

Town of Burin – Regular Public Meeting – December 10, 2025

December 10, 2025

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 6:05 p.m.

Members Present:	Mayor	Kevin Lundrigan
	Deputy Mayor	Howard Lundrigan
	Councillor	Shane Foote
	Councillor	Karen Inkpen
	Councillor	Rhonda Isaacs
	Councillor	Alison Kavanaugh
	Councillor	Justin Noseworthy

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

ADOPTION OF AGENDA

Adoption of Agenda – December 10, 2025

The following items were added to the agenda for discussion:

Permit Applications:

1. Application #DEC2025-03

Staff Reports:

1. Transitional Authorization

Motion #202512-186

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the agenda of the December 10, 2025 regular public meeting, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

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ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – November 5, 2025

Motion #202512-187

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that minutes of a regular public meeting held November 5, 2025 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 of November 5, 2025:

- **Dump Box Tender** - One tender was received and accepted.
- **Remembrance Day** - Remembrance Day celebrations were held inside the fire hall due to inclement weather. It was a large turn-out and everything went well. Acknowledgement and thanks to employee, Robin Pardy, for working to ensure sound and logistics were good.
- **Memorial Crosswalk** - Stencils and shadows have arrived and Public Works Staff will prepare site in front of the cenotaph in spring of 2026.
- **Municipalities Newfoundland and Labrador Convention** - Mayor Kevin Lundrigan, Councillor Alison Kavanaugh and Town Manager Leo Hartson attended the 75th annual MNL convention in Corner Brook. The Town of Burin brought forward concerns over poor cell phone coverage in Burin, the Burin Peninsula and the Province. The answer we were given is that infrastructure in the Province is not keeping up with technology and that service providers are moving towards satellite technology.
- **Phase IV – Heritage Square Revitalization** – The block job on Police Road is nearly completed and is a great addition. Work on the concrete pathway from Penney’s Pond to Heritage Square will be done in the spring of 2026.

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COMMITTEE REPORTS

Special Events Committee

Councillor Kavanaugh, Chairperson, advised that a meeting of the Special Events Committee was held on November 24, 2025. The Committee discussed the following events:

- **Christmas Party** - The Christmas party was rescheduled to November 28, with music by DJ Corey Ducey.
- **Christmas Tree Light Up** - The annual Tree Lighting Ceremony was rescheduled to December 4, 2025 to allow for sufficient time for set up and organization.
- **Treat Bags** – Treat bags were filled on December 3, 2025 in preparation for the Santa Claus Parade.
- **Parade** - The Santa Claus Parade took place December 6, 2025.
- **Christmas in the Square** – Christmas in the Square took place on December 7, 2025.

All of the Christmas events were well attended and very successful.

Planning & Development Committee

Councillor Isaacs, Chairperson, advised that the Planning & Development Committee met on November 24, 2025 and provided the following update:

- **Business Attraction** - The Committee discussed business attraction methods for various sectors. The Town Manager will follow up with a couple of business owners to make initial inquiries. Councillor Isaacs advised that the Committee discussed a potential veterinarian business and suggested that a letter be written requesting the individual to consider setting up a practice in the Town of Burin.

Motion #202512-188

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin write a letter to a potential veterinarian business requesting they consider setting up a practice in the Town of Burin.

Motion Carried Unanimously.

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- **Rezoning Process** - A rezoning process is currently ongoing and there have been a few basic inquiries but otherwise no major feedback has been received. The Consultant will send all necessary information to Government to have the rezoning process registered.
- **Cellular Phone Coverage** - The Town of Burin brought forward concerns over poor cellular phone coverage in Burin, the Burin Peninsula and throughout the Province at the MNL Conference in Corner Brook at the Small Towns Caucus. The answer we were provided, by an individual who works in the sector, is that infrastructure in the Province is not keeping up with technology available and that service providers were moving towards satellite technology.

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on November 25, 2025 and presented the following recommendations:

- **Shalloway Drive – Water** - The Committee discussed the heavy rainfall that occurred recently and the impact water run-off had on residents of Shalloway Drive and Hillview Heights. A couple of property owners reached out to voice their concerns over damage and future rainfall events. The Committee recommends that no further permits be issued unless there is proper ditching completed and a written water plan is submitted to the Town for review.

The Committee suggests that no additional development permits be issued until the issue with the water is resolved.

Motion #202512-189

Moved By: Councillor Foote

Seconded By: Councillor Kavanaugh

Be it resolved that the Town of Burin issue no further development permits in the Shalloway Drive / Hillview Heights area until proper ditching is completed and the issue with the water is resolved. The Developer will be required to submit a written water plan.

Motion Carried Unanimously.

- **Long Pond Inspection Report** - The Committee was advised that the screens to the Long Pond Water Supply required additional cleaning in recent weeks impacting chlorination efforts by staff. Public Works had an inspection completed. The video will be given to the engineers for a possible solution for upgrades to be completed for Municipal Capital Works 2027.

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- **Backhoe Repairs** - The Committee was advised that the John Deere backhoe was sent to the dealership to have a new hydraulic pump installed. While there, the dealer noticed some other issues that were repaired including rear wheel studs, motor oil gasket and front end parts.
- **Snow Clearing Regulations** - A discussion was held regarding road standards and snow clearing regulations. The Committee feels that the topic warrants a separate meeting, however, in the meantime, it is recommended to end the snow clearing for the three locations that have been taken on in recent years. These locations include Pike's Lane, Woody Lane and extension to Long Cove Square. Property owners on those locations will be contacted via mail.

Motion #202512-190

Moved By: Councillor Foote

Seconded By: Councillor Noseworthy

Be it resolved that until the snow clearing regulations and road standards policies are reviewed and updated, the Town of Burin end snow clearing services for three privately owned roads, namely, Pike's Lane, Woody Lane and Long Cove Square extension. Property owners at these locations will be notified via mail with services ending 30 days from the date of notice.

Motion Carried Unanimously.

- **Culverts – Long Pond** - During a recent heavy rainfall event, the culverts beyond the Long Pond Chlorination building could not handle the volume of water. The Committee recommends that two new 36" culverts be installed.

Motion #202512-191

Moved By: Councillor Foote

Seconded By: Councillor Inkpen

Be it resolved that the culverts located beyond the Long Pond Chlorination building be replaced with two new 36" culverts.

Motion Carried Unanimously.

- **Road Monitor** - Sandra Burke will be the road monitor for the 2025 – 2026 snow clearing season. Road Monitoring for the 2025-2026 snow clearing season commences Dec 1, 2025 and ends March 31, 2026.

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Items that remain outstanding since the last Public Works Committee Meeting:

- **Boardwalk** - Areas along the boardwalk heading to Parson's Point be braced for this winter and cribbing be constructed during the winter shift for a stronger fix in the spring.
- **Soccer field Parking** - Meet with Edwards and Associates on site at the soccer field to see what land is available before any construction is discussed or planned.

Finance Committee

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on November 25, 2025 and presented the following recommendations:

- **Budget 2026** - The Committee met for the preparation of Budget 2026. Budget 2026 will see no increase in the property mil rate. The budget total for 2026 is \$ 2,930,712.00

Unfortunately the cost of safe drinking water has increased substantially and will result in increased water fees.

Lift station repairs and upgrades plus Waste Water Management being a topic that municipalities must deal with had to be considered. As a part of our Transitional Authorization application to the Government of Canada, the Town of Burin must demonstrate that action is being taken toward Waste Water Management resulting in an increase of sewer fees.

- **Amendment to Motion – New Plow Truck** – In preparation of the 2026 budget, it was decided that financing for the new plow truck be paid back over a seven year term rather than a five year term. At the regular meeting of October 15, 2025 Council approved the following motion:

Motion #202510-159

Moved By: Councillor Isaacs

Seconded By: Councillor Noseworthy

Be it resolved that the purchase of the new plow truck be financed internally and paid back over a five year term at an annual installment of \$33,933.

Motion Carried Unanimously.

AMENDMENT TO MOTION #202510-159

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

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Be it resolved that the purchase of the new plow truck be financed internally and paid back over a seven year term at an annual installment of \$24,237.60.

Amendment Carried Unanimously.

Motion as Amended Carried Unanimously.

- **Accounts Payable / Invoices** - The following list of payments were reviewed and presented for approval:

Appendix “A” – Cheque # 051027- # 051095 – Totalling \$136,065.73

Motion #202512-192

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that a list of payments attached as Appendix “A” totalling \$136,065.73 be approved as presented.

Motion Carried Unanimously.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application #DEC2025-01 – Brittany Fewer - To operate a nail salon, Nails by Brittany, at 6 Ridge Road. A discretionary notice is required.

Motion #202512-193

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Kavanaugh

Be it resolved that Application #DEC2025-01 to operate a nail salon, Nails by Brittany, at 6 Ridge Road be subject to Council’s regulations & stipulations and that it be advertised as a discretionary use.

Motion Carried Unanimously.

Application #DEC2025-02 – Group Holdings Ltd. – Construction of an electric vehicle storage facility on vehicle parking lot at 11-13 Eagle Road (Hickman Motors).

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Motion #202512-194

Moved By: Councillor Foote

Seconded By: Councillor Noseworthy

Be it resolved that Application #DEC2025-02, from Group Holdings Ltd., to construct an electric vehicle storage facility on the vehicle parking lot of Hickman Motors Ltd. at 11-13 Eagle Road be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Application #DEC2025-03 – The Seagirl's Retreat – To operate an Air BnB at 43-45 Southside Road.

Motion #202512-195

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that Application #DEC2025-03, from Seagirl Ventures Ltd., to operate The Seagirl's Retreat Air BnB at 43-45 Southside Road be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

STAFF REPORTS

- **Transitional Authorization** – The Town Manager advised that the Town has two outfalls which are above acceptable flow values and is making strides to access transitional authorization available through the Federal Government's Wastewater Effluent Regulations. A transitional authorization will allow the Town time to prepare what is required to move from raw waste being deposited into the Atlantic Ocean. A plan of modification and consolidation was circulated for Council's review and approval.

Motion #202512-196

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin accept the 2025 Plan of Modification and Consolidation in an effort access Transitional Authorization available through the Federal Waste Water Effluents Regulations.

Motion Carried Unanimously.

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- **Salvation Army – Donation** – In appreciation for the Salvation Army performing at the last two Tree Lighting ceremonies, Council agreed to make a monetary donation of \$250.00.

Motion #202512-197

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that in appreciation and recognition of their time and talents at Town events, the Town of Burin make a monetary donation to the Salvation Army in the amount of \$250.00.

Motion Carried Unanimously.

CORRESPONDENCE

Discussion		
From	Regarding	Action
1. Resident	Drainage Issues – Shalloway Drive & Hillview Heights	Dealt with in Public Works Committee.
2. Burin Pen. Chamber of Commerce	Call for Nominations – 2026 Board of Directors.	Information.
Review		
1. Curtis Dawe Lawyers	Introduction of firm and their municipal practice.	Information.
2. Hon. Chris Tibbs, Dept. of Municipal & Community Affairs	Letter of introduction and contact information.	Mayor Lundrigan advised that he sent letters of acknowledgement & congratulations to Premier Wakeham, Opposition Leader Hogan, MHA Loveless & MHA Pike.

NEW BUSINESS

Personnel

The Town Manager advised that the Town Clerk has given notice of her intention to retire from her position effective January 23, 2026. This date will mark 37 years of employment with the Town of Burin. Mayor Lundrigan, Council & staff thanked the Town Clerk for her dedication & long service and wished her all the best in retirement.

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MOTION OF ADJOURNMENT

Motion #202512-198

Moved By: Councillor Isaacs

Seconded By: Councillor Noseworthy

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

Motion Carried Unanimously.

Joanne Jackman
Town Clerk

Kevin Lundrigan
Mayor