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**February 7, 2023**

A regular meeting of the Burin Town Council was held on February 7, 2023.

In the absence of the Mayor and Deputy Mayor, nominations were held to appoint a Chairperson for the meeting, in accordance with Section 22(2) of the Municipalities Act, 1999.

Councillor Farwell nominated Councillor Foote, seconded by Councillor Isaacs. Council agreed. With no further nominations, Councillor Foote assumed the role of Chairperson and called the meeting to order at 5:05 p.m.

<b>Members Present:</b>	Chairperson	Shane Foote
	Councillor	Everett Farwell
	Councillor	Mary Myles
	Councillor	Rhonda Isaacs
	Councillor	Betty Francis

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

**APPROVAL OF AGENDA**

The following items were added to the agenda for discussion:

**Permit Applications:**

1. Application #FEB2023-02 – Burin Taxi

**Correspondence:**

1. CPC Enterprises Ltd. – Land Purchase Burin Business Park
2. Terra Nova Hydrogen – Letter of Support
3. Resident – Sawmill Request 390 Main Street
4. Community Sector Council – Invitation for Networking

<b>Motion</b>	<b>Farwell / Isaacs</b>
<b>#1</b>	Be it resolved that the agenda of February 7, 2023, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

**APPROVAL OF MINUTES**

**Motion**            **Farwell / Isaacs**  
**#2**                    Be it resolved that minutes of a regular meeting January 17, 2023 be adopted as circulated.

Motion Carried Unanimously.

**BUSINESS ARISING OUT OF MINUTES**

The Town Manager provided an update of items actioned since the last regular meeting held on January 17, 2023:

*Residential Concerns – Long Cove*

Trailer has been relocated off Clover Crescent and water line easement. Trailer with truck parts and engine have been removed. At the moment, there continues to be an excavator parked in the area. No further action at this time.

*Bell Cellular Tower*

Latest information from Bell is that the tower on Sheen's Hill should be operational by mid February. No time frame for the second tower going adjacent to the Masonic Lodge at 20 Union Road.

*Ipads*

Ipads will be available to Council and designated employees once the motion for acceptance of the Electronic Equipment Usage & Care Policy which will be discussed in Staff Reports.

*Paul's Turn*

Discussion continues regarding Paul's Turn, with the anticipation that it will be a priority for municipal capital works funding for 2024 as the application process does not commence until this fall. This item was referred to the Public Works for further discussion.

*Burin Business Park*

Another application has been received to purchase a building lot at the Burin Business Park. This would involve the Town constructing the road going straight between the properties of R and E Transportation and Mario Walsh's Mechanical as identified on the Business Park Lot allocation map. It would involve some rock busting to construct the road and install water service. Confirmation of start date would be weather pending and signing of actual purchase agreement with developer. A letter from the developer in correspondence was reviewed by Council. The Town Manager recommended acceptance of the developer's request.

**Motion #3**            **Farwell / Myles**  
Be it resolved that a request from CPC Enterprises Ltd. to purchase land at the Burin Business Park for the purpose of operating a welding and metal fabrication shop be approved. All legal and survey fees are the responsibility of the Developer.

Motion Carried Unanimously.

*Dilapidated Buildings*

Councillor Farwell referred to the list of dilapidated buildings identified by staff and recommends that it be referred to the Planning & Development Committee for further action by Council. Council agreed.

**COMMITTEE REPORTS**

**Planning & Development Committee**

Councillor Isaacs advised that the Planning & Development Committee met on January 30, 2023 and presented the following recommendations:

*Burin Peninsula Energy Board*

The Committee discussed the need to have a representative on the Burin Peninsula Energy Board. The Committee recommends Mayor Kevin Lundrigan represent the Town of Burin on the Board. As the Town Manager has attended all of the public meetings thus far, the Committee recommends that he would be an alternate in the absence of Mayor Kevin Lundrigan.

**Motion #4**            **Isaacs / Farwell**  
Be it resolved that Mayor Kevin Lundrigan represent the Town of Burin on the Burin Peninsula Energy Board. As the Town Manager has attended all of the public meetings to date, he will act as an alternate in the absence of the Mayor.

Motion Carried Unanimously.

*Definition of a Car Wreck*

It is difficult to enforce a by-law regarding vehicle wrecks when there is no true definition of what a car wreck is. The Committee recommends bringing forward a motion to the floor of the Municipalities Newfoundland and Labrador Annual Convention 2023 to lobby the Province of Newfoundland and Labrador to define a vehicle wreck and legislation which would be satisfactory to the courts for successful prosecution.

**Motion  
#5**

**Isaacs / Francis**

Be it resolved that the Town of Burin bring forward a motion to the floor of the Municipalities NL 2023 Annual Convention to lobby the Province of NL to define a vehicle wreck and legislation which would be satisfactory to the courts for successful prosecution.

Motion Carried Unanimously.

*Strategic Plan*

Preliminary discussion was held regarding the new strategic plan. A plan that would cover the years 2023 to 2025 was suggested. By now, members of Council should have read over the previous two strategic plans and be ready to comment on their successes as well as future goals. One main topic that was brought forward is the Government of Canada requirement for municipalities to deal with wastewater. Other items were noted and will be brought forward in future discussions.

**Property Management Committee**

Councillor Myles, Chairperson, advised that the Property Management Committee met on January 30, 2023 and presented the following recommendation:

*Café – Heritage Square*

The Committee discussed the future plans for the Café located in Heritage Square. The current agreement will soon expire and it will need to be advertised to have a tenant. The Committee recommends advertising for a Request for Proposals for the Café for a term of one year with the option to renew for the following two years.

**Motion  
#6**

**Myles / Farwell**

Be it resolved that the Town of Burin advertise for a Request for Proposals to operate the Café at Heritage Square for a term one year with the option to renew for the following two years.

Motion Carried Unanimously.

**Public Works Committee**

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

*Backhoe Turbo*

The Committee was advised that the Turbo gave out on the backhoe and an emergency repair was done to order a new Turbo for the backhoe at a cost of \$4879.86 HST included. The Committee refers to Finance for approval and payment.

*Big Pond Updates*

The Committee was advised that zero bids were received by Innovative Engineering for the pipe replacement at the Big Pond pump house. Staff followed up with Hefford's who is the primary contractor for pipe work with the water supply buildings for the Town of Burin. Hefford's priced the job at \$49,990.00 plus HST to do the work if it was under the Town of Burin only.

The Town Manager advised that he is requesting the remaining funding from the main contract to go toward this cost. Innovative Engineering is working with the province to see if this is possible. To avoid any further delays, the Committee is recommending awarding the work to Hefford's for pipe replacement at the Big Pond Pump House based on the experience with our buildings and as there were no bids received through the public tendering process.

**Motion  
#7**

**Foote / Farwell**

Be it resolved that the Town of Burin award the pipe replacement work at the Big Pond Pump House to Hefford's, at a cost of \$49,900.00 plus HST. Based on their experience with our water supply buildings and that there were no bids received through the public tendering process.

Motion Carried Unanimously.

*Capital Works Projects*

The Committee members were advised that staff met with the engineering firm on Monday January 30, 2023 responsible for the Fire Hall Extension project and the Port Au Bras Chlorination Upgrades project. Staff stressed the importance that both projects are shovel-ready as soon as the weather permits. Details were discussed regarding the construction needs for the Fire Hall. Drawings for both projects should be ready in a couple of weeks.

*Heritage Square Development Phase II*

The Committee members were advised that staff had a discussion with ACOA regarding Phase II of the Heritage Square Project. Conversation resulted in a decision to go to tender in February for the project to increase chances of more bidders on the project. This phase included the upgrades to the former Highliner employee parking lot owned by the Town of Burin and a lookout at Police Road.

Later discussions with the engineers confirmed that they would go to tender in early February.

*Hurricane Larry*

The Committee members were advised that staff spoke to the Edwards and Associates regarding the repair schedule for work on the OCT boardwalk and the wharf at Great Burin. Bennett's Construction is the main contractor for the project and they have advised that materials have been ordered with a scheduled start of Spring 2023.

