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January 17, 2023

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 5:00 p.m.

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

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

Mayor Lundrigan & Council welcomed the Town Clerk back to her role upon her return from a leave of absence.

APPROVAL OF AGENDA

The following item was added to the agenda for discussion:

Committee Reports:

1. Heritage Board Liaison:
Name Submission – Heritage Board Member

Motion	Francis / H. Lundrigan
#1	Be it resolved that the agenda of January 17, 2023, with noted addition, be adopted as circulated.

Motion Carried Unanimously.

APPROVAL OF MINUTES

Motion	Foote / Isaacs
#2	Be it resolved that the minutes of a regular meeting December 6, 2022 be adopted as circulated.

Motion Carried Unanimously.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager provided an update of items actioned since the last regular meeting held on December 6, 2022:

Land for Booster Station – Augustus Drive

The property owner of the land for the booster station has been in contact with Town staff regarding sale of the land. At the homeowner’s request, pegs were placed on the land for the actual location of the building on Thursday, January 12, 2023. The homeowner will review and contact the Town Manager for a site visit and further discussion.

Residential Concerns – Long Cove

Concerns are still coming in regarding the property at 390 Main Street. Trucks have been dismantled on the road which is part of Clover Crescent and now they have a boat parked on the same area. An action order will be delivered on Wednesday, January 18, 2023 to have all items removed from the area of Clover Crescent that is identified as a nuisance within seven days.

The Town Manager advised that if the order is not actioned within the specified time period the Town can turn off water services to his residential property.

List of Dilapidated Buildings

Eight properties were identified by staff as being dilapidated. As the cost to remove is extraordinary and the Town has a tight budget for 2023, staff are awaiting direction from Council as to what action is deemed necessary.

Cellular Towers

Letters were sent out to homeowners in the vicinity of the new location for the cellular tower on Union Road. The deadline for feedback was Monday, January 16, 2023. After this date, Bell Mobility will seek a letter from Council acknowledging that the land is being used for a cellular tower.

Motion	 Foote / H. Lundrigan
#3	Be it resolved that the Town of Burin approves the location of the second Bell Mobility cellular tower at 20 Union Road.

Motion Carried Unanimously.

IPads

The Town Manager advised that the new IPads have arrived and individual email accounts are now being set up. Staff will obtain information in order to develop an Electronic Equipment Usage policy prior to distribution of the devices.

Paul's Turn – Falling Rocks/Residential Concerns

The Town Manager advised that contact has been made with Innovative NL for a review, consult and report regarding falling rocks on Paul's Turn and any action deemed necessary. In speaking with Mr. Moore, he referred to a report presented back in 2012-2013 from a NS firm that recommended netting and bolting. The proposal was rejected by government at that time. Council will discuss further recommendations at the next Public Works Committee meeting.

Councillor Farwell pointed out that other areas need to be looked at as well, ie: the Scrape and Money Point for falling rock hazards.

COMMITTEE REPORTS

Planning & Development Committee

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on January 9, 2023 and presented the following recommendations:

Strategic Report 2023

The Committee discussed the need to commence the process of creating a new Strategic Plan for the Town of Burin. Two plans were completed in the past. All members of Council have now received a copy of both plans for review. While both strategic plans were done by a third party consultant in past, the Committee suggests that Council and the Town Manager review both past copies to identify completed goals and anything outstanding that may require action.

The Committee recommends the development of a new strategic plan to be completed in collaboration of Council and Staff with an objective of completing a new strategic plan for the Town in 2023. This topic shall remain an active item on the agenda until successfully completed.

Motion	Farwell / Francis
#4	Be it resolved that the Town of Burin, in collaboration with Staff, complete a new Strategic Plan for the Town of Burin in 2023.

Motion Carried Unanimously.

Burin Business Park Expansion

With a fair number of lots sold in 2022, the Committee recommends continuing with the construction of infrastructure on Step-A-Side Crescent in the Burin Business Park during the Spring of 2023. This work will be done outside the normal work hours of Public Works staff.

Motion	Farwell / Isaacs
#5	Be it resolved that the Town of Burin continue with the construction of infrastructure on Step-A-Side Crescent in the Burin Business Park during

the Spring of 2023. This work will be completed outside of normal work hours of the Public Works staff.

Motion Carried Unanimously.

Recreation Committee

Councillor Isaacs, Chairperson, advised that the Recreation Committee met on January 9, 2023 and presented the following recommendations:

Softball Field

Concerns were raised by the Committee that work in the right field of the larger softball field was not completed. The Committee recommends that the necessary piping material be ordered with the inventory order for water and sewer to have on site for completion in the fall as soon as the softball season for the leagues is finished. The Director of Public Works updated that necessary materials are already on site.

**Motion
#6**

Isaacs / Foote

Be it resolved that necessary piping material be ordered with the water/sewer inventory order to have on site for completion of the right field in the larger softball field as soon as softball season is finished.

Motion Carried Unanimously.

Soccer Field

The Committee was advised that repairs to the soccer field were not completed after the past season due to workloads and availability of Public Works staff. This work will be completed in the spring as soon as the weather permits and sods are available.

Recreation Director

Concerns were brought forward over the duties of the Recreation Director when hired annually. The Committee recommends that a list of duties and responsibilities be completed and discussed with future Directors.

**Motion
#7**

Isaacs / H. Lundrigan

Be it resolved that a job description be completed for the Recreation Director position and the list of duties and responsibilities be discussed with future Directors.

Motion Carried Unanimously.

Grants

The Committee discussed a grant that is being offered by Participaction. The Town Manager advised that the application has been completed and submitted.

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on January 10, 2023 and presented the following recommendations:

Burin Harbour Authority Request

The Burin Harbour Authority is planning a two-phase aquatic species control project. The Committee received a request for some sand/salt materials while the short term work is being completed for treatment of the wharves and also a letter in support of the Project. The Committee recommends approval of both requests.

Motion #8	Foote / H. Lundrigan Be it resolved that the Town of Burin write a letter supporting the Burin Harbour Authority two-phase aquatic species control project and provide salt/sand materials for treatment of the wharves while the short term work is being completed.
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Motion Carried Unanimously.

Falling Rock – Paul’s Turn

Council received a written request from a resident regarding falling rocks in the area of Paul’s Turn and there were some rocks that fell onto the road on New Years’ Day. The Committee recommends reaching out to Craig Moore of Innovative NL to do a review, a recommendation and consultation if deemed necessary.

Motion #9	Foote / Isaacs Be it resolved that the Town of Burin contact Mr. Craig Moore of Innovative NL to conduct a review, recommendation and, if necessary, a consultation for an issue of falling rocks in the area of Paul’s Turn.
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Motion Carried Unanimously.

Rock – Scrape Area

The Committee was advised that the Town received a call from a resident about the possibility of rock falling in the Scrape area between Black Duck Cove and Path End. As this area is provincial jurisdiction, the concern was passed on by the Director of Public Works to Transportation and Infrastructure, Black Brook.

Street Light

It was brought to the attention of the Committee that an additional street light was required in Black Duck Cove. Public Works will identify location for new light. The Committee recommends that a new street light be installed in the area once it is identified.

Motion #10 **Foote / Isaacs**
Be it resolved that the Town of Burin have a new streetlight installed in Black Duck Cove once an appropriate location is identified.

Motion Carried Unanimously.

Potholes – Provincial Roads

Councillor Farwell contacted staff regarding the number of potholes on the provincial roads. The Director of Public Works passed the message on to Transportation and Infrastructure. The Town Manager reminded the Committee that Town employees are not to be filling in potholes on provincial roads due to liability issues if an employee was injured or if a motorist took legal action against the Town.

Councillor Isaacs noted an additional area of concern on the Winterland Road intersection. Councillor Farwell also expressed concern regarding road shoulders on provincial roads. It was agreed that Councillor Farwell would visit the Black Brook Depot to discuss Council's concerns.

Finance Committee

Deputy Mayor Lundrigan advised that the Finance Committee met on January 10, 2023 and provided the following information:

R.C. Episcopal Corporation – 2-4 Greenhill Road

The Committee was advised that the building formerly known as St. Patrick's Church Burin is no longer serving as a church, it will now be invoiced for property tax as it is no longer exempt from taxation as per Section 118 of the Municipalities Act, Chapter M-24 which states:

Tax exempt property

118. The following real property is exempt from the real property tax:

- (a) real property belonging to Canada or a province or territory of Canada ;
- (b) real property belonging to a municipality or its agents, a regional service board or a municipal service delivery corporation;
- (c) real property exempted by an Act of the Legislature;
- (d) churches and other places of worship together with the land

- (i) on which they are situated, and
- (ii) that in relation to the places of worship, is in active use;
- (e) cemeteries operated by churches or non-profit organizations;
- (f) the rectory or other principal place of residence of a priest, minister or rabbi in charge of a church or other place of worship where that residence is owned by the church or other place of worship, together with the land
 - (i) on which it is situated, and
 - (ii) that in relation to the places of residence, are in active use;
- (g) hospitals as defined in the *Hospitals Act* and the land on which they are situated, including student residences, but not including other residences and apartments;
- (h) schools as defined in the *Schools Act, 1997* and the land on which they are situated, including student residences and playing fields and other recreational facilities owned by a school board or group of school boards but not including other residences and apartments;
- (i) universities and colleges established under the *Memorial University Act* and the *College Act, 1996* , and the land on which they are situated, including student residences and playing fields and other recreational facilities owned by them, but not including other residences and apartments; and
- (j) productive farm land and woodland and buildings on and used with respect to farm or wood production as the Minister of Forest Resources and Agrifoods may designate.

1999 cM-24 s118; 2005 c21 s3; 2007 c20 s2

Special Events Committee

Councillor Francis, Chairperson, advised that the Special Events Committee met on January 10, 2023 and presented the following recommendation:

Come Home Year 2025

The Committee discussed and recommend a Come Home Year for Burin from July 25 – August 3, 2025 which is our 75th year of incorporation. An initial poster to be added to the Town's Social Media page.

**Motion
#11**

Francis / Myles

Be it resolved that the Town of Burin host a Come Home Year for Burin from July 25 – August 3, 2025 which is our 75th year of incorporation.

Motion Carried Unanimously.

Fire Department Liaison Report

Councillor Francis, Liaison, advised that the Burin Volunteer Fire Department held its election of officers on December 12, 2022 as follows:

Fire Chief	Reg Wareham (Re-Elected)
1 st Asst. Chief	Albert Wakeley (Re-Elected)
2 nd Asst. Chief	Terry Burry (Re-Elected)

Captains:	Bill Dunne (Elected)
	Douglas Wareham (Re-Elected)
	Morgan Burry (Elected)
	Maxwell Rose (Re-Elected)

Training Officer:	Kevin Burke (Elected)
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Secretary:	Jeff Adams (Re-Elected)
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Treasurer:	Dwayne Marks (Elected)
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Motion	Francis / Isaacs
#12	Be it resolved that the Town of Burin accept the Election of Officers for the Burin Volunteer Fire Department Executive for 2023.

Motion Carried Unanimously.

Heritage Board Liaison

Councillor Myles, Liaison, advised that Alison Kavanagh has submitted her name to serve as a member of the Burin Heritage Board. Council agreed.

Motion	Myles / Isaacs
#13	Be it resolved that the Town of Burin accept Alison Kavanagh to serve as a member of Burin Heritage Board.

Motion Carried Unanimously.

STAFF REPORTS

Donation

The Town Manager advised that staff sent an expression of condolence and a donation in memory to the family of a public works staff member upon the passing of his father.

CORRESPONDENCE

From	Regarding	Action
1. Burin Harbour Authority	Request for support.	Dealt with under Public Works Committee Report.
2. Burin Area Food Pantry Committee	Thank you card.	No action required.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit application:

Application #JAN2023-001 – New Life Upholstering Cleaning – To operate a cleaning business from their home at 17 Ship Cove Crescent

Motion #14 **Footte / H. Lundrigan**
Be it resolved that Application #JAN2023-001 from New Life Upholstering Cleaning to operate a cleaning business from their home at 17 Ship Cove Crescent be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

INVOICES

Attached as Appendix “A”
(#047677 - #047792)


Motion #15 **Footte / Farwell**
Be it resolved that Invoices attached as Appendix “A” be paid as presented.

Motion Carried Unanimously.

MOTION OF ADJOURNMENT

Motion #16 **Farwell / Isaacs**
Be it resolved that the meeting adjourn at 5:35 p.m.

Motion Carried Unanimously.


Joanne Jackman
Town Clerk


for Kevin Lundrigan
Mayor