

Town of Burin – Special Meeting – September 16, 2025

TOWN OF BURIN Special Council Meeting Minutes September 16, 2025

A special meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 5:55 p.m.

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

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

At this point the Town Clerk/Returning Officer commenced with the Declarations for Mayor and Deputy Mayor and the Swearing of Oath for each Councillor.

Declaration of Mayor

The Town Clerk/Returning Officer declared Kevin Lundrigan as Mayor for the Town of Burin.

Declaration of Deputy Mayor

The Town Clerk/Returning Officer called three (3) times for nominations for the position of Deputy Mayor.

Councillor Shane Foote nominated the current Deputy Mayor, Howard Lundrigan.

Deputy Mayor Lundrigan accepted the nomination.

Nominations ceased.

The Town Clerk/Returning Officer declared Howard Lundrigan as Deputy Mayor for the Town of Burin.

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Oath of Office

The following Oath of Office was taken by:

Mayor: Kevin Lundrigan

Deputy Mayor: Howard Lundrigan

Councillors: Shane Foote
Karen Inkpen
Rhonda Isaacs
Alison Kavanaugh
Justin Noseworthy

1. I am fully qualified to hold the office of Mayor / Deputy Mayor /Councillor for the municipality of Burin to which I have been elected/appointed;
2. I have not knowingly contravened the Municipal Elections Act respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties, and will comply with the municipality's code of conduct and undertake all mandatory training requirements.
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the Council and will not participate in the discussion, or vote on any such matter;
5. I will, as required by law, file an annual Conflict of Interest Disclosure Statement, and;
6. I will, as required by the Municipal Elections Act, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.

Copies of the Oath of Office are attached as **Appendix "A"**.

Disclosure Statements

The annual disclosure statements of Council and management staff were circulated and reviewed to satisfaction.

Motion #S202509-01

Moved By: Councillor Isaacs

Seconded By: Councillor Inkpen

Be it resolved that the disclosure statements of Council and Management Staff be accepted as presented.

Motion Carried Unanimously.

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Council Committees

A list of Council Committees, prepared by Mayor Lundrigan, for the remainder of 2025 and 2026, was circulated and reviewed.

Motion #S202509-002

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Council Committees of the Town of Burin be accepted as presented for the remainder of 2025 and 2026.

Motion Carried Unanimously.

Schedule / Time of Council Meetings

Mayor Lundrigan explained that Council meetings are currently held on Tuesdays at 5:00 p.m. with Committee meetings being held the week prior to the meeting.

Councillor Isaacs suggested that due to work commitments of some Council members, regular meetings be scheduled for Wednesday's at 6:00 p.m.

Motion #S202509-003

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that meetings of the Burin Town Council be held on Wednesday's at 6:00 p.m. on a three week rotation schedule.

For the Motion: 4

Against the Motion: 3

Motion Carried.

Mayor Lundrigan, Councillor Foote and Councillor Noseworthy voted against the motion.

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MOTION OF ADJOURNMENT

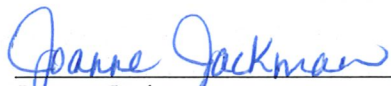
Motion #S202509-004

Moved By: Councillor Isaacs

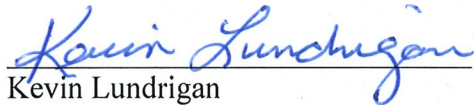
Seconded By: Councillor Foote

Be it resolved that the special meeting adjourn at 6:25 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor