

November 7, 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
Everett Farwell Councillor
Shane Foote Councillor
Rhonda Isaacs Councillor
Betty Francis Councillor
Mary Myles Councillor

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

Delegation/Visitor: Resident

Regrets: Deputy Mayor Howard Lundrigan

APPROVAL OF AGENDA

The following items were added to the agenda for discussion:

Business Arising out of the Minutes

1. Big Pond Meter Replacement

Committee Reports:

1. Public Works Committee – Bert Bennett Proposal

Correspondence:

1. Dept. of Municipal & Provincial Affairs – Changes to the Community Enhancement Employment Program.
2. Burin Peninsula Health Care Foundation – Annual Tree of Life and Memories
3. Donald C. Jamieson Academy – Breakfast Program Volunteers
4. Concerned Citizen – Complaint regarding a cabin in Long Cove

Motion #1 **Francis / Foote**
Be it resolved that the agenda of November 7, 2023, with noted additions, be adopted as presented.

Motion Carried Unanimously.

APPROVAL OF MINUTES

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

Motion Carried Unanimously.

DELEGATIONS / VISITORS

Resident of Seaview Drive – Request for Reimbursement

A resident of Seaview Drive, who previously attended the September 26, 2023 Council meeting, requested to meet with Council again to ask that they reconsider their decision to reimburse him for the cost of materials to replace his private sewer line. He stated that Contractors hired by Council were in the area with heavy equipment for the construction of the view park. He feels that the rock, cement and equipment used for the project were the cause of his sewer line cracking and collapsing. He requested that a response letter to his request include information on how to appeal the decision of Council, if required. He thanked Council for their time and was excused at 5:15 p.m.

Council agreed to refer the resident request back to the Public Works Committee for further discussion.

BUSINESS ARISING OUT OF THE MINUTES

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

Port Au Bras Water System Improvements

The Port Au Bras Water System Improvements contract should soon be going to tender as both the Town and the engineers have reviewed the plans.

Augustus Drive Booster Station

Tender call for the construction of the booster station will be issued soon. A timeframe of the spring of 2024 completion is still anticipated.

Big Pond Water Supply Holding Tank

In an effort to improve the water quality, the Big Pond Holding Tank was drained, opened, physically inspected and cleaned by our Public Works staff.

Community Enhancement Employment Program

The Town Manager advised that the Town has received approval for a Community Enhancement Employment Program Project in the amount of \$20,702.00 an equivalent of 896 hours of employment.

Flow Meter – Big Pond

The Director of Public Works advised that the Big Pond Flow Meter is not covered under manufacturer warranty and the distributor has provided a quote of approximately \$10,000, tax included, to replace it. He advised that the meter is required in order to complete the project.

Motion #3 **Farwell / Myles**
Be it resolved that the Town of Burin purchase a new flow meter for the Big Pond System from at a cost of approximately \$10,000, tax included.

Motion Carried Unanimously.

COMMITTEE REPORTS

Planning & Development Committee

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

Strategic Plan

There has been a fair amount of discussion in recent months on the completion of some form of a strategic plan or report for the Town of Burin. The Committee has identified a source of funding that would cover some of the cost for the Strategic Plan up to \$5000 or 75% of the total cost, whichever is less. All funding has been utilized for this fiscal year, but a new budget should be available by April 1, 2024 enabling the Town to apply at that time. Council members and staff should still review the two previous strategic plans.

Therefore, the Committee recommends applying for funding when it becomes available to aid in the completion of a new strategic plan for the Town of Burin.

Motion #4 **Farwell / Francis**
Be it resolved that the Town of Burin apply for funding to aid in the development of a new Strategic Plan once it becomes available in fiscal year 2024.

Motion Carried Unanimously.

Promotional Welcome Package

The Committee briefly reviewed a package entitled “Attractions Clarendville” distributed by Councillor Farwell. A discussion was held on how to promote our Town and Region and to make our Town more inviting to both tourists and people who would like to live here. It was recommended to have some individuals meet with the Committee to see if they were able and capable of doing a similar package for the Town of Burin, With anticipated spending reductions for the remainder of the year, it would have to go through the Budget 2024 process.

**Motion
#5**

Farwell / Isaacs

Be it resolved that the Town of Burin arrange a meeting with individuals capable of developing a promotional welcome package for the Town of Burin and that funds be allocated through the Budget 2024 process.

Motion Carried Unanimously.

Recreation Committee

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

Burin FC Proposal

The Town of Burin received a proposal on how to handle traffic congestion at the Alphonsus Warren Soccer Field. The Committee previously reviewed the request and identified that a meeting with the Soccer Club would be needed. Staff will reach out to the club executive to arrange a meeting.

Softball Field Upgrades

Time is running out for having the requested work done on the upper right field of the softball field. The Committee wishes to know when this is going to be done. The Director of Public Works advised that if winter does not set in too early, they may get a start in December. If not December, it will be reviewed again in the Spring pending sod availability.

Public Works Committee

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

Port Au Bras Water Supply

The Committee was informed that staff and Mayor Lundrigan met with Edwards and Associates regarding some questions surrounding the plans for the upgrades to the Port au Bras Water

Supply. A list of questions & concerns were reviewed and staff and the engineers believe the project is ready to go tender.

2023 Fiscal Update

The Town Manager gave a fall update of the fiscal status of the current year for the Town of Burin. It was noted that the cost of additional items and overages on particular projects has resulted in a deficit of \$259,340 on the list of items approved. This will have a huge negative impact on the bottom line for 2023. Current year to date expenses over revenue for the month ending October 31, 2023 is \$131,315.84. The Town Manager advises that the Town must remain vigilant in its spending for the remaining months of 2023 so funds will be available to operate properly in early 2024.

Augustus Drive Booster Pump Project

Preliminary updated estimates of the construction cost for the Augustus Drive Project is stating the project could be over budget by \$29,951.11. In conversation with the engineers, they believe the project should come closer to the original estimate due to less inspection costs by the engineers. However, the Department of Transportation and Infrastructure, Municipal Infrastructure requires a motion that any overage will be covered by the Town.

The Committee recommends moving forward with the project at the pre-tender estimated cost of \$326, 865.11 for the Augustus Drive Booster station with the knowledge that they will be responsible for any additional costs over \$296, 914.00.

Motion #6	Foote / Farwell Be it resolved that the Town of Burin proceed with the Augustus Drive Booster Pump Project #17-GI-24-00045 at the pre-tender estimated cost of \$326,865.11 with the knowledge that the Town will be responsible for any additional costs over \$296,914.00.
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Motion Carried Unanimously.

Hollett Building Roof

Due to the tender for the Hollett Building Upgrades coming in under budget, it was brought to the Committee by Public Works that the roof for the Hollett Building should be done at this time as well. The Committee recommends an additional \$8,450 plus HST be identified from the current funding to shingle the roof of the Hollett Building.

Motion #7	Foote / Myles Be it resolved that an additional \$8,450.00, plus HST, be identified from current available funding to shingle the roof of the Hollett Building.
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Motion Carried Unanimously.

Softball Field Upgrades

The Committee discussed the request to upgrade the right field at the upper softball field. It was decided that due to the workload of the Public Works Department, the upgrades to the field may not be possible in 2023.

Snow & Road Monitor

The Committee discussed the time frame for bringing the Road Monitor on for the 2023 and 2024 season. It was recommended to hire the Road Monitor effective November 13, 2023. This is a budgetary item.

Motion #8 **Foote / Myles**
Be it resolved that the Road Monitor for the Town of Burin be hired effective November 13, 2023 for the 2023/2024 winter season.

Motion Carried Unanimously.

Bert Bennett (OK Tire) Proposal

The Town Manager advised that due to an oversight, a proposal submitted by Mr. Bert Bennett, OK Tire, was not discussed at the last Public Works Committee meeting. The proposal will be added to the agenda of the next Public Works Committee meeting.

Finance Committee

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

Gas Tax Motion

The culvert replacement on Southside Road is now fully completed through the Gas Tax Account. In order to reconcile the Gas Tax Account, the Committee recommends reducing the budget for the project from \$157,095 to the actual of \$140,922.46, net of HST rebates, a reduction of \$16,172.54.

Motion #9 **Francis / Isaacs**
Be it resolved that now that the culvert replacement project on Southside Road is fully completed, the Town reduce the budget for the project from \$157,095.00 to the actual cost of \$140,922.46, net of HST rebates, a total reduction of \$16,172.54.

Motion Carried Unanimously.

Fall Fiscal Update

The Town Manager provided a fiscal update to the Committee on the financial status for 2023. Our current status is approximately (- \$131,315.84) up to November 1, 2023. We must remain cautious with spending, especially for the next few months.

Financial Request – TriPen Ice U15 AAA Female Sponsor Letter

The Committee received a request for financial support for the TriPen Ice U15 AAA Female Hockey Team. Unfortunately, the Town is unable to support this request.

Budget 2024

The Committee has identified November 22, 2023 as the date to complete the budget. The Committee will present the budget at a special meeting following the Council meeting of November 28, 2023.

CORRESPONDENCE

Review		
From	Regarding	Action
1. Burin FC	Field Expansion Proposal.	Information (Recreation Committee Report)
2. Town Manager	Overages as of October 31, 2023	Fiscal Update 2023 supporting document. (Public Works Committee)
3. Dept. of Municipal & Provincial Affairs	2024 Municipal Budget Form	Information.
4. Eating Disorder Foundation of NL	Eating Disorder Awareness Week – Flag Order	Staff will acknowledge.
5. Miss Newfoundland & Labrador Pageant 2024	Request for donation.	Staff will acknowledge.
6. Municipal Assessment Agency	Appointment of Taxpayer Representative.	Information.
Additions		
1. Dept. of Municipal & Provincial Affairs	Changes to the Community Enhancement Employment Program.	Information.
2. Burin Peninsula Health Care Foundation	Annual Tree of Life and Memories event.	The Town Clerk will advise that Councillor Francis & Councillor Farwell will attend on behalf of the Town.

3. Donald C. Jamieson Academy	Breakfast Program Volunteers.	The Town Clerk will advise that the Town is interested in participating in the Breakfast Program. Motion.
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Motion #10

Foote / Myles

Be it resolved that the Town of Burin participate in the Donald C. Jamieson Academy Breakfast Program for the 2023-2024 school year.

Motion Carried Unanimously.

4. Concerned Citizen	Complaint regarding a cabin in Long Cove.	Due to the letter being unsigned, Council is unable to formally address it.
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INVOICES

Attached as Appendix “A”
 (#048417 - #048476)

Motion #11

Foote / Isaacs

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

Motion Carried Unanimously.

NEW BUSINESS

Tree Lighting Ceremony

The Town Manager recommended that due to staff shortages and the current workload of the Public Works Department, the date for the Annual Tree Lighting Ceremony be changed to Thursday, November 30, 2023. Council agreed.

MOTION OF ADJOURNMENT

**Motion
#12**

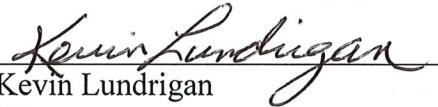
Foote / Isaacs

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

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor