

1. **CALL TO ORDER**

Regular meeting #11 for 2025 of the Grand Bank Town Council was held on Monday, November 17, 2025 at 4:06 p.m. at the Council Chambers.

Mayor Jack Burfitt, Deputy Mayor Stan Burt, Councillors Roger Brooks, Colin Clements, Amanda Meade, and Elaine Strowbridge attended along with Town Clerk Michelle Patten and Director of Operations and Facilities Manager Joe Periera. Councillor Derrick Dunne and CAO Terry Fleming were unable to attend for personal family reasons.

Mayor Burfitt asked everyone if they would mind if he recorded the meeting on his personal recording device for his own use.

2. **ADOPTION OF AGENDA**

MOTION 2025-3969: E.STROWBRIDGE/A.MEADE

Motioned that the agenda be adopted as presented.

ALL IN FAVOUR

MOTION CARRIED

3. **DELEGATION**

4. **ERRORS AND OMISSIONS**

5. **ADOPTION OF MINUTES**

MOTION 2025-3970: S.BURT/C.CLEMENTS

Motioned that the minutes for the Privileged Meeting of Council held on October 27, 2025 be approved as presented.

ALL IN FAVOUR

MOTION CARRIED

MOTION 2025-3971: E.STROWBRIDGE/R.BROOKS

Motioned that the minutes for the Regular Meeting of Council held on October 27, 2025 be approved as presented.

ALL IN FAVOUR

MOTION CARRIED

6. **BUSINESS ARISING FROM MINUTES – OCTOBER 27, 2025**

a. **Lance Aux Loup Trail Association**

Deputy Mayor Burt asked for an update on their request to use the old pole line. Town Clerk Patten advised she reached out to request a meeting with the Association.

b. **Street Paving**

Mayor Burfitt asked when the paving company will be here. Town Clerk Patten advised late this week or early next, our outside staff are preparing streets for the company.

7. **INCOMING CORRESPONDENCE FOR ACTION**

8. **INCOMING CORRESPONDENCE FOR INFORMATION**

9. **COMMITTEE REPORTS**

a. **Finance Committee**

Deputy Mayor Burt, Committee Chairperson, presented a written report of a meeting the Committee held on November 12, 2025 and presented the following recommendations:

1. **Tax Adjustments**

MOTION 2025-3972: S.BURT/R.BROOKS

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

2. Business Tax

- a. Received an email from a business advising he did not operate a business in 2025. Requesting a business tax adjustment for 2025. **The Committee recommends requesting a copy of the financial statements and if there was no business in 2025 then approval to write off the business portion for 2025 only.**
- b. Received an email from a business advising the business operated from May 27, 2025 to September 16, 2025. Requested a tax adjustment for the time in operation. \$254.10/year, adjustment to \$100.00 as that is the minimum business tax. **The Committee recommends approval of adjusting the business tax for the time the business was operating.**

MOTION 2025-3973: S.BURT/E.STROWBRIDGE

Motioned that the Town approve the recommendations of items a & b as presented.

ALL IN FAVOUR

MOTION CARRIED

3. Name Plates for Council Chambers

Mayor Burfitt suggested having personalized name plates for the council chambers desk. Approximate cost - \$18.96 plus hst each, requested 12 plates, approximately \$260.00. **The Committee recommends approval.**

MOTION 2025-3974: S.BURT/C.CLEMENTS

Motioned that the Town purchase name plates for the Council Chamber.

ALL IN FAVOUR

MOTION CARRIED

4. Prizes for the Town's Christmas Supper

Mayor Burfitt recommended three (3) pre-paid \$50.00 visa cards for prize draws. **The Committee recommends approval.**

MOTION 2025-3975: S.BURT/R.BROOKS

Motioned that the Town purchase three (3) pre-paid \$50.00 visa cards for prize draws.

ALL IN FAVOUR

MOTION CARRIED

5. New Website/App

a. Justification for Website (Blueriver Media):

Recommends a new Inter-active Website designed, improving overall resident experience and efficiency, including allowing fill able application forms to be completed and submitted online. Cost estimate of \$2,000. (Already paid for fill able application forms in 2025) From a Budget Perspective, \$10,000 Budget with ~ \$6,800 spent to date - \$3,200 Budget availability.

b. Justification for App (Halder Group):

Help the Town easily communicate important notices and updates directly to residents, with **No Sign Up Required**. Use push notifications as the primary communication tool, allowing you to send unlimited alerts with text, images, and videos directly to the community. The app is designed to pull content directly from the Town's website, ensuring seamless updates with little to no extra work for Staff. Cost estimate of \$1,000.00 up front and a annual fee of \$1000.00. From a Budget Perspective, \$4,000 Budget with ~ \$0 spent to date.

MOTION 2025-3976: S.BURT/A.MEADE

Motioned that the Town approve items a & b as presented.

ALL IN FAVOUR

MOTION CARRIED

6. Bait Depot Roof

Due to excessive leaks, recommended by local contractor to install a new Metal roof. A Tender was issued with a closing date of November 7, 2025. *Note: The Town has applied for a Special Assistance Grant of \$30,000.00.*

Two (2) Tenders received:

- | | | |
|----|-------------|-------------|
| a. | C M Siding | \$36,000.00 |
| b. | K&K Roofing | \$53,245.00 |

Budgeted amount \$25,000.00 for the Bait Depot Maintenance with no actual spent in 2025. **Recommend approval to award the Bait Depot Roof contract to C & M Siding, with a deadline of completion of December 12, 2025.**

MOTION 2025-3977: S.BURT/C.CLEMENTS

Motioned that the Town award the Bait Depot Roof contract to C & M Siding, with a deadline of completion of December 12, 2025.

ALL IN FAVOUR

MOTION CARRIED

7. Invoices for Payment – Attached

MOTION 2025-3978: S.BURT/E.STROWBRIDGE

Motioned that the Town approve payment of invoices for the month of October 2025 in the amount of \$1,176,589.96 as presented.

ALL IN FAVOUR

MOTION CARRIED

b. Development Committee

Councillor Brooks, Committee Chairperson, presented a written report of a meeting the Committee held on November 12, 2025.

1. Permits – General

MOTION 2025-3979: R.BROOKS/S.BURT

Motioned that the Town accept the general repair permits as presented in the report.

ALL IN FAVOUR

MOTION CARRIED

Administrative Clerk Osmond entered the meeting at 4:28 p.m. as she was working.

2. Permits - Residential

MOTION 2025-3980: R.BROOKS/E.STROWBRIDGE

Motioned that the Town accept the residential permits as presented in the report.

ALL IN FAVOUR

MOTION CARRIED

3. Business Applications

- a. Application to open a home décor / craft shop from 37 Water Street.
- b. Application to operate a Air B & B.

MOTION 2025-3981: R.BROOKS/E.STROWBRIDGE

Motioned that the Town accept the Business applications as presented, based on approval from all applicable Government Departments.

ALL IN FAVOUR

MOTION CARRIED

4. Condition of Property - Letters

Condition of property letters were sent out with a deadline of October 31, 2025. Only one property owner acted on cleaning up their property. **The Committee recommends seeking legal advice.**

MOTION 2025-3982: R.BROOKS/C.CLEMENTS

Motioned that the Town send a thank you letter to the property owner that cleaned up their property. Also, motioned that the Town seek legal advice for those who did not act on the cleanup request.

ALL IN FAVOUR

MOTION CARRIED

10. OLD BUSINESS

11. NEW BUSINESS

a. Lease – 2 Church Street

MOTION 2025-3983: S.BURT/C.CLEMENTS

Motioned that the Town of Grand Bank extend the Lease Agreement with Salt Cove Holdings, for a period of 2 years from January 1, 2026 to December 31, 2027.

ALL IN FAVOUR

MOTION CARRIED

b. Policy- Storm Watch

MOTION 2025-3984: S.BURT/R.BROOKS

Motioned that the Town of Grand Bank adopt the Storm Watch Policy.

ALL IN FAVOUR

MOTION CARRIED

12. COUNCILLORS FORUM

a. Meeting with NL Health Services

Mayor Burfitt advised there will be a meeting with representatives of NL Health Services at the Town Hall on November 26, 2025. He encouraged all Councillors and staff to attend as there are many serious issues that need to be discussed regarding our Health Care.

b. Clean up

Councillor Clements advised it is nice to see Partanna Building removed and the area cleaned up, also nice to see the Downtown Development project coming along well.

c. Fire Department Meeting

Councillor Strowbridge advised that as liaisons; her and Councillor Meade attending the Fire Department meeting last week. It was requested to submit a copy of the Minutes of each meeting to the Town Office as was done in previous years but hasn't been lately.

d. Fargo

Councillor Strowbridge advised that something needs to be done with the Fargo. Mayor Burfitt advised a meeting needs to be arranged.

e. Grand Bank Development Corporation

Councillor Brooks advised that as a liason he attended the Grand Bank Development Corporation meeting recently. Also advised that Ms. Nadine Lundrigan has signed on for a one year contract.

f. Storyboards & Murals

Councillor Brooks advised he would really like to see the storyboards in phase III happen in phase IV of the Downtown Development. Also, advised the mural in the front of the Bait Depot is rotting.

g. Clean up

Deputy Mayor Burt advised it is nice to see Partanna area cleaned up, and Downtown Development area is looking good as well.

13. COMMUNICATIONS FROM TOWN OFFICIALS

a. Long Service Award

Administrative Clerk Osmond advised that the Former Mayor Rex C. Matthews will be receiving his 35 years long service award soon in the mail. Mayor Burfitt advised the Town will present that award at a later date.

14. ADJOURNMENT

MOTION 2025-3986: E.STROWBRIDGE/C.CLEMENTS

Motioned that the meeting adjourn at 5:09 p.m.

ALL IN FAVOUR

MOTION CARRIED