Amanda Meade, and Elaine Strowbridge attended along with CAO Terry Fleming, Town Clerk Michelle Patten, Administrative Clerk Michelle Osmond, and Director of Operations and Facilities Manager Joe Periera.

2. ADOPTION OF AGENDA

MOTION 2026-4011: S.BURT/S.STROWBRIDGE

Motioned that the agenda be adopted as presented.

ALL IN FAVOUR MOTION CARRIED

3. DELEGATION

4. ERRORS AND OMISSIONS 12. d.) Deputy Mayor Burt thanked Council and Staff for their support while he filled in the Mayors position during the time Mayor Burfitt was away due to family medical reasons.

5. ADOPTION OF MINUTES

MOTION 2026-4012: A.MEADE/C.CLEMENTS

Motioned that the minutes for the Special Meeting of Council held on November 28, 2025 be approved as presented.

ALL IN FAVOUR MOTION CARRIED

MOTION 2026-4013: E.STROWBRIDGE/R.BROOKS

Motioned that the minutes for the Special Meeting of Council held on December 15, 2025 be approved as presented.

ALL IN FAVOUR MOTION CARRIED

MOTION 2026-4014: C.CLEMENTS/E.STROWBRIDGE

Motioned that the minutes for the Regular Meeting of Council held on December 15, 2025 be approved with the addition of item #12.d.

ALL IN FAVOUR MOTION CARRIED

6. BUSINESS ARISING FROM MINUTES – DECEMBER 15, 2025

a. Meeting with NL Health Services

Mayor Burfitt advised the minutes from the meeting with NL Health Services has been sent out to residents.

b. Blueriver Media

Councillor Brooks asked when the website will be updated. Councillor Dunne suggested adding a webcam in the community so anyone can open the Town's website and view a live stream of a street. Director of Operations and Facilities Manager Periera will check into pricing, etc and bring the information back to council.

7. INCOMING CORRESPONDENCE FOR ACTION

a. Main Street Youth Centre Inc.

Received a letter from the Main Street Youth Centre Inc. (Community Youth Network) requesting use of a municipal space to store program equipment and day to day operational materials. Mayor Burfitt advised he would like to request a copy of their Financial Statement before further discussion.

8. INCOMING CORRESPONDENCE FOR INFORMATION**a. Grand Bank Fire Department**

- Received a letter advising of the 2026 executive members.
- Received minutes of a meeting held on December 3, 2025.

b. Department of Justice and Public Safety

Received a letter advising the request dated February 19, 2025 for financial assistance towards the expense from the Fire Protection Vehicle Program was denied.

9. COMMITTEE REPORTS**a. Finance Committee**

Deputy Mayor Burt, Committee Chairperson, presented a written report of a meeting the Committee held on January 14, 2026 and presented the following recommendations:

1. Tax Adjustments

MOTION 2026-4015: S.BURT/D.DUNNE

Motioned that the tax adjustments be approved as reviewed by the committee. The list was prepared in accordance with the Town's standard financial procedures.

ALL IN FAVOUR

MOTION CARRIED

Councillor Strowbridge left the meeting at 4:15 p.m. due to conflict in item #2; her daughters business.

2. Winter Carnival Seniors Supper

Winter Carnival Senior Supper – Forwarded out six (6) tender request. Four (4) quotes came back to the Town.

- a. Lynn's Catering - \$16.00 per cold plate with dessert, no taxes.
- b. Copper Kettle - \$16.60 per cold plate with dessert, taxes included.
- c. The Sweet Wave - \$22.50 per cold plate with dessert, plus taxes
- d. Sarah-Rays - \$12.99 per cold plate, plus taxes, no dessert.

The Committee recommends awarding the tender to Copper Kettle at \$16.60 per cold plate with dessert, taxes included.

After much discussion, it was agreed to request a written copy of the Health Inspection Reports from each business.

MOTION 2026-4016: S.BURT/A.MEADE

Councillor Clements removed himself from the vote due to a cousin being a business owner.

Motion that the Town accept the Tender from the Copper Kettle at the cost above.

(Yay – Burt, Brooks) (Nay – Burfitt, Dunne, Meade)
MOTION DEFEATED

Councillor Strowbridge returned to the meeting at 4:34 p.m.

3. Actual to Budget to December 2025 - Information

Budgeted Revenue & Expenditures - \$3,300,873.00. Forecasting to be essentially on budget once a couple of the final payments are received for 2025.

4. Warming Center Project - Information

Allowance within the project of \$17,500.00 to provide a 3 phase power. NL Power estimates the cost to be approximately \$20,000.00.

5. Invoices for Payment – Attached

MOTION 2026-4017: S.BURT/R.BROOKS

Motioned that the Town install a asphalt speed hump in front of both stop signs on the intersection of Hickman Street and Elizabeth Ave.

ALL IN FAVOUR MOTION CARRIED

c. Executive Committee

Mayor Burfitt, Committee Chairperson, presented a written report of a meeting the Committee held on January 12, 2026.

1. Animal Control Building

The committee is recommending doing repairs/reconstruction inside the “Animal Control Building” to accommodate the outside seasonal maintenance workers and equipment. CAO to confirm that Town does not have to provide a Animal Shelter, as any animal related issue will be forwarded to the SPCA/RCMP.

2. Housing Development – Former Partanna Property

A zoom meeting is scheduled for January 15, 2026 with the company for an update. CAO Fleming provided an update advising that the project is still progressing along.

3. GardAWorld Security

The committee recommends setting up a meeting. CAO Fleming advised he has sent the company an email requesting a meeting.

d. Human Resources Committee

Mayor Burfitt, Committee Chairperson, presented a written report of a meeting the Committee held on January 12, 2026.

1. Employee Operating Hour Request

The Committee recommends that the Town accept a request from an outside employee to recognize accumulated hours working at Bennett's Construction Ltd. (not paid) to acknowledge his experience and assist in advancing from Operator I to Operator II. The Town feels this will benefit the Town as well as the employee. This will not be considered as hours towards seniority.

MOTION 2026-4021: D.DUNNE/A.MEADE

Motioned that the Town recognize employee operating hours they obtain from another source of employment (local) as long as they are available for work with the Town at all times.

ALL IN FAVOUR MOTION CARRIED

10. OLD BUSINESS

11. NEW BUSINESS

a. Employee/Council Use of Social Media Policy #87

MOTION 2026-4022: D.DUNNE/C.CLEMENTS

Motioned that the Town of Grand Bank accept the newly developed Policy # 87 – Employee/Council Use of Social Media Policy as presented.

ALL IN FAVOUR MOTION CARRIED

b. Councillor/Staff Discretionary Fund Policy

MOTION 2026-4023: S.BURT/R.BROOKS

Motioned that the Town of Grand Bank go back and use the Discretionary Fund Policy.

ALL IN FAVOUR MOTION CARRIED

d. Public Procurement Audit - Information

CAO Fleming provided an update on an audit the Town participated in. This audit is to ensure that public funds are spent wisely and that the best value is obtained for the services and goods procured. All requested information has been submitted.

e. Climate-Ready Initiative – Infrastructure Planning Information

CAO Fleming provided an update on the workshop held at the Town Hall January 6 & 7, 2026. This workshop focused on various infrastructure challenges in Grand Bank including coastal erosion, storm-water management, water systems, sanitary systems and climate resilience. Once the funding is complete (March 31, 2026), the hope is that the Town will be provided with a prioritized listing of infrastructure needs, along with funding programs to address those needs.

f. Municipal Affairs Inspection Audit - Information

CAO Fleming gave an update on the Municipal Affairs inspection audit that happens once every three (3) years. Representatives from Municipal Support Division visit Town offices to conduct on site review.

g. ACOA Phase IV Application - Information

CAO Fleming advised that Innovative NL did a site visit in December 2025. The preliminary design and a cost estimate will be provided in early January 2026 with an aim to submit an application to ACOA for Phase IV in mid February 2026.

h. Appointment of Assessment Review Commissioner

MOTION 2026-4024: S.BURT/E.STROWBRIDGE

Motioned that the Town of Grand Bank appoint Norma Stacey as the Assessment Review Commissioner for 2026.

ALL IN FAVOUR

MOTION CARRIED

12. COUNCILLORS FORUM**a. Tourism Committee**

Deputy Mayor Burt advised he would like to set up a meeting with the Tourism Committee next week. One thing he would like to discuss is advertising for a “Community Advisory Committee” to join with the Tourism Committee of the Town.

b. Fire Chief

Councillor Brooks advised he feels it would be a good idea to have the Fire Chief attend Council Meetings. Mayor Burfitt suggested asking the Fire Chief to attend quarterly meetings for now.

c. Downtown Redevelopment

Councillor Brooks said the drawings for the next phase of the Downtown Redevelopment look great and will be a great addition to the Community.

d. Fire Hydrants

Councillor Strowbridge advised there are a couple of fire hydrants in town not working. CAO Fleming advised this is on the list for outside employees to replace. The Town will get a cover to place over the ones that aren't working until replacement can happen.

e. Fargo Meeting

Councillor Strowbridge presented the minutes of a meeting that was held between the Executive Committee of the Fire Department and members of Council on January 15, 2026.

Councillor Meade left the meeting at 6:05 p.m. for personal reasons.

f. RCMP Reports

Councillor Clements asked if the Town has received the monthly report from the RCMP lately. Town Clerk Patten will reach out to the RCMP on this, and advised they have had a changeover in staff which might be the reason we haven't received anything lately. Mayor Burfitt asked if a meeting can be arranged with the RCMP. Town Clerk Patten will request a meeting.

g. Resident Concern

Councillor Dunne advised that a resident approached him with a concern of another resident using a "tarp" shed with a wood stove. It was advised as always that any resident concern needs to come directly to the Town Office to be addressed appropriately. Town Officials will investigate.

h. Bait Depot Roof Repairs

Councillor Dunne asked the status of the roof repairs for the Bait Depot. CAO Fleming advised that the contractor informed him that the weather hasn't been in his favour to start.

13. COMMUNICATIONS FROM TOWN OFFICIALS**a. People's Choice Award**

Administrative Clerk Osmond advised that Dipped Café has received a "People's Choice Award". It was suggested to write the business a congratulations letter.

b. 2026 Winter Carnival

Director of Operations and Facilities Manager Periera advised that the Town purchased fireworks for the opening ceremonies of the Winter Carnival.

c. Soccer Field

Director of Operations and Facilities Manager Periera advised that he would like to delay the opening of the soccer field this year until June for repairs to the field. Mayor Burfitt advised he would rather see even half of the field open so the Soccer Association can start their program on time, while repairs can be done on the other half.

14. ADJOURNMENT

MOTION 2026-4025: R.BROOKS/S.BURT

Motioned that the meeting adjourn at 6:21 p.m.

ALL IN FAVOUR

MOTION CARRIED