

November 9, 2021

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 5:05 p.m.

Members Present: Mayor Kevin Lundrigan
Deputy Mayor Howard Lundrigan
Councillor Everett Farwell
Councillor Mary Myles
Councillor Betty Francis
Councillor Rhonda Isaacs
Councillor Shane Foote

Also Present Were: Town Manager Leo Hartson
Director of Public Works Troy Hollett
Town Clerk Joanne Jackman

APPROVAL OF AGENDA

The following items were added to the agenda for discussion:

Correspondence:

1. Boot Shrine Club
2. Dept. of Municipal & Provincial Affairs
3. Dept. of Fisheries, Forestry & Agriculture
4. Innovative NL
5. Burin Peninsula Joint Council
6. Hooper's Construction

New Business:

1. Brush Cutting
2. Burin – Welcoming Town
3. Policy – Remote Meeting Attendance
4. Policy - Disposal of Town Owned Assets

Motion H. Lundrigan / Francis

#1 Be it resolved that the agenda of a regular meeting November 9, 2021, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

APPROVAL OF MINUTES

Motion #2 **Francis / Isaacs**
Be it resolved that minutes of a regular meeting October 12, 2021 (#1) be adopted as circulated.

Motion Carried Unanimously.

Motion #3 **H. Lundrigan / Foote**
Be it resolved that minutes of a special meeting October 12, 2021 be adopted as circulated.

Motion Carried Unanimously.

Motion #4 **Francis / Isaacs**
Be it resolved that minutes of a regular meeting October 12, 2021 (#2) be adopted as circulated.

Motion Carried Unanimously.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager provided the following update of items discussed at the last regular meeting on October 12, 2021:

Heritage II

Construction is ongoing, the roof should be completed this week. Construction of the overhang and painting of the basement remains. Depending on budget, some additional things may be done including the painting of the large stairs at the rear of the building, laying of flooring in the kitchen and installation of a set of small cupboards. We may look at a new steel door for the basement to be installed as well.

Business Park Waterline Expansion

The extension of the water and sewer lines to handle the two new businesses and future expansion continues from Sugar Loaf Avenue into StepASide Crescent. This is a big job with a lot of work by the Public Works teams to bust their way through a large amount of cliff in order to install the waterline. Costs associated with the expansion come from monies received from previous building lot sales within the Business Park.

Car Wrecks

A letter was sent to a resident in Burin Bay who is believed to be the owner of 13 vehicles located throughout the community. No response received to date.

Fir Tree Lane

Staff had previously reached out to a resident on Fir Tree Lane about debris left on the street. This has been the fourth time in recent years that he has been contacted. He has been advised that the Town will contact the RCMP to enforce the by-law if the Town has to deal with further debris in the street.

Fishing Stages

The Town Manager has reached out to various federal and provincial government departments to determine who is responsible for clean-up of debris from fishing stages destroyed by Hurricane Larry.

COMMITTEE REPORTS

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on November 1, 2021 and presented the following recommendations:

Great Burin Wharf

The Committee was advised that a second piece of the wooden walkway to Great Burin Island has tipped over into the ocean. A local cabin owner has secured it to shore. He is looking to salvage the lumber for his own purpose and ensures it would be all cleaned away. The Committee recommends that the second piece of boardwalk, which is of no value to the Town, be removed from the ocean by a local cabin owner to be salvaged for his own purpose at his own expense.

**Motion
#5**

Foote / H. Lundrigan

Be it resolved that a second piece of wooden walkway to Great Burin Island which was destroyed by Hurricane Larry and is of no value to the Town, be salvaged by a local cabin owner for his own purpose. Any related expenses are the responsibility of the cabin owner.

Motion Carried Unanimously.

Street Light Request – Long Cove Square

The Committee reviewed a request for a new street light on Long Cove Square. The Public Works Director investigated the request and recommends that a long arm streetlight be installed.

**Motion
#6**

Foote / Farwell

Be it resolved that a request for a new long arm streetlight at Long Cove Square be approved.

Motion Carried Unanimously.

Street Light Request – Warren’s Road

The Committee discussed another request for an additional street light on Warren’s Road. The Public Works Director investigated the request and the Committee does not recommend approval at this time.

Asphalt Upgrades

Asphalt repairs were completed around Town utilizing the Gas Tax funding in the amount of \$276,000 taxes included. Warren’s Road and Inlet Road were fully recapped and new water services installed where they were needed. Southside Road in Port Au Bras was mostly recapped with a fair amount of gutter work completed. It is anticipated road shouldering on these roads will be done in a couple of weeks.

The Total of Gas Taxes spent on asphalt since 2009 is \$1,746,402.00.

Additional Asphalt Repairs

Additional areas repaired include the intersection to Fir Tree Road and an area of Jorgensen’s Road, Burin Bay and Collin’s Cove. The total of municipal taxes spent on asphalt since 2015 is \$ 297,895.00.

Hurricane Larry Damages

The Committee was advised that the Mayor and Town Manager met with the engineer from Innovative NL to discuss the major damages done to the Oldest Colony Trust Boardwalk and the wharf at Great Burin. The Town Manager also met with an official from Municipal Affairs.

An application for funding will be submitted to the province for repairs.

Capital Works 2022

The Committee recommends the construction of a Holding Bay for the Rescue Unit annexed to the existing fire hall including electrical upgrades to the entire municipal building as Priority I for Municipal Capital Works for 2022.

Motion
#7

Foote / H. Lundrigan

Be it resolved that the Town of Burin submit a Municipal Capital Works Program application for the construction of a holding bay for the rescue unit annexed to the existing fire hall, including electrical upgrades to the entire municipal building as Priority I. Upon approval, Mayor Kevin Lundrigan and Town Manager, Leo Hartson, will act as signing authorities for this funding agreement.

Motion Carried Unanimously.

The Committee recommends waterline replacement from Pearce Junior High to the TJ MacDonald Home to be replaced as it is in the area of the Burin Peninsula Health Care Centre be considered and applied as Priority II.

Motion #8 **Foote / H. Lundrigan**
Be it resolved that the Town of Burin submit a Municipal Capital Works Program funding application listing waterline replacement from Pearce Junior High to the TJ MacDonald Home as Priority II.

Motion Carried Unanimously.

Augustus Drive Booster Station

The Public Works Director questioned what the timeframe would be for the new booster station to be installed on Augustus Drive. The Committee recommends that a new booster station be installed on Augustus Drive in 2022.

Motion #9 **Foote / Myles**
Be it resolved that the Town of Burin install a new booster station on Augustus Drive in 2022.

Motion Carried Unanimously.

Pole Lights Black Brook

Mayor Kevin Lundrigan was asked by the Town of Marystown about a cost shared arrangement for street lights in the area known as Black Brook. As this area is outside the municipal boundary, the Committee can not recommend this request.

Budget 2022

A rock blast valued at \$30,000.00, a new 5500 series plow truck to replace the 2009 and a sewer camera was submitted by the Public Work Department for consideration during the budget process. These requests will be referred to the Finance Committee.

Recreation Committee

Councillor Isaacs, Chairperson, advised that the Recreation Committee met on November 1, 2021 and presented the following recommendations:

Mini Diamond Softball Dugouts

Town staff met with members of the Minor Softball Parents Association to discuss the need for dugouts at the new mini diamond and if this was something the Town would consider similar to the new ones installed on the Craig Lundrigan Softball Field. The Committee recommends that

new dugouts identical to the other field be constructed at the new mini diamond before ball season commences in the Spring of 2022. Estimated cost of labour and materials is \$9,000.00.

Motion #10 **Isaacs / Foote**
Be it resolved that the Town of Burin construct new dugouts, identical to the other field, at the new mini diamond before softball season commences in 2022. The estimated cost of materials and labour is \$9,000.00.

Motion Carried Unanimously.

Budget 2022

While there are no larger items put forward for consideration for Budget 2022, we anticipate the ground maintenance costs for sports facilities will increase by approximately \$5000 in order to keep them in tournament condition.

Recreation Commission

A discussion was held regarding the reactivation of the Recreation Commission. Staff will provide a copy of the Recreation Commission Constitution and Bylaws to the Committee. The Committee recommends placing a call to the public to reactivate the Recreation Commission in late March, 2022.

Motion #11 **Isaacs / H. Lundrigan**
Be it resolved that the Town of Burin place a call to the public for an expression of interest to reactivate the Burin Recreation Commission in late March 2022.

Motion Carried Unanimously.

Ice Hockey Rink

A discussion was held surrounding the creation of an ice rink in Central Park. Due to the inconsistency of the weather, the Committee recommends having Family Fun Pond Days on local ponds and to change the location each time.

Motion #12 **Isaacs / H. Lundrigan**
Be it resolved that weather permitting, the Town of Burin host Family Fun Days on local ponds and change the location of the event each time.

Motion Carried Unanimously.

Central Park Sliding Hill

The Committee discussed the possibility of creating a snow hill located at Central Park. Public Works will commence shaping the hill that is located just in from the Mini Diamond. No timeframe was discussed for completion.

Black Duck Cove Basketball Court

The Committee reviewed a request from the Director of the Smallwood Community Centre to upgrade the basketball court in Black Duck Cove. With a basketball court already located at Central Park and the need for work to bring it up to playing condition, the Committee cannot recommend upgrading the old court. However, the Committee recommends offering ownership of the old court to the Smallwood Crescent Community Centre at a cost of one dollar (\$1.00) plus applicable legal fees.

Motion #13 **Isaacs / Myles**
Be it resolved that the Town of Burin offer ownership of the old basketball court at Black Duck Cove to the Smallwood Crescent Community Centre for the cost of one dollar (\$1.00) plus applicable legal fees.

Motion Carried Unanimously.

Planning & Development Committee

Councillor Farwell advised that the Planning & Development Committee met on November 2, 2021 and presented the following recommendations:

Crosswalks – Referred from previous meeting

The Committee was advised that MHA Paul Pike has been doing some inquiring on behalf of the Town regarding our concerns over traffic lights in the school zones. He stated that a Highways Operations Engineer would be visiting to have a look at the areas of concern.

Heritage II Easement

The Committee reviewed a letter from the resident that lives next to Heritage II. The letter states that a walkway was installed without permission and reminds Council of a previous agreement regarding the easement around that end of the building. The Committee recommends that the Town of Burin request permission to put a concrete wheelchair accessible ramp (located on part of the easement) to the exit on the first level of Heritage II that is facing the neighbour.

Motion #14 **Farwell / Isaacs**
Be it resolved that the Town of Burin request permission from the neighbor living next to Heritage II to install a concrete wheelchair accessible ramp located on a portion of the easement and to the exit on the first level of Heritage II, facing his property.

Motion Carried Unanimously.

Great Burin Wharf

The head of the wharf from Great Burin that was damaged as a result of Hurricane Larry is going to be more difficult and more expensive to get to the dump in Jean De Baie than anticipated. A couple of individuals have inquired to see if they could salvage some lumber from it. As a result

of the inquiries for the materials, the Committee recommends that Motion #7 from September 21, 2021 which reads “Be it resolved that the head of the wharf at Great Burin, measuring 37ft x 11 ft, be towed to Burin to be destroyed and trucked to the waste disposal site at Jean De Baie” be rescinded and now recommend that the head of the wharf at Great Burin, Measuring 37ft x 11ft, be towed to Burin and be disposed of through the tendering process.

Motion #15 **Farwell / Francis**
Be it resolved that Motion #7 of the regular meeting held September 21, 2021 be rescinded.

Motion Carried Unanimously.

Motion #16 **Farwell / H. Lundrigan**
Be it resolved that the head of the wharf at Great Burin, measuring 37 ft. x 11 ft. be towed to Burin and disposed of through the tendering process.

Motion Carried Unanimously.

Special Events Committee

Councillor Francis, Chairperson, advised that the Special Events Committee met on November 2, 2021 and presented the following recommendations:

Halloween – Burin

Halloween will be held in Burin on the first Sunday following the return to Alert Level II as determined by the Chief Medical Officer of Health.

Motion #17 **Francis / Foote**
Be it resolved that Halloween be held in the Town of Burin following the return to Alert Level II as determined by the Chief Medical Officer of Health.

Motion Carried Unanimously.

Bonfire

The Bonfire will be delayed with a date to be determined by the Fire Department.

Motion #18 **Francis / H. Lundrigan**
The annual Bonfire will be delayed with a date to be determined by the Fire Department.

Motion Carried Unanimously.

Christmas Party

The Committee recommends having a Staff & Council Christmas Party with a Dinner and Dance to be held at the 50+ Club building on Saturday, November 27, 2021. Staff and Council may invite another couple to the dance.

Motion #19 **Francis / Isaacs**
Be it resolved that the Town of Burin have a Staff/Council Christmas Party with a dinner and dance held at the 50+ Club building on Saturday, November 27, 2021.

Motion Carried Unanimously.

Christmas Tree Light Up

The Committee recommends that the annual Christmas Tree Light Up ceremony be held on the municipal grounds on Tuesday, November 30, 2021 at 6:30 p.m.

Motion #20 **Francis / Isaacs**
Be it resolved that the Annual Christmas Tree Light Up ceremony be held on the municipal grounds on Tuesday, November 30, 2021 at 6:30 p.m.

Motion Carried Unanimously.

Christmas Parade

The Committee recommends that the Annual Christmas Parade be held on the afternoon of the Marystown Kinsmen Parade. Staff will to check with Kinsmen Dan Walsh for a date.

Motion #21 **Francis / H. Lundrigan**
Be it resolved that the Annual Christmas Parade be held on the afternoon of the Marystown Kinsmen Parade.

Motion Carried Unanimously.

Remembrance Day

Another notable date will be Remembrance Day which is hosted at the Burin Municipal grounds this year on November 11, 2021. There will be no parade this year and, if the municipality is still in Alert Level III, the Legion advised that they will have a smaller scale recorded event.

Finance Committee

Deputy Mayor Lundrigan advised that the Finance Committee met on November 2, 2021 and presented the following recommendations:

Write Offs

Council reviewed the list of accounts for write off. The Committee recommends writing off the accounts as presented.

Motion #22 **H. Lundrigan / Farwell**
Be it resolved that the Town of Burin approve the list of accounts to be written off as presented.

Motion Carried Unanimously.

The copies of the write off list were returned to the Town Clerk for disposal.

Budget Day

The Committee recommends that Budget Day take place on Friday, November 26, 2021 commencing at 9:00 A.M.

Borrowing Resolution – Corporate Visa

Staff circulated a copy of a motion required by the Bank of Nova Scotia authorizing the Town to borrow up to \$20,000.00 on a corporate visa account and confirmation that Council agrees that the signers are authorized on this account. The Committee recommends approval of the motion as presented.

Motion #23 **H. Lundrigan / Francis**
Be it resolved that the Town of Burin adopt a borrowing resolution authorizing a \$20,000 limit for a corporate visa account with the Bank of Nova Scotia as per the motion attached as Appendix “B”.

Motion Carried Unanimously.

PERMIT APPLICATIONS

The Town Manager recommended the following permit applications for approval:

Application #NOV2021-01 – Drift Inn – To operate an Air BnB at 32 Southside Road (subject to discretionary notice)

Motion #24 **H. Lundrigan / Myles**
Be it resolved that Application #NOV2021-01 to operate Drift Inn Air BnB at 32 Southside Road be approved subject to approval of applicable government departments, that it be advertised as a discretionary notice and Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2021-02 – To construct a residential garage at 346 Main Street

Motion #25 **Foote / Isaacs**
Be it resolved that Application #NOV2021-02 to construct a residential garage at 346 Main Street be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2021-03 – To construct a residential garage at 47 Augustus Drive

Motion #26 **H. Lundrigan / Farwell**
Be it resolved that Application #NOV2021-03 to construct a residential garage at 47 Augustus Druve be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2021-04 – To construct a residential garage at 29 Southside Road

Motion #27 **H. Lundrigan / Farwell**
Be it resolved that Application #NOV2021-04 to construct a residential garage at 29 Southside Road be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2021-05 – To construct a residential garage at 663 Main Street

Motion #28 **Francis / Foote**
Be it resolved that Application #NOV2021-05 to construct a residential garage at 663 Main Street be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2021-06 – To construct a cottage on the site of previous cabin at Old Tide’s Brook Road

Motion #29 **Myles / Farwell**
Be it resolved that Application #NOV2021-06 to construct a cottage on the site of previous cabin at Old Tide’s Brook Road be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2021-07 – To construct a residential garage at 340 Main Street

Motion #30 Foote / Myles
 Be it resolved that Application #NOV2021-07 to construct a residential garage at 340 Main Street be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

CORRESPONDENCE

Correspondence – Discussion

From	Regarding	Action
1. MADD Burin Peninsula	Crashed Car Awareness Campaign.	A crashed car will be located on land across from Salt Pond Esso within the next two weeks.
2. Marystown Minor Hockey Association	Sponsorship.	Motion.

Motion #31 H. Lundrigan / Francis
 Be it resolved that the Town of Burin sponsor the Marystown Minor Hockey Association for the 2021-2022 hockey season in the amount of \$1000.00.

Motion Carried Unanimously.

Correspondence – Review

From	Regarding	Action
1. Municipal Assessment Agency	Eastern Director on the Agency’s Board of Directors.	Information.
2. Dept. of Municipal & Provincial Affairs	Congratulation to members of Council.	No action required.
3. Dept. of Transportation & Infrastructure	Asphalt deadline 2021.	Information.
4. Dept. of Municipal & Provincial Affairs	2022 Municipal Budget form.	Information.
5. Copy of Letter from Town Manager to NLHC	NLHC Topsail Road units.	Awaiting response.
6. Shannon Darby & Thomas Drake	Thank you.	No action required.

Correspondence – Additions

From	Regarding	Action
1. Boot Shrine Club	Thank you for flying flag during Volunteer Awareness Week.	No action required.
2. Dept. of Municipal & Provincial Affairs	CEEP Project Approval.	Information.
3. Dept. of Fisheries, Forestry & Agriculture.	Licence to Occupy approval – Cook’s Lookout extension.	Information.
4. Innovative NL	Estimate for Hurricane Larry boardwalk and wharf repairs.	Information.
5. Burin Peninsula Joint Council	Health Accord NL Action Committee.	Councillor Farwell nominated Mayor Lundrigan to represent the Town of Burin on the Joint Council’s Health Accord NL Action Committee. Mayor Lundrigan accepted the nomination. Motion.

Motion #32

Farwell / Foote

Be it resolved that Mayor Kevin Lundrigan serve as the representative for the Town of Burin on the AdHoc Committee of the Burin Peninsula Joint Council Health Accord NL Action Committee.

Motion Carried Unanimously.

6. Hooper’s Construction	Concerns regarding the Town of Burin’s decisions about paving in the community.	Mayor Lundrigan read Mr. Hooper’s letter aloud and Council discussed his concerns. It was agreed that the Town Manager respond to Mr. Hooper’s letter to address his concerns and to state any corrections to his letter. The correspondence will also be further discussed at the next Public Works Committee meeting.
7. Dept. of Fisheries & Land Resource	Crown Land Referral – Trail system development application.	The proponents will meet with the Planning & Development Committee to further explain their application.

INVOICES

Attached as Appendix “A”
(#046755 - #046797)

**Motion
#33**

Foote / H. Lundrigan

Be it resolved that Invoices attached as Appendix “A” be paid as presented.

Motion Carried Unanimously.

NEW BUSINESS

Brush Cutting

Councillor Farwell questioned if it would be possible to address brush cutting work through a Job Creation Project. The Town Manager advised that brush cutting is not permitted under provincial projects, however, MHA Pike has indicated that a contract is being awarded for brush cutting in the district in the near future. Town staff have previously discussed areas of concern with the MHA and with officials of the Department of Transportation & Infrastructure.

Burin – Welcoming Committee

Councillor Farwell suggested that efforts be made in forming a welcoming committee for new residents to the Town. Council held a brief discussion and no further action will be taken at this time.

Remote Meeting Policy

Councillor Farwell circulated information regarding the development of a policy for remote meeting attendance. This will be referred to the Planning & Development Committee for further discussion and recommendation.

Disposal of Town Owned Assets Policy

Councillor Farwell questioned if there is a policy in place regarding the disposal of Town owned assets. The Town Manager advised that there is not a policy as the Town is required to follow the regulations as outlined in Section 201.3 of the Municipalities Act.

MOTION OF ADJOURNMENT

**Motion
#34**

Foote / H. Lundrigan

Be it resolved that the meeting adjourn at 6:50 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor