

L

**August 23, 2022**

A regular meeting of the Burin Town Council was held on the above date and called to order by Deputy Mayor Lundrigan at 5:04 p.m.

|                         |              |                  |
|-------------------------|--------------|------------------|
| <b>Members Present:</b> | Deputy Mayor | Howard Lundrigan |
|                         | Councillor   | Shane Foote      |
|                         | Councillor   | Mary Myles       |
|                         | Councillor   | Everett Farwell  |
|                         | Councillor   | Rhonda Isaacs    |
|                         | Councillor   | Betty Francis    |

|                           |              |             |
|---------------------------|--------------|-------------|
| <b>Also Present Were:</b> | Town Manager | Leo Hartson |
|                           | Town Clerk   | Amy Cross   |

|                 |                          |                 |
|-----------------|--------------------------|-----------------|
| <b>Regrets:</b> | Mayor                    | Kevin Lundrigan |
|                 | Director of Public Works | Troy Hollett    |

**APPROVAL OF AGENDA**

|                  |   |
|------------------|---|
| <b>Motion #1</b> | <b>Foote / Isaacs</b><br>Be it resolved that the agenda of a regular meeting August 23, 2022, be adopted as circulated. |
|                  | Motion Carried Unanimously.   |

**APPROVAL OF MINUTES**

|                  |  |
|------------------|--|
| <b>Motion #2</b> | <b>Isaacs / Farwell</b><br>Be it resolved that the minutes of a regular meeting July 12, 2022 be adopted as circulated. With noted changes |
|                  | Motion Carried Unanimously.  |

**DELEGATIONS OR VISITORS**

1. Resident – Animal Complaint – Town Staff has taken all information into consideration and will do everything within regulations and follow up on any actions necessary.

2. Mr. Andrew Warren – Live Wire - Concerns were voiced about the process and proper proceedings on land /lot purchases in the Burin Business Park. Town Staff has taken the information and will look into the matter from a legal perspective and follow up with Mr. Warren.

### **BUSINESS ARISING OUT OF THE MINUTES**

Business arising incorporated into Committee reports.

It was noted that Business Arising should still be reported separately from the committee reports.

### **COMMITTEE REPORTS**

#### ***Planning and Development Committee***

Councillor Farwell advised that the Planning and Development Committee met on August 15 and presented the following recommendations:

#### **Public Tenders and Disclosures**

The Committee held a brief discussion regarding when there is a requirement to do tender or request for pricing. The Committee feels that Council should be aware when this is necessary in case there are inquiries from the public. The Committee recommends that if there is a tender process or call for pricing being conducted, staff should make members of Council aware through an email.

**Motion  
#3**

**Farwell / Isaacs**

Be it resolved that an email be sent to members of Council where there is a requirement to do tender or request for pricing in case there are inquiries from the public.

Motion Carried Unanimously.

#### **Business Park and Land Purchases**

The Committee discussed two proposals carried over from the July 12, 2022 meeting of council. As there was insufficient information in both in both proposals to make a recommendation, further information was required. The Committee was advised that one of the developers would like to attend the next meeting of Council to discuss. The Committee was advised that the second developer who had submitted a request to purchase was withdrawing if there was another interested buyer with a more detailed plan.

Further discussions were held regarding what information should be included in a business Purchase and Sale agreement and how other communities handle land sales. Staff will reach out to the Public Municipal Administrators to poll other municipalities.

After a brief discussion, the Committee confirmed that there would be no changes to current pricing of land being sold in the Business Park and they would consider and recommend the sale of the land if the developer agreed to the price and conditions of the Town sales agreement. Members of the Committee wished to see a copy of the sales agreement.

There was communication on the correct procedure when purchasing land from the business park. The Town Manger will reach out to legal counsel for advice on the proper purchase and sale protocol / contractual wording.

There was at one point an Asset Management team that has not met in sometime. It was discussed that maybe this team will communicate and take part in the processes and decisions when executing land sales.

**Motion  
#4**

**Farwell/ Isaacs**

Be it resolved that the Town Manager consult with a lawyer on legal wording of land purchase agreements and to determine if initial verbal agreements stands and what the proper process of sale of land from Town of Burin to individuals would be.

Motion Carried Unanimously.

**Salt Pond**

Councillor Isaacs inquired to whom owned the land at the intersection of Salt Pond Drive and Winterland Road next to the Salt Pond Walking Trail bridge. The Committee was advised who owns it, but the Town does not have a record of the actual coordinates of the land owned by the taxpayer through the subscribed program Land Gazette. Due to privacy, we are unable to obtain that information from the Municipal Assessment Agency.

Councillor Isaacs would like to talk to the property owner to see if it can be cleaned up to make it a nice green space to enjoy.

**Motion  
#5**

**Isaacs / Farwell**

Be it resolved that Town Staff will reach out to the property owner to see if it's possible to create a green space for community use.

Motion Carried Unanimously.

**Right of Way**

The Committee was advised that there was one letter received about the discontinuance of a Right-A Way in Collin's Cove. As the letter was reading a different area that was identified, staff will reach out to the individuals who expressed their concern for clarifications. There are no objections, and the Right of Way will be removed.

**Motion  
#6**

**Farwell / Isaacs**

Be it resolved that the Foote Path / Right of Way in Kirby's Cove will be removed as there are no objections brought forward.

Motion Carried Unanimously.

**Accessibility Ramp – Heritage II Building**

The Committee discussed briefly the need to have an accessible ramp to the Heritage II building. The Town was advised previously by the neighbours that they did not wish to see a permanent structure in place. The Committee recommends reaching out to the neighbours again and requesting that the Town install a temporary structure that would be safe and removable if required.

**Motion  
#7**

**Farwell / Isaacs**

Be it resolved that a temporary accessible ramp to the Heritage II building be available to safely place and remove when and if required.

Motion Carried Unanimously.

***Recreation***

Councillor Isaacs advised that the Recreation Committee met on August 15 and presented the following recommendations:

**Softball and Soccer Season**

Both sport seasons are in the process of clueing up their year-end activities. The Town provided pizza to the U17 division in the softball program over two evenings.

The soccer program will be having a Tim Bit Jamboree during the week of August 26, 2022. The Town will be providing pizza to the players at this event as well.

### **Recreation Commission**

Committee Chairperson Councillor Isaacs states that they have the names of five individuals who wish to serve on the recreation commission. She will be reaching out to those individuals in the near future to set up a meeting.

### **Investing in the Future with Seniors**

The Committee discussed options available to seniors to become more internet savvy. Councillor Isaacs will do some follow-up and bring back to the Committee.

Councillor Isaacs provided information on different training sessions to have available not only to seniors but to any community member. Discussion was had about previous programs through the library. Councillor Isaacs will reach out to the library and propose a date for a weekend in October once more information has been gathered.

### ***Public Works Committee***

Councillor Foote advised that the Public Works Committee met on August 16, 2022 and presented the following recommendations:

#### **Asphalt Repairs**

Priority areas for paving on municipal roads were determined by staff to do a limited budget due to the large cost of guardrail that was purchased earlier this year as discussed previously. The Town had several areas to be paved due to water leaks. Two quotes were received. However, the lowest bidder could not get the work done for a while as they had a major contract on the northern peninsula. The contract was awarded to the next lower bidder which was Hooper's Construction Incorporated. All work has been done. Another couple of areas have now been identified to be corrected. The Committee refers to finance for recommendation.

#### **Job Creation Partnership**

Work is progressing good on the new set of stairs on the Salt Pond Walking Trail. It is now completed and should be a lot safer for users of the trail. Some other minor repairs are being done to the trail and then we will move to Cook's Look Out to continue working on the trail.

#### **Line Painting**

Three prices were obtained for line painting of the parking lots at the municipal center, the soccer field, Central Park and other selected areas of Town. CASA Construction was the lowest and successful bidder and is referred to finance for approval.

**Finance**

Councillor Francis advised that the Finance Committee met on August 16, 2022 and presented the following recommendations:

**Public Works Request**

The Committee concurs with the work for the asphalt repairs and recommends approval to Hooper’s Construction Incorporated at \$27,500.00 plus HST of \$4,125.00 for a total of \$31,625.00.

**Motion  
#8**

**Francis/Isaacs**

Be it resolved that Hooper’s Construction Incorporated complete the asphalt repairs for \$27,500.00 Plus HST of \$4,125.00 for a total of \$31,625.00.

Motion Carried Unanimously.

The Committee concurs with the work for the line painting and recommends approval to CASA Construction at \$3,885.00 plus HST \$582.75 for a total of \$4,467.75.

**Motion  
#9**

**Francis / Myles**

Be it resolved that the Finance Committee concurs with the line painting and approves CASA Construction at \$3,885.00 plus HST \$582.75 for a total of \$4,467.75.

Motion Carried Unanimously.

**Write Off’s**

The Committee recommends approval of the write offs as will be distributed during Council meeting.

**Motion  
#10**

**Francis / Farwell**

Be it resolved that the Finance Committee approves the write offs as distributed during Council meeting.

Motion Carried Unanimously.

**PERMIT APPLICATIONS**

The Town Manager recommended approval of the following permit applications:

**Residential**

**Application #Aug2022-01** Resident – Construction of residential shed at Old Tides Brook Road. Current primary building is to be replaced in future allowing accessory building to be within 80 percent of primary building. Recommend Approval

**Motion  
#11**

**Isaacs / Myles**

Motion Carried Unanimously.

**Application#Aug2022-02** Resident – Construction of primary residence at 99 Greenhill Road All in Order.

**Motion  
#12**

**Francis/Isaacs**

Motion Carried Unanimously.

**Application#Aug2022-03** Resident – Construction of residential garage at 4 Lundrigan’s Lane. All in Order.

**Motion  
#13**

**Isaacs/Myles**

Motion Carried Unanimously.

**Application#Aug2022-06** Resident – Construction of a 14 x 40 Storage Shed. All in order, pending purchase from seller.

**Motion  
#14**

**Farwell / Myles**

Motion Carried Unanimously.

**Commercial**

**Application #Aug2022-04** Rugged Terrain – Operation of business at 135 Main Street. (Old Paline’s Location). All in order.

**Motion #15**

**Myles/Isaacs**

Motion Carried Unanimously.

**Application#Aug22-05** Eastern Tree Services – Construction of Commercial Private garage at 9 Warren’s Lane. Discretionary Notice required.

**Motion #16**

**Farwell / Myles**

Motion Carried Unanimously.

**CORRESPONDENCE**

**Discussion**

| <b>From</b>                            | <b>Regarding</b>                                    | <b>Action</b>  |
|--|---|--|
| 1. Marystown Marlins Summer Swim Club  | Requesting donation towards swim meet.              | Acknowledged, Date has since passed.   |
| 2. Burin Peninsula Chamber of Commerce | 2022 Nomination Letter – Business Excellences Award | Acknowledged, Council not to participate.  |
| 3. Herman & Mary Lockyer               | Foot Path/Right of Way in Kirby’s Cove              | Acknowledged, Resident indicated incorrect piece of property. Resident has no concern with initial property mentioned. |



|                  |                      |   |
|------------------|----------------------|---|
| 4. Corina Hannam | Overpayment of Taxes | Refer to Finance. Motion #16<br>Special Case with extenuating |
|------------------|----------------------|---|

**Motion  
#17**

**Myles / Isaacs**

Be it resolved that Corina Hannam be refunded \$211.34 for overpaid taxes in previous years.

Motion Carried Unanimously.

**CORRESPONDENCE**

Review

| From                  | Regarding                                     | Action    |
|-----------------------|---|-----------|
| 1. Purchase Agreement | Sample copy of Purchase agreement for review. | Reviewed. |

**INVOICES**

Attached as Appendix “A”  
(#047340 – 047416))

**Motion  
#18**

**Farwell / Isaacs**

Be it resolved that the invoices, attached as Appendix “A”, be paid as presented.

Motion Carried Unanimously.

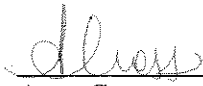
**MOTION OF ADJOURNMENT**

**Motion  
#19**

**Francis / Farwell**

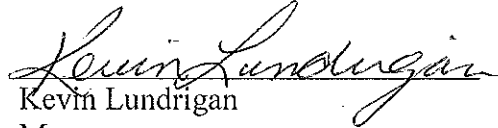
Be it resolved that the meeting adjourned at 7:15 p.m.

Motion Carried Unanimously.



---

Amy Cross  
Town Clerk



---

Kevin Lundrigan  
Mayor