

**August 29, 2023**

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 Rhonda Isaacs  
Councillor Betty Francis  
Councillor Shane Foote

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

**Regrets:** Councillor Mary Myles

**APPROVAL OF AGENDA**

The following items were added to the agenda for discussion:

Committee Reports:

1. Fire Dept. Liaison Update

Permit Applications:

1. Application #AUG2023-04

Correspondence:

1. Southern Classics Antique Car Club

**Motion #1 H. Lundrigan / Isaacs**  
Be it resolved that the agenda of August 29, 2023, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

**APPROVAL OF MINUTES**

**Motion #2 Foote / H. Lundrigan**  
Be it resolved that minutes of a regular meeting July 18, 2023 be adopted as circulated.

Motion Carried Unanimously.

**Motion  
#3**

**Francis / Farwell**

Be it resolved that minutes of a special meeting July 27, 2023 be adopted as circulated.

Motion Carried Unanimously.

Minutes of a meeting held with MP Churence Rogers on July 27, 2023 were also circulated for information purposes.

**BUSINESS ARISING OUT OF THE MINUTES**

The Town Manager provided an update of items actioned since the last Council meeting of July 18, 2023:

*Rescue Storage Building*

There has been little movement regarding the rescue unit storage facility. The Town Manager has reached out to the Town of Cormack who has a similar sized building that the Town of Burin requires for their cost of construction. Cormack funded their own building as the cost was too high to go through Municipal Capital Works and Engineers.

*Main Street Line Replacement Application*

Staff has contacted Innovative Engineering to prepare and submit an application for Municipal Capital Works 2024 for replacement of the main water line on the north end of Main Street near the hospital. Engineers will reach out to the Public Works Department for details. The Town Manager suggested that Council have a discussion to determine the start and end points for the repair prior to submission of the application.

*Municipal Asphalt Requirements*

All identified work that was tendered has been completed in addition to an emergency water leak within Heritage Square and additional spots at Dock Lane and at the Town Hall. Concerns that were raised by another asphalt contractor about H & M Paving were dealt with by staff.

*Strategic Plan*

The Town Manager advised that the strategic plan report will be discussed at the next Planning & Development Committee meeting. A meeting time will also need to be identified for discussion and review of the current strategic plan.

**COMMITTEE REPORTS**

**Planning & Development Committee**

Councillor Farwell advised that the Planning & Development Committee met on August 21, 2023 and provided the following recommendations:

*Remote Meeting Attendance*

The Committee discussed the need and requirements to have the capability of hosting Remote Meeting Attendance and the technology and regulations that should be used. The Committee recommends that the Town of Burin be permitted to use Remote Meeting Attendance at Committee and Council Meetings in the future when the policy is passed. The Committee will review the Remote Meeting Attendance policy of other municipalities with the intention of bringing forward a Town of Burin Remote Attendance Policy prior to year end.

**Motion  
#4**

**Farwell / H. Lundrigan**

Be it resolved that the Town of Burin be permitted to use remote meeting attendance at Council and Committee Meetings. A Remote Attendance Policy will be developed prior to year end.

Motion Carried Unanimously.

*Information Privacy*

Concern was raised regarding which email address should be used when sending Councillor and staff information electronically. At the present time, only the minutes of Council are sent to the Town of Burin Ipads. While Councillors still have their own personal email accounts, if someone is concerned about privacy, they can refer the resident to the Town email address for correct distribution by staff. It was the consensus of Council that the Clerk notify Councillors on their personal emails to check their Ipads when required.

**Recreation Committee**

Deputy Mayor Lundrigan advised that the Recreation Committee met on August 21, 2023 and provided the following update:

*Burin 50+ Aging Grant and Structure*

The Town was successful in obtaining \$16,323.03 for an Age Friendly Grant. The application for funding was done to create an outdoor space for the Burin 50 + area. The project will involve the construction of a multi-purpose outdoor facility adjacent to the rear of their main building. The cost of the project for materials and labour is \$25,000 plus HST. The Burin 50+ Club is excited for this project. The Committee refers to Finance for the additional monies necessary to successfully complete the project.

**Public Works Committee**

Councillor Foote, Chairperson, advised that the Public Works Committee met on August 22, 2023 and presented the following recommendations:

*Business Park*

The Committee discussed the need to get the extension of the road and waterline done in the Business Park due to interest in the lots. To do it as cost effectively as possible, the Committee

recommends rescinding Motion #5 from the July 18, 2023 Council meeting to go to tender for the work. Council crews will do as much work as possible and bring in outside help only as required.

**Motion #5**                      **Foote / H. Lundrigan**  
Be it resolved that Motion #5 of the July 18, 2023 regular Council meeting be rescinded.

Motion Carried Unanimously.

**Motion #6**                      **Foote / H. Lundrigan**  
Be it resolved that the Town of Burin Public Works Dept. crew do as much of the necessary work for the extension of the road and waterline in the Burin Business Park as possible and only seek outside help as required.

Motion Carried Unanimously.

*2006 5500 Series Truck Tender*

The maintenance costs on the 2006 5500 Series Truck are continuous and the computer for the truck cannot be sourced in Canada. The truck constantly breaks down and has to be towed. The Committee recommends that the truck be placed up for Tender and the Town keep possession of the Dump Box.

**Motion #7**                      **Foote / Isaacs**  
Be it resolved that the Town of Burin place the 2006 5500 Series Truck on public tender.

Motion Carried Unanimously.

*Used Windows – Building Renovation*

The Committee recommends that the used windows remaining from the renovation of the Town Hall building be tendered for purchase and removed from site.

**Motion #8**                      **Foote / H. Lundrigan**  
Be it resolved that the Town of Burin place the windows remaining from the renovation of the Town Hall Building on public tender. Windows are to be sold as a complete set and be removed from the site by the purchaser.

Motion Carried Unanimously.

*Port Au Bras Chlorination Upgrades*

Edwards and Associates advised the Town that they hope to have the project drawings completed for the town in the near future.

*Rescue Unit Storage*

The Committee is concerned over the cost estimate for the new storage bay for the rescue unit. The Committee feels we should take on the construction of the project and do the administration of the build in-house. Staff will be setting up a meeting with the engineers and government.

*Heritage Square Phase III*

The Committee was advised that our application for Phase III would be sent to Ottawa for approval consideration within a week. Project Officers located in Newfoundland fully support the project.

*Police Road /Main Street– Continuation of Block Wall*

Staff has contacted ACOA to see if any surplus from Phase II can be used to extend the block wall on Main Street. A decision should be forthcoming soon, once the surplus from Phase II is determined.

**Motion  
#9**

**Foote / H. Lundrigan**

Be it resolved that pending approval from ACOA, any surplus from Phase II be used to further extend the block wall on Main Street.

Motion Carried Unanimously.

*Augustus Drive Booster Station*

The agreement for the project should be signed off by the Minister early this week which will allow for the call for engineering. The home owner counter-offered on the price originally offered for the land necessary for construction of the booster station. Due to other associated costs, the Committee feels that the original offer is sufficient.

*Speed Bumps*

Staff advised that they have received several calls and in-person inquiries from residents requesting speed bumps and people inquiring as to why there are so many speed bumps. It was noted that all speed bumps were installed in areas with children where speed is an issue. The Committee feels that the overall issue with speed needs to be dealt with. A resident from one neighbourhood visited the office and asked if Council could reach out to the neighbourhood to deal with speeding and speed bumps. The Committee discussed a request for a speed bump on Main Street, however it was declined.

The Committee feels a good discussion on the use of speed bumps in the future is required.

**Finance Committee**

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on August 22, 2023 and presented the following recommendations:

*Augustus Drive Booster Station*

The Committee reviewed the counter-offer from the property owners for the purchase of land on Augustus Drive. The Committee feels that the original offer of \$10,000.00 for the piece of land that the pump station is to be located is sufficient.

**Motion #10**            **H. Lundrigan / Francis**  
Be it resolved that the Town of Burin decline the counter-offer received from the property owners for the purchase of land required to locate the Augustus Drive Booster Station. Council maintains that its original offer of \$10,000.00 is sufficient.

Motion Carried Unanimously.

*Air Conditioning / Commercial Dishwasher for Café*

The Committee recommends the purchase and installation of a mini split system for the Café at a cost of \$8,500.00 plus HST of \$1,275.00 for a total of \$9,775.00.

**Motion #11**            **H. Lundrigan / Francis**  
Be it resolved that the Town of Burin approve the purchase and installation of a mini-split system for the Café at a cost of \$9,775.00, HST included.

Motion Carried Unanimously.

The Committee recommends the purchase and installation of a commercial dishwasher for the Café at a cost of \$6,157.00 plus HST of \$923.59 for a total of \$7,080.90.

**Motion #12**            **H. Lundrigan / Foote**  
Be it resolved that the Town of Burin approve the purchase and installation of a commercial dishwasher for the Café at a cost of \$7,080.90, HST included.

Motion Carried Unanimously.

*Age Friendly Grant –Burin 50+Project.*

The Committee concurs with the construction of an outdoor space by the 50 + building. The Committee recommends paying the remainder of the cost of \$8,677.00 plus HST. Construction is to commence later this week.

**Motion #13**            **H. Lundrigan / Francis**  
Be it resolved that the Town of Burin pay the remaining cost of \$8,677.00, plus HST, for the construction of a multi-purpose outdoor facility adjacent to the Burin 50+ Club.

Motion Carried Unanimously.

*Training Availability*

The Committee discussed a request from the Town Manager to attend 2<sup>nd</sup> Level Core Training and the PMA Fall Forum in Gander, NL from the period of October 16 – 20, 2023. The Committee recommends that the Town Manager attend the 2<sup>nd</sup> Level Core Training and Fall Forum in Gander.

**Motion #14**            **H. Lundrigan / Isaacs**  
Be it resolved that the Town Manager be permitted to attend the PMA Fall Forum and participate in 2<sup>nd</sup> Level Core Training in Gander from October 16-20, 2023.

Motion Carried Unanimously.

**Fire Department Liaison Update**

Councillor Francis, Fire Dept. Liaison, advised that effective July 18, 2023, two members of the Burin Volunteer Fire Department were granted a Leave of Absence as follows:

2 <sup>nd</sup> Assistant Chief – Terry Burry	Replaced by Maxwell Rose
Captain – Morgan Burry	Replaced by Jamie Murphy

**Motion #15**            **Francis / H. Lundrigan**  
Be it resolved that effective July 18, 2023, the Town of Burin accept two member requests for a leave of absence from the Burin Volunteer Fire Department as presented.

Motion Carried Unanimously.

**PERMIT APPLICATIONS**

The Town Manager recommended approval of the following permit applications:

**Application #August2023-01 – Tom’s Home Solutions** – Operation of a property maintenance service business at 18 Ship Cove Crescent.

**Motion #16**            **H. Lundrigan / Foote**  
Be it resolved that Application #August2023-01 from Tom’s Home Solutions, to operate a property maintenance service business at 18 Ship Cove Crescent be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #August2023-02 – Dorothy Courage** – Operation of an Air BnB “The Marion” at 1 Lundrigan’s Lane. A discretionary notice is required.

**Motion #17**                      **Foote / Isaacs**  
 Be it resolved that Application #August2023-02 from Dorothy Courage to operate an Air BnB, “The Marion”, at 1 Lundrigan’s Lane be approved subject to approval of applicable government departments, Council’s regulations & stipulations and that it be advertised as a discretionary use.

Motion Carried Unanimously.

**Application #August2023-03 – Resident** – Construction of a 16x20 residential storage shed at 10 Lupine Road.

**Motion #18**                      **H. Lundrigan / Foote**  
 Be it resolved that Application #August2023-03 to construct a 16x20 residential storage shed at 10 Lupine Road be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #August2023-04 – Resident** – Construction of a 20x24 residential shed at 8 Hillview Heights.

**Motion #19**                      **H. Lundrigan / Francis**  
 Be it resolved that Application #August2023-04 to construct a 20x24 residential shed at 8 Hillview Heights be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**CORRESPONDENCE**

<b>Discussion</b>		
1. Hon. Paul Pike, MHA Burin-Grand Bank	Affordable Rental Housing Program.	Information.
2. Burin Peninsula Health Care Foundation	Golf Fore Health Care Tournament, September 9, 2023.	Councillors will advise if they will be participating.
<b>Review</b>		
1. Service NL	Partial Boil Water Advisory Gripe Cove	The boil water advisory has now been removed.
2. Dept. of Municipal & Provincial Affairs	Remote Meeting Attendance.	Discussed in Planning & Development Committee Report.
<b>Additions</b>		
1. Southern Classics Antique Car Club	Two complimentary tickets to Classics 2023.	Councillor Foote will attend.



**INVOICES**

Attached as Appendix “A”  
(#048177 - #048297)

**Motion  
#20**

**H. Lundrigan / Foote**

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

Motion Carried Unanimously.

**NEW BUSINESS**

*Come Home Year 2025*

Mayor Lundrigan suggested that the Special Events Committee schedule a meeting in September in order to begin the process of forming a Come Home Year 2025 Committee. The Committee set a tentative date of September 27, 2023 @ 7:00 pm at the Town Hall.

**MOTION OF ADJOURNMENT**

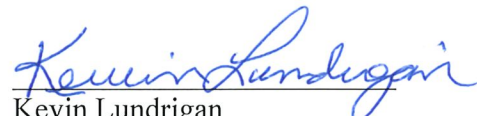
**Motion  
#21**

**H. Lundrigan / Foote**

Be it resolved that the regular meeting adjourn at 6:05 p.m.

Motion Carried Unanimously.

  
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Joanne Jackman  
Town Clerk

  
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Kevin Lundrigan  
Mayor