*CEEP*

Another successful CEEP project has come to an end as of Friday January 27, 2023. Work included construction of a new bridge and trail work at Cook's Look Out, upgrades to the room identified at Heritage II for the new Burin Sports Hall of Fame, construction of a new wheelchair accessible washroom at the fire hall, as well as, most of the work for the Christmas Light display.

Councillor Myles and Councillor Francis expressed their thanks and appreciation to the CEEP workers on behalf of the Heritage Board.

**Finance Committee**

Councillor Francis advised that the Finance Committee met on January 31, 2023 and presented the following recommendations:

*Public Works Request*

The Committee concurs with the necessary purchase of a turbo for the backhoe. The Committee recommends approval of the purchase of a new turbo for the backhoe at a cost of \$4,243.38 plus HST \$636.48, for a total of \$4,879.86.

**Motion  
#8**

**Francis / Isaacs**

Be it resolved that the Town of Burin approve the purchase of a new turbo for the backhoe from Brandt at a cost of \$4,243.38 plus HST \$636.48 for a total of \$4,879.86.

Motion Carried Unanimously.

*Big Pond Chlorination Building Pipe Upgrade*

As there were no successful bidders through the Merx System and Innovation Engineering, the Committee recommends acceptance of the quote provided by Hefford's for the installation of pipe replacement at Big Pond Pump House at a cost of \$49,990.00 plus HST of \$7,398.50 for a total cost of \$57,488.50.

The Town is hoping to recover some of the cost through the 90/10 Municipal Capital Works remaining budget.

**Motion  
#9**

**Francis / Isaacs**

Be it resolved that the Town of Burin engage the services of Hefford's for the installation of pipe replacement at Big Pond Pump House at a cost of \$49,990.00 plus HST of \$7,398.50 for a total cost of \$57,488.50.

Motion Carried Unanimously.

**PERMIT APPLICATIONS**

The Town Manager recommended approval of the following permit applications:

**Application #FEB2023-01** – Construction of new cabin at Great Burin to replace old cabin which will be demolished once new one is constructed.

**Motion #10**            **Francis / Isaacs**  
Be it resolved that Application #FEB2023-01 to construct a cabin at Great Burin, to replace an existing cabin, be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

**Application #FEB2023-02 – Burin Taxi – Owned/Operated by Denika Power** – To operate an existing taxi business in the Town of Burin commencing January 1, 2023.

**Motion #11**            **Myles / Isaacs**  
Be it resolved that the Town of Burin approved Application #FEB2023-02 to operate Burin Taxi in the Town of Burin effective January 1, 2023, subject to approval of applicable government departments and Council's regulations & stipulations.

Motion Carried Unanimously.

**STAFF REPORTS**

*Electronic Equipment Usage & Care Policy*

The Town Manager circulated a copy of an Electronic Equipment Usage & Care Policy for electronic equipment that may be in the care of an employee or Council member of the Town of Burin (ie: tablets or cellular phones). He also noted the introduction of a policy numbering system which will include the year and number sequence of policies adopted in a particular year. Council reviewed the document and recommend approval.

**Motion #12**            **Farwell / Myles**  
Be it resolved that the Town of Burin adopt #2023-01 **Electronic Equipment Usage & Care Policy** for any electronic equipment that may be in the care of an employee or Council member of the Town of Burin. The Town will also implement a policy numbering system effective 2023.

Motion Carried Unanimously.

*Burin Peninsula Energy Board*

The Town Manager circulated a brief report to familiarize Council with the newly formed Burin Peninsula Energy Board. The Board is a group of Councillors, Mayors and Chairpersons from various municipalities and Local Service Districts to deal with energy opportunities that are available in our region.

The Town Manager advised that a Board meeting took place at the Marystown Town Hall on Friday, February 3, 2023 where they participated in a Zoom meeting with Terra Nova Energy to discuss future energy opportunities in the area.

**CORRESPONDENCE**

<b>DISCUSSION</b>		
<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. Fisheries & Oceans Canada	Review of the Aids to Navigation in the Burin area.	Council discussed their concern regarding this important issue. It was agreed that the Town Manager respond to this letter, with a copy to MP Churence Rogers and other appropriate authorities, outlining the various reasons that this decision should be reconsidered. Motion.

**Motion  
#13**

**Farwell / Myles**

Be it resolved that the Town of Burin respond to a letter from Fisheries & Oceans Canada, with a copy to MP Churence Rogers and other appropriate authorities, to express their concern regarding the Canadian Coast Guard's Aids to Navigation review in the Great Burin Harbour area and outline reasons that this decision must be reconsidered.

Motion Carried Unanimously.

2. Breaking Barriers Together Association	Continued advocating for policing reform in the RCMP. General Meeting via Zoom, February 15, 2023 at 12 pm.	Councillor Farwell expressed interest in attending the Zoom Meeting.
3. Appleby Picco Law	Options for the Town to acquire property at 388A Main Street.	Councillor Farwell requested that this letter be referred to the Planning & Development Committee for further discussion. Council agreed. Any member of Council with



		concerns may reach out to the Committee.
4. Burin Peninsula Ground Search & Rescue	Invitation for Annual Corporate Sponsorship Program for BPGSAR.	Referred to the Finance Committee.
<b>ADDITIONS</b>		
1. CPC Fabrication & Automotive Enterprises Ltd.	Purchase of land in Burin Business Park.	Dealt with prior in the meeting.
2. Terra Nova Hydrogen Representative	Provided email address for a letter of support.	Town Manager will forward information to Burin Peninsula Energy Board.
3. Resident	Requesting permission to operate a personal saw mill at 390 Main Street.	There was a brief discussion and it was agreed that this request be deferred to the Planning & Development Committee for further discussion. The Town Manager will consult with the Department of Municipal Affairs & Department of Forestry regarding the definition of a personal sawmill.
4. Community Sector Council	Invitation to attend luncheon for an informal networking opportunity. February 14, 2023.	Councillor Francis expressed interest in attending.
<b>REVIEW</b>		
1. Resident, Penney's Pond Road	Thank you for clean-up of adjacent property.	No action required.
2. Burin Pen. Joint Council	Copy of letter to Premier regarding maximum benefits from Bay du Nord Project.	Information.
3. Eating Disorder Foundation of NL	Proclamation.	Proclamation was signed to proclaim February 1-7, 2023 as Eating Disorders Awareness Week in Burin.
4. Minister of Industry, Energy & Technology	Response to Burin Pen. Joint Council on behalf of Premier Furey regarding Bay du Nord Project.	Information.
5. Minister of Health & Community Services	Response to Burin Pen Joint Council regarding mental health and addictions services.	Information.

6. Minister of Education	Response to Burin Pen. Joint Council regarding training for emerging industries such as green energy.	Information.
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**INVOICES**

Attached as Appendix “A”  
(#47793 - #47848)

**Motion #14**      **Farwell / Myles**  
Be it resolved that Invoices attached as Appendix “A” be paid as presented.

Motion Carried Unanimously.

**NEW BUSINESS**

**Money Point – Road Condition**

Councillor Farwell expressed his concern regarding the condition of the road in the Money Point area. He is fearful that speed, coupled with erosion of the road shoulders and the width of the existing pavement, pose a serious safety hazard. He stated that the Town should contact the Department of Transportation to request that they investigate the Money Point as an area of concern and impress upon them that this roadway does not meet highway standards. They also need to request that the Department allocate more funding for road repairs in this area.

**Motion #15**      **Farwell / Isaacs**  
Be it resolved that the Town of Burin contact the Regional Director of the Department of Transportation, with a copy to the local depot, to request that the Money Point area be investigated as a safety concern and that it does not meet current highway standards.

Motion Carried Unanimously.

This matter is also referred to the Public Works Committee for further discussion.


**MOTION OF ADJOURNMENT**

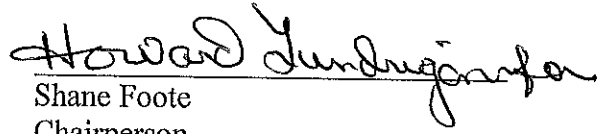
**Motion  
#16**

**Francis / Isaacs**

Be it resolved that the meeting adjourn at 6:35 p.m.

Motion Carried Unanimously.

  
Joanne Jackman  
Town Clerk

  
Shane Foote  
Chairperson