

TOWN OF BURIN
Public Council Meeting Minutes
February 6, 2024
Council Chambers

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

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

The meeting was called to order by Mayor Lundrigan at 5:10 p.m.

ADOPTION OF AGENDA

The following items were added to the agenda for discussion:

- Delegations or Visitors – Cabin Owners, Long Cove Square
- Committee Reports – Fire Dept. Liaison Report
- Permit Applications – Application #FEB2024-02
- Correspondence – Trades NL
- Correspondence – Dept. of Municipal & Provincial Affairs
- Correspondence – Marystown Marlins
- Correspondence – Burin Peninsula Chamber of Commerce
- Correspondence – Copy of Letter sent to The Baker's Table

Motion #202402-019

Moved By: Councillor Francis
Seconded By: Deputy Mayor Lundrigan

Be it resolved that the agenda of the February 6, 2024 Public Meeting, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of a Regular Public Meeting – January 16, 2024

Errors or Omissions: Councillor Farwell referred to Motion #202401-017 and stated that he feels the words “without cause” are unnecessary and should be removed from the motion. After a brief discussion, the remainder of Council agreed that the motion remain unchanged.

Motion #202402-020

Moved By: Councillor Foote
Seconded By: Councillor Isaacs

Be it resolved that minutes of a regular public meeting held January 16, 2024 be adopted as circulated.

Motion Carried Unanimously.

DELEGATIONS OR VISITORS

Cabin Owners – Long Cove Square

The current occupants of a cabin located at Long Cove Square requested to meet with Council to discuss the ongoing issue of letters being submitted to the Town regarding their property under false pretenses. They advised that they are currently in the process of obtaining legal title to the land in question through Crown Lands. They were excused at 5:20 p.m.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager updated Council on a list of items actioned since the last regular meeting of January 16, 2024:

- **Port au Bras Chlorination Building Upgrade & Fire Rescue Storage Bay** – These projects are now gone to tender.
- **Hollett Building** – The wooden siding is completed and we are receiving very positive feedback. The Contractor will be moving inside to commence the installation of ceiling and wall finishes. The Contractor is painting the wooden siding for Heritage House while waiting for materials.
- **Blivet System** – The Blivet System located at Bridgette Estates is now fully operational and the electrical account is registered under the Town of Burin.
- **Café** – The tenants of the café in Heritage Square have been advised, in writing, that their lease will terminate on May 31, 2024.

COMMITTEE REPORTS

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on January 30, 2024 and presented the following recommendations:

- **Brushett's Road** – Email correspondence from a resident regarding an issue with dog feces was reviewed by the Committee and the Animal Control Officer has completed a site inspection of the area. This is now a private issue between the two neighbours.
- **Potable Water Station** – Council received email correspondence suggesting that the Town of Burin consider the benefits of installing a potable water station along the Big Pond water supply for residents to obtain improved drinking water. The Public Works Director is currently researching and seeking professional advice on filtration and improving the quality and appearance of the water. Council agreed that every effort will be made to provide residents with good quality drinking water.
- **Port au Bras Chlorination Building Upgrades** – Members of the Committee and Staff met with the Engineers to discuss savings for the project. As a result, the pre-tender estimates are now slightly under budget. The project is now gone to tender.
- **Big Pond Maintenance** – The Public Works Department is obtaining pricing to do maintenance on the backwash filter system in an effort to improve the water appearance coming from Big Pond water supply.
- **Hollett Building** – The Contractor will soon be ready for the mini split installation at the Hollett Building. The Public Works Director is seeking three price quotations to bring back to Finance Committee for review.

Finance Committee

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on January 30, 2024 and provided the following update:

- **Email Accounts & Attempted Financial Breach** – The Committee was updated that the Town's email accounts were compromised and attempts were being made to access the Town bank accounts. Investigations are ongoing with Scotiabank and Eastlink. Several upgraded security measures have been put in place with the Town email service and computer equipment.
- **Management Agreement** – The current Management Agreement has not been updated for several years. The Committee will meet with non-unionized staff in the near future.

Planning & Development Committee

Councillor Isaacs advised that the Planning & Development Committee met on January 31, 2024 and presented the following recommendations:

- **2nd Letter – Occupation of Land** – The Committee reviewed a second letter received regarding a cabin beyond the end of Long Cove Square Road. The Committee recommends that the current occupant start the process of obtaining the land on which the cabin is situated through the Crown Lands Division.

Motion #202402-021

Moved By: Councillor Isaacs
Seconded By: Councillor Francis

Be it resolved that the Town of Burin recommend the current occupants of a cabin located beyond the end of Long Cove Square Road begin the process of obtaining the land on which the cabin is situated through the Crown Lands Division.

Motion Carried Unanimously.

- **Correspondence – Burin Taxi** – Correspondence was received from Burin Taxi regarding concerns of a possible application coming forward to start a new taxi service in Burin that would be operating out of Marystown. The Committee recommends that a freeze on new taxi applications be imposed in Burin until the Town has a Taxi Policy in place.

The Committee also recommends that staff commence work on producing a Taxi Policy for the Town of Burin for Committee review.

Motion #202402-022

Moved By: Councillor Isaacs
Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin impose a freeze on new taxi applications until the Town has new Taxi Policy in place.

Motion Carried Unanimously.

Motion #202402-023

Moved By: Councillor Isaacs
Seconded By: Councillor Francis

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Be it resolved that staff commence work on producing a new Tax Policy for the Town of Burin.

Motion Carried Unanimously.

Recreation Committee

There are no items to report at this time.

Fire Dept. Liaison

Councillor Francis, Liaison, attended a meeting of the Burin Volunteer Fire Department on January 16, 2024 and the following items were discussed:

- SCBA equipment is up to par.
- Two medical home inspections and one commercial inspection were completed over the past month.
- The Department is arranging for a tour of the Canadian Coast Guard vessel in order to be familiar with the layout of the vessel.
- Two day basic training will be completed in house. This type of training is much more cost effective.
- The Department has received financial support from local businesses and has used the funds to purchase an inflatable rescue craft that can be used on water, ice and snow. The rescue craft will go into service tomorrow.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application # FEB2024-01 – Operation of a personal sawmill at 19 Lupine Road.

Motion #202402-024

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that Application #FEB2024-01 to operate a personal sawmill at 19 Lupine Road be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Staff will include any regulations pertaining to the use a personal sawmill with the letter of approval.

Application #FEB2024-02- Once Upon a Party – Operation of an existing 10x12 building at 5 Clearwater Place for construction of balloon garlands and storage of party supplies.

Motion #202402-025

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis


Be it resolved that Application #FEB2024-02 from Once Upon a Party to operate an existing 10x12 building at 5 Clearwater Place for construction of balloon garlands and storage of party supplies be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Deputy Mayor Lundrigan was excused for the remainder of the meeting at 6:00 p.m.

STAFF REPORTS

The Town Manager brought forward a concern regarding a Councillor's use of the word "egregious" toward a staff member at the previous meeting and feels that an apology is needed. The matter was addressed and ~~the~~ Councillor apologized.

Farwell 

CORRESPONDENCE

The following correspondence was reviewed and discussed:

- **Resident of Brushett's Road** – Concerns in neighbourhood - Dealt with in Public Works Committee Report.
- **Resident** – Requesting Council to explore the possibility of a potable water station in the Town – Dealt with in Public Works Committee Report.
- **Burin Taxi** – Concerns regarding potential application for another taxi company – Dealt with in Planning & Development Committee Report.
- **Resident** – Complaint regarding cabin located in Long Cove – Dealt with in Planning & Development Committee Report.
- **Trades NL** – Requesting support of Equinor's Bay du Nord Project – Motion.

Motion #202402-026

Moved By: Councillor Farwell

Seconded By: Councillor Foote

Be it resolved that the Town of Burin write a letter in support of Equinor's Bay du Nord Project and its importance to the skilled trades workforce, local communities and the Province.

Motion Carried Unanimously.

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- **Dept. of Municipal & Provincial Affairs** – Accessible Communities Grant – The Town Manager will make application for funding for upgrades to the 50+ Club Building, if applicable - Motion.

Motion #202402-027

Moved By: Councillor Farwell
Seconded By: Councillor Myles

Be it resolved that the Town of Burin make application for funding through the Accessible Communities Grant for upgrades to the 50+ Club building.

Motion Carried Unanimously.

- **Marystown Marlins Swim Team** – Request for Sponsorship – Referred to Finance Committee.
- **Town of Harbour Grace** – Requesting support of a Resolution put forth at the MNL Conference regarding enacting legislation when towns are forced to remove dilapidated buildings and other debris – Motion.

Motion #202402-028

Moved By: Councillor Farwell
Seconded By: Councillor Myles

Be it resolved that the Town of Burin write a letter supporting a Resolution put forth by the Town of Harbour Grace at the MNL Conference in October 2023 and request that it be tabled in the House of Assembly.

Motion Carried Unanimously.

- **Burin Peninsula Chamber of Commerce** – Annual General Meeting, February 21, 2024 – Councillor Farwell expressed interest in attending. Council will notify staff by Friday if they would like a ticket.
- **Copy of Letter** – A copy of the letter sent to the Baker's Table informing of the termination of the lease when it expires on May 31, 2024 – Information.

ACCOUNTS PAYABLE / INVOICES

A list of payments (Cheque Numbers 048645 – 048696) totalling \$52,056.92, were presented for review and approval. Attached as Appendix "A".

Motion #202402-029

Moved By: Councillor Foote
Seconded By: Councillor Francis

Be it resolved that a list of payments, attached as Appendix “A”, totalling \$52,056.92 be approved as presented.

Motion Carried Unanimously.

NEW BUSINESS

Fraudulent Letters

Councillor Myles expressed concern regarding the recent fraudulent letters that have been submitted to the Town regarding cabin owners on Long Cove Square Road. She stated that immediate action should be taken against the individual and an official report be made to the RCMP as soon as possible.

Motion #202402-030

Moved By: Councillor Myles
Seconded By: Councillor Farwell

Be it resolved that the Town of Burin contact the local RCMP to report fraudulent letters being submitted to the Town regarding cabin owners on Long Cove Square Road.

Motion Carried Unanimously.

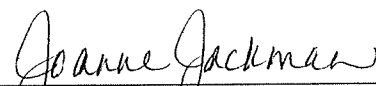
MOTION OF ADJOURNMENT

Motion #202402-031

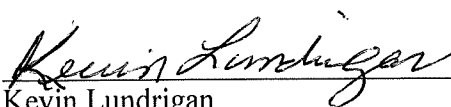
Moved By: Councillor Myles
Seconded By: Councillor Isaacs

Be it resolved that the regular public meeting adjourn at 6:15 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor