

June 6, 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 Betty Francis
Councillor Rhonda Isaacs
Councillor Shane Foote
Councillor Everett Farwell

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

Delegation/Visitor Sgt. Hannah McKean, RCMP

Regrets: Councillor Mary Myles

APPROVAL OF AGENDA

The following items were added to the agenda for discussion:

Delegations / Visitors:

1. Sgt. Hannah McKean, (A) District Commander, Burin District RCMP

Permit Applications:

1. Application #JUNE2023-04
2. Application #JUNE2023-05

Motion #1 H. Lundrigan / Foote
Be it resolved that the agenda of June 6, 2023, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

APPROVAL OF MINUTES

Motion #2 Isaacs / Francis
Be it resolved that the minutes of a regular meeting May 16, 2023 be adopted as circulated.

Motion Carried Unanimously.

DELEGATIONS OR VISITORS

Sgt. Hannah McKean, (A) District Commander, Burin District RCMP

Sgt. McKean advised that she was meeting with Council to answer any questions they may have regarding her monthly performance plan reports and to discuss the priorities that the local RCMP Detachment hope to achieve in the current year.

Council and Sgt. McKean engaged in an informative Q & A session to discuss numerous local issues & challenges.

Council thanked Sgt. McKean for attending the meeting. She was excused at 5:20 p.m.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager provided an update of items actioned since the last Council meeting held on May 16, 2023 as follows:

JCP

The Town was successful in obtaining six participants for the Job Creation Partnership. We anticipate a start date of June 12, 2023. Advertising is ongoing.

Recreation Director

The Recreation Director position has been advertised, the application deadline was June 2, 2023.

Heritage Square Phase II

Work is still moving forward on the Police Road portion and the Heritage Square Parking Lot. Work is anticipated to be completed by the end of June.

Café Upgrades

ACOA does not get involved with café upgrades, therefore, the Town will seek other sources for funding to do repairs at a later date.

COMMITTEE REPORTS

Planning & Development Committee

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on May 30, 2023 and presented the following recommendations:

Hurricane Larry Fishing Stage Debris

The Committee discussed the amount of debris that remained below Main Street near Path End as a result of Hurricane Larry. The owner has been requested several times to have the property cleaned up. The Committee recommends issuing a clean-up order to the property owner or the Town will send notice of water shut off.

Motion #3 **Farwell / Isaacs**
Be it resolved that the Town of Burin issue a clean-up order to the owner of a fishing stage located below Main Street, near Path End, that was destroyed by Hurricane Larry. If the property is not cleaned up, the Town will send a notice of water shut off.

Motion Carried Unanimously.

Black House Debris, 643 Main Street

The Committee discussed that amount of debris that remains from a burnt property at 643 Main Street. The Committee recommends issuing a clean-up order to the property owner.

Motion #4 **Farwell / Isaacs**
Be it resolved that the Town of Burin issue a clean-up order to the owner of 643 Main Street for debris resulting from the remains of a burnt property.

Motion Carried Unanimously.

Old Canadian Coast Guard Station

The Committee was advised that the Town Manager received a call regarding the divestiture of the former Search and Rescue station adjacent to the Oldest Colony Trust on Seaview Drive. Dawn from Property Management with Department of Fisheries and Ocean advised that they received notification that the anticipated budget to remove the old station fell through. The Committee recommends setting up a one on one conversation with MP Churence Rogers to discuss the issue.

Motion #5 **Farwell / Isaacs**
Be it resolved that the Town of Burin set up a meeting with MP Churence Rogers to discuss the removal of the former Search and Rescue Station located adjacent to the Oldest Colony Trust on Seaview Drive.

Motion Carried Unanimously.

Land Sales

Discussion was held surrounding the issue of land sales and the timeframes that an agreement should be completed after the sale is approved. Since the meeting, one developer has withdrawn his proposal for four lots in the Burin Business Park.

Business Taxes

The Committee discussed the issue that many individuals in the Town are operating a business in Burin without a permit from the Town. The Committee recommends placing an information notice on the Town Facebook page and then sending business permit applications to the appropriate individuals

Motion #6	Farwell / Isaacs Be it resolved that the Town of Burin place an information notice on the Town’s social media page regarding operating a business without a permit from the Town. Staff will send business permit applications to the appropriate individuals.
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Motion Carried Unanimously.

The issue whether a business is taxable in our Planning Boundary but not in our service boundary was deferred until a later date.

Remote Meeting Access

This item to be placed on agenda for next Committee meeting.

Recreation Committee

Councillor Isaacs, Chairperson, advised that the Recreation Committee met on May 30, 2023 and provided the following update:

Black Duck Cove Playground

The Committee was advised that the Black Duck Cove Playground has now been reopened. Safety concerns have been dealt with and an improved parking area has been created.

ParticipACTION Challenge

The Committee was advised that the two larger ParticipACTION signs are in place. Councillor Isaacs will create and forward posters to go on the Town of Burin Facebook page with additional posts to follow on how to track activities.

Burin Minor Softball Program

The Committee was advised that the Town Manager met with the President of the Burin Minor Softball and discussed the needs for the program for the upcoming season. Items requiring Public Works were passed along to the Director of Public Works. Some of these items have already been actioned.

Summer Student Approvals

The Committee was advised that the Town of Burin received funding for three students at eight weeks for 30 hours per week and one student at four weeks for 20 hours per week.

The Burin Recreation received four students for eight weeks at 30 hours per week and the Burin Minor Soccer Association received three students for eight weeks at 30 hours per week.

Soccer Field

Topsoil has been placed on various locations on the soccer field. The Director of Public Works advised that the sods are ready and will be placed weather permitting.

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on May 31, 2023 and presented the following recommendations:

Staffing

The Committee was advised that the Public Works Department is down one full time employee due to illness and a seasonal employee found other employment. A casual employee was not available due to illness. The Committee recommends posting the seasonal labourer position on social media and the website so we can hire additional staff.

**Motion
#7**

Foote / H. Lundrigan

Be it resolved that due to current staffing shortages the Town of Burin advertise for a seasonal labourer via social media and the Town website.

Motion Carried Unanimously.

Big Pond Update

Augustus Drive area is now ready to handle switching the entire Town over to the Long Pond Water Supply. This is necessary to replace the aged infrastructure at the Big Pond Chlorination House.

TD Trees Days

TD Trees Days will take place in September where the Town will partner with TD Bank, Burin 50+ Club and other volunteers. It will see over 100 new trees planted in the area of the Burin 50+ and the Town Hall. The 50+ Club will be providing food and refreshments to the volunteers.

Asphalt and Gutter Requirements

The Committee is seeking to secure \$50,000.00 plus HST to do some asphalt and gutter work around the Town. The Committee refers to Finance for approval.

Long Pond Road Upgrades

Many seniors have asked if the Town will be continuing the upgrades to the Long Pond road as many of them utilize the road for walking. The Committee recommends that work continue on the upgrade of the Long Pond Road when equipment and staff are available.

Motion #8 **Foote / Francis**
Be it resolved that, pending availability of equipment and staff, the Town of Burin continue with upgrades to the Long Pond Road.

Motion Carried Unanimously.

Surf and Turf

An appreciation social is planned for June 9, 2023 for staff and Council. The office and public works department will close at 2 p.m. to allow staff to attend.

Finance Committee

Deputy Mayor Lundrigan advised that the Finance Committee met on May 31, 2023 and presented the following recommendations:

Southside Road Culvert

The Committee was advised that the quote for the installation of culvert at Southside Road in Port Au Bras was underestimated by the engineers due to a computer calculation error. The Committee recommends that an additional \$22,425.00 be requested from the Building Aged-Friendly Grant Fund (formerly Gas Tax) to bring the cost of the culvert replacement from \$150,809.59 to \$173,234.59.

Motion #9 **H. Lundrigan / Francis**
Be it resolved that the Town of Burin increase their funding request to the Building Aged-Friendly Grant Fund by \$22,425.00 bringing the cost for the Southside Road Culvert Replacement Project from \$150,809.59 to \$173,234.59.

Motion Carried Unanimously.

Heritage Square Phase III

Both Mayor Kevin Lundrigan and Town Manager Leo Hartson met with Mr. Jody Brushett from the Atlantic Canada Opportunities Agency (ACOA) to discuss Phase III of the Heritage Square Revitalization Plan. The Committee recommends seeking funding from ACOA and the NL Department of Industry, Energy & Technology for Burin Heritage House and the Hollett and Hollett & Sons building. The Committee recommends a financial contribution by the Town for 10% of the total cost.

Estimates were provided by a local contractor for exterior renovations to the Burin Heritage House, the Hollett and Hollett & Sons building and an accessibility ramp. Council recommends a municipal commitment of \$32,218.10 + HST, which is 10% of the total estimate of \$322,181.00 + HST, for Phase III of the Heritage Square Revitalization Project.

Motion #10 **H. Lundrigan / Isaacs**
Be it resolved that the Town of Burin seek funding from ACOA (65%) and the NL Department of Industry, Energy & Technology (25%) for exterior renovations to Burin Heritage House and the Hollett and Hollett & Sons building and an accessibility ramp for Phase III of the Heritage Square Revitalization Project valued at \$322,181.00.

Motion Carried Unanimously.

Motion #11 **H. Lundrigan / Isaacs**
Be it resolved that the Town of Burin commit to a financial contribution of \$32,218.10 + HST, which is 10% of the total estimate of \$322,181.00 + HST, for Phase III of the Heritage Square Revitalization Project.

Motion Carried Unanimously.

TD Tree Days

The Committee was advised that the Town is expecting to be successful in obtaining a \$5,000.00 grant from TD Days for a tree planting activity scheduled for fall of 2023. With the high turn over time to get some items, the Committee recommends purchasing the trees from Murray's Horticultural in Portugal Cove, for a September delivery, at a cost of \$5,000.00 plus HST of \$750.00 for a total of \$5,750.00.

Motion #12 **H. Lundrigan / Francis**
Be it resolved that the Town of Burin purchase trees for the TD Trees Days Event from Murray's Horticultural at a cost of \$5,750.00, HST included.

Motion Carried Unanimously.

Asphalt and Gutter Work

The Committee concurs with the Public Works Committee and recommends utilizing a budget of \$50,000.00 plus HST of \$7,500.00 for asphalt and gutter work.

Motion #13 **H. Lundrigan / Foote**
Be it resolved that the Town of Burin utilize a budget of \$57,500.00, HST included, for asphalt and gutter work in various areas throughout the Town.

Motion Carried Unanimously.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application #JUNE2023-02 – Construction of a 14x20 residential garage at 3 Long Cove Square.

Motion #14 **H. Lundrigan / Foote**
Be it resolved that Application #JUNE2023-02 to construct a 14x20 garage at 3 Long Cove Square be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Application #JUNE2023-03 – Construction of a 20x24 residential garage at 31-33 Greenhill Crescent

The Town Manager informed that this application is for a culvert domed shed. While there are other structures of this type in the Town, current policy states that accessory buildings must be similar to the main building in terms of design, colour and materials. Council agreed that the policy be referred to the Planning & Development Committee to be reviewed and updated.

Motion #15 **H. Lundrigan / Foote**
Be it resolved that Application #JUNE2023-03 to construct a residential garage at 31-33 Greenhill Crescent be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Application #JUNE2023-01 – The Baker’s Table & Café – George Dominix – Operation of a Café at 33 Seaview Drive.

Motion #16 **Isaacs / Foote**
 Be it resolved that Application #JUNE2023-01 from the Baker’s Table & Café (George Dominix) to operate a Café at 33 Seaview Drive be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #JUNE2023-04 – WW Builders Inc - Construction of a new residence on Lot #3 of Shalloway Drive.

Motion #17 **H. Lundrigan / Isaacs**
 Be it resolved that Application #JUNE2023-04 from WW Builders Inc. to construct a residence on Lot#3 of Shalloway Drive be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

Application #JUNE2023-05 – Construction of a 20x20 residential shed at 223 Main Street

Motion #18 **Foote / Isaacs**
 Be it resolved that Application #JUNE2023-05 to construct a 20x20 residential shed at 223 Main Street be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

CORRESPONDENCE

From	Regarding	Action
1. Andrew Warren	Land – Burin Industrial Park.	Information.
2. ICI Innovations Inc.	Overview of EverWind NL proposed 2023 meteorological tower campaign on the the Burin Peninsula.	Information.
3. Boot Shrine Club	Flag Raising – Shriner’s International Awareness Week. June 6-12/23	Mayor Lundrigan will meet with members of the Boot Shrine Club for a flag raising this week.
4. Municipal Assessment Agency	Assessment Roll for 2024 tax year.	Information.

INVOICES

Attached as Appendix “A”
(#048041 - #048104)

**Motion
#19**

Foote / H. Lundrigan

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

Motion Carried Unanimously.


MOTION OF ADJOURNMENT

**Motion
#20**

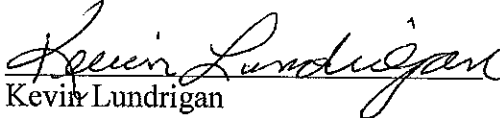
H. Lundrigan / Isaacs

Be it resolved that the regular meeting adjourn at 6:00 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor