

1. **CALL TO ORDER**

Regular meeting #12 for 2025 of the Grand Bank Town Council was held on Monday, December 15, 2025 at 5:00 p.m. at the Council Chambers.

Deputy Mayor Stan Burt, Mayor Jack Burfitt (via telephone), 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 2025-3992: E.STROWBRIDGE/R.BROOKS

Motioned that the agenda be adopted as presented.

ALL IN FAVOUR

MOTION CARRIED

3. **DELEGATION**

4. **ERRORS AND OMISSIONS**

5. **ADOPTION OF MINUTES**

MOTION 2025-3993: E.STROWBRIDGE/C.CLEMENTS

Motioned that the minutes for the Regular Meeting of Council held on November 17, 2025 be approved as presented.

ALL IN FAVOUR

MOTION CARRIED

6. **BUSINESS ARISING FROM MINUTES – NOVEMBER 17, 2025**

a. **Condition of Property Letter**

Mayor Burfitt asked if the thank you letter was sent to the resident that cleaned up his yard (grass) after receiving a letter from the Town. It was advised this will be completed.

b. **Lance Aux Loup Trial Association**

Councillor Dunne asked if we had heard back from the Trail Association regarding their request. Town Clerk Patten advised we have not heard back since we requested a meeting. They will likely contact us in the New Year to set it up.

c. **Blueriver Media**

Councillor Brooks advised he spoke to Chris Herridge of Blueriver Media and he advised him that he is starting work on the Town's webpage and will be using the Town's page as an example for other businesses that have contacted him to create a page for them.

d. **Fargo**

Councillor Strowbridge advised that a meeting has been scheduled with the Fire Department's Executive Committee for January 14, 2026.

e. **Paving**

Councillor Dunne advised that paving on Elizabeth Ave is a lot better than it was, hoping it last.

7. **INCOMING CORRESPONDENCE FOR ACTION**

a. **Grand Bank Fire Department**

Received a letter from the Fire Chief requesting Council to consider purchasing an automatic backup generator for the Fire Hall. This was brought to the Finance Committee.

8. **INCOMING CORRESPONDENCE FOR INFORMATION**

a. **Burin Peninsula Regional Service Board**

Received a letter advising Council on the rate increase for 2026.

b. **Municipal Assessment Agency**

Received a letter from MAA with Election voting deadline for MAA board of directors.

c. **NL Health Services**

Received the minutes of the meeting the Town of Grand Bank Council and Staff had with NL Health Services on November 26, 2025. The meeting was requested by the Town to address several concerns.

9. **COMMITTEE REPORTS**

a. **Finance Committee**

Councillor Brooks, Committee Member, presented a written report of a meeting the Committee held on December 9, 2025 and presented the following recommendations:

1. **Tax Adjustments**

MOTION 2025-3994: R.BROOKS/A.MEADE

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. **Quote – Playground Inclusive Swings**

Quote to replace the inclusive swing and add another - \$7656.70. **The Committee recommends purchasing a inclusive swing to replace the one at the Community Park as it is a safety concern, as well as adding a new one to Stoodley Park on Marine Drive.**

MOTION 2025-3995: R.BROOKS/D.DUNNE

Motioned that the Town purchase two inclusive swings as recommended.

ALL IN FAVOUR

MOTION CARRIED

3. **Dasher Board – Fortune Arena**

Annual Advertising signs at the Fortune Arena - \$400.00. **The Committee recommends approval.**

MOTION 2025-3996: R.BROOKS/C.CLEMENTS

Motioned that the Town approve advertising at the Fortune Arena as in previous years.

ALL IN FAVOUR

MOTION CARRIED

4. **The Royal Canadian Legion**

Requesting advertisement in the "Veterans Service Recognition Book". Advertising prices attached. **The Committee recommends not advertising as this is not a local request and doesn't follow the Town's policy.**

MOTION 2025-3997: R.BROOKS/D.DUNNE

Motioned that the Town not advertise in the Veterans Service Recognition Book as it is not local, and also doesn't follow the Donations Policy.

ALL IN FAVOUR

MOTION CARRIED

5. Request to Purchase Land

Received a request from harra003 to purchase a parcel of land behind the adjacent property of his home on Marine Drive. **The Committee recommends advising there is no available land in that area for sale.**

MOTION 2025-3998: R.BROOKS/D.DUNNE

Motioned that the Town write a letter to the resident advising there is no land available for sale in the requested area.

ALL IN FAVOUR

MOTION CARRIED

6. Actual to Budget – November 2025 (Information)

Budgeted Revenue \$3,300,873.00
- Actual Revenue collected to November 30, 2025 - \$2,561,163.00
Budgeted Expenditures \$3,300,873.00
- Actual Expenditures to November 30, 2025 - \$2,960,200.00
Forecasting to be on budget at the end of the year.

7. Harbour Authority Guard Rails

Land surrounding Stoodley Stage area. For safety protection of the public, contracted Wally Drake to install Guard Rails at cost of \$4,000.00 (plus HST). He was currently working in the area and had Guard Rails on hand.

8. Masonic Lodge Recon Bricks

As approved at the Council Meeting on October 27, 2025, approval was provided to proceed with installing Recon Bricks; serving a dual purpose of addressing ongoing water issues at the Masonic Lodge as well as beautification in line with other Downtown Development.

Cost ~ \$15K between Materials and Contractor installation. **The Town will be trying to recover this cost in the current Downtown Development Project.**

9. Furnace Replacement for the Town Garage

As recommended by the Technician that has serviced the Furnace for the past 10 years; the furnace at Town Garage has been replaced.

- Public works employees have noticed over the past several months that the furnace has not been working efficiently and requested a service call.
- Essentially an emergency repair, as we need a functioning furnace in the garage to allow the equipment to dry and to have a comfortable environment for our employees to work in and the current situation is very unsafe and until a new furnace was installed, the existing furnace had to be shut down each night.
- Tax-in cost of \$5,150.00 with sufficient funds in the 2025 Contingency to cover this.

10. Generator with Automatic Transfer Switch for the Fire Hall

The Fire Department has requested a generator with an automatic transfer switch, similar to the generator and automatic transfer switch at the Ambulance Base.

- The Ambulance Base installed a 11 Kw system up there with (3) 400 lb propane cylinders, which are leased from North Atlantic.
 - The current system has to be manually started and is not powerful enough to power the entire fire hall and whenever the generator is used, certain breakers have to be turned off
 - There is currently a 22 Kw complete system on sale at Costco for \$7,995.00 +hst which includes the transfer switch.
 - This system would provide the Fire Department a dependable backup power supply and the Town could also use the Fire Hall as a Command Center if there was ever a need.
- The Committee recommends that the Town purchase a new Generator with an automatic Transfer Switch against the 2025 Budget. Additional funds will be budgeted in 2026 for any electrical upgrades required.**

MOTION 2025-3999: R.BROOKS/E.STROWBRIDGE

Motioned that the Town approve the purchase of the generator for the Fire Hall as presented.

ALL IN FAVOUR

MOTION CARRIED

11. Invoices for Payment – Attached

MOTION 2025-4000: R.BROOKS/D.DUNNE

Motioned that the Town approve payment of invoices for the month of November 2025 in the amount of \$438,172.81 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 December 9, 2025.

1. Permits - Residential

MOTION 2025-4001: R.BROOKS/D.DUNNE

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

ALL IN FAVOUR

MOTION CARRIED

2. Business Applications

a. Fitz0001: Application to open a general store, café, bookstore at 7 Main Street. **The Committee recommends approval based on approval from all applicable Government Departments.**

b. Outpo001: Application to open a Clothing Boutique at 15 Water Street. **The Committee recommends approval based on approval from all applicable Government Departments.**

MOTION 2025-4002: R.BROOKS/A.MEADE

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

ALL IN FAVOUR

MOTION CARRIED

3. Condition of Property - Letters

Condition of property letters were sent out to eight (8) property owners with a deadline of October 31, 2025. Only one property owner acted on cleaning up their property. Town Clerk has engaged in legal advice on the next steps that Council can take. **The Committee recommends sending the property owner on 33 Water Street a letter advising the loose debris around the property is a safety concern.**

MOTION 2025-4003: R.BROOKS/A.MEADE

Motioned that the Town send a condition of property letter.

ALL IN FAVOUR

MOTION CARRIED

4. Highway Finders

Director of Operations and Facilities Manager Periera have contacted the Department of Highways for updates.

5. Location of Bus Shelters

The Committee recommends sending a list to all Councillors for their review, then start construction.

6. Commercial Traffic on Dunton Street – Residential Complaint

A complaint was received regarding commercial traffic going through Dunton Street. **The Committee recommends advising the individual that they don't feel any further action is needed as other commercial trucks access businesses through residential zones.**

MOTION 2025-4004: R.BROOKS/D.DUNNE

Motioned that the Town advise the property owner that they don't feel any further action is needed as other commercial trucks access businesses through residential zones.

ALL IN FAVOUR

MOTION CARRIED

7. Development By- Laws

Director of Operations and Facilities Manager Periera advised the Committee were given information and suggestions/key points for review. This By-Law is bigger than most and needs to be reviewed and completed.

8. Concrete Barrier for Downtown Development Project

Received a quote from Brenton's Industrial in Marystown for six (6) concrete barriers - \$4,140.00 tax included. It was noted that this is a Finance item, however the **Committee recommends approval to speed up ordering the barriers and to block off the newly developed Downtown Development Project as ATV's were seen on the area. These blocks can also be used by outside staff to temporarily block off other areas when needed.**

MOTION 2025-4005: R.BROOKS/D.DUNNE

Motioned that the Town purchase the concrete barriers.

ALL IN FAVOUR

MOTION CARRIED

10. OLD BUSINESS

a. Paving Program

CAO Fleming advised the paving program is complete for 2025.

b. Warming Center Update

CAO Fleming advised everything is ready inside to hook up the generator; which will arrive in March 2026.

c. Partanna Demolition

CAO Fleming advised that all sampling have been sent off for testing.

MOTION 2025-4006: R.BROOKS/D.DUNNE

Motioned that the Town of Grand Bank accept Change Order Number 2 in the amount of \$328,338.80 (HST Included) for additional costs for Wally Drake's Trucking Limited. for costs associated with soil remediation at the Former Municipal Building Partanna Demolition Project.

While demolition of the Former Municipal Building was ongoing, an oil tank was discovered, that was not in the original scope of work, resulting in presence of oil that was required to be removed.

Change Order Number 1 was approved based on 63 cubic metres of contaminated soil to be removed.

This Change Order Number 2 is to cover the additional costs to remove 152 cubic metres of contaminated soil.

A Portion of these costs (~ \$65,000) will be covered in the original \$1,500,000.00 Project approval while the additional costs will be covered by contingency carried in the 2026 Budget.

ALL IN FAVOUR

MOTION CARRIED

d. Downtown Development

CAO Fleming advised everything that is scheduled to be completed to date has been. The flower planters will be placed in the Spring.

11. NEW BUSINESS**a. Climate Readiness Initiative Project - Survey**

CAO Fleming advised the Town of Grand Bank's climate survey will be posted around Town, Facebook and Email in the next couple of days for residents to complete.

b. Mandatory Orientation Training

CAO Fleming advised the schedule is out for training, everyone will have to complete and please let Administrative Clerk Osmond know which session you complete so she can keep track for Municipal Affairs auditing purposes.

c. Policy #15 - Donations Policy

MOTION 2025-4007: R.BROOKS/D.DUNNE

Motioned that the Town of Grand Bank accept the updated Policy # 15 – Donations Policy as presented.

ALL IN FAVOUR

MOTION CARRIED

12. COUNCILLORS FORUM**a. Merry Christmas**

Councillors and Staff wished everyone a Merry Christmas and a Happy New Year.

b. Community Youth Network

Councillor Meade advised the Community Youth Network are currently looking for somewhere to store their equipment and wondering if they Town has any available space.

c. NL Power

Councillor Dunne asked if we could request NL Power do an assessment on the Town's Poles as there have been a lot of pole fires recently. Councillor Brooks advised they were doing an assessment throughout the community on November 30th.

d. Thank you

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.

13. COMMUNICATIONS FROM TOWN OFFICIALS**a. Christmas Brunch**

Administrative Clerk Osmond advised Councillors that the Christmas Brunch will be held on Monday, December 22, 2025 and someone will need to be available to cook.

b. 2026 Winter Carnival

Director of Operations and Facilities Manager Periera advised that Grand Bank Recreation will join with the Fortune Recreation Commission for the 2026 Winter Carnival. Some events will be separate; however some will be planned together.

14. ADJOURNMENT

MOTION 2025-4008: E.STROWBRIDGE/D.DUNNE

Motioned that the meeting adjourn at 6:10 p.m.

ALL IN FAVOUR

MOTION CARRIED