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**May 16, 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  
Councillor Mary Myles  
Councillor Rhonda Isaacs  
Councillor Betty Francis  
Councillor Shane Foote  
Councillor Everett Farwell (via telephone)

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

**Regrets:** Deputy Mayor Howard Lundrigan

**APPROVAL OF AGENDA**

The following items were added to the agenda for discussion:

Permit Applications:

1. Application #MAY2023-04 – Construction of a residential shed at 54 Seaview Drive.
2. Application #MAY2023-05 – Construction of a residential shed at 22 Harbourview Drive.

Staff Reports:

1. Tax Recovery Plan and Tax Summary 2022

**Motion #1 Francis / Isaacs**  
Be it resolved that the agenda of May 16, 2023, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

**APPROVAL OF MINUTES**

**Motion #2 Isaacs / Foote**  
Be it resolved that minutes of a regular meeting April 18, 2023 be adopted as circulated.

Motion Carried Unanimously.

**DELEGATIONS OR VISITORS**

The Town Manager advised that Staff Sgt. Hannah McKean was unable to attend tonight's Council meeting but will arrange an alternate date.

**BUSINESS ARISING OUT OF THE MINUTES**

The Town Manager provided an update of items actioned since the last Council meeting held on April 18, 2023 as follows:

*Hurricane Larry*

Work has commenced by Bennett's Construction on the repairs to the boardwalk with the Great Burin Wharf anticipating a June start date.

*Audit*

Audit for 2022 was successful with final copies expected in the near future.

*JCP Application*

Application is now completed with proposed work being conducted at Black Duck Cove Playground, Cooks Look Out, Salt Pond Walking Trail & Man 'O' War Hill.

**COMMITTEE REPORTS**

**Planning & Development Committee**

Councillor Isaacs advised that the Planning & Development Committee met on May 8, 2023 and presented the following recommendations:

*Cooking Program – College of North Atlantic*

The Committee reviewed a letter regarding the the cooking program being discontinued for the 2023-2024 school year at the Burin Campus of the College of the North Atlantic. Mayor Lundrigan updated that he has spoken with the CNA Site Lead, Janice Moulton, as well as MHA Paul Pike. MHA Pike will be setting up a meeting with CNA to further discuss.

*Purchase of Land – Heritage Square*

The Committee reviewed a request from the owner of 8A Seaview Drive to purchase land from the Town of Burin in the area of the boundary of Heritage Square Parking Lot to his property boundary. As the Town of Burin is developing Heritage Square, the Committee recommends not selling any land within Heritage Square.

**Motion #3**            **Isaacs / Myles**  
Be it resolved that due to the development of Heritage Square, a request from the owner of 8A Seaview Drive to purchase land from the Town be denied and that the Town of Burin not sell any land within Heritage Square at this time.

Motion Carried Unanimously.

*Business Park Update*

The Committee was advised that work continues on the road and water and sewer services in the Business Park. Lot purchase inquiries continue with a verbal commitment to purchase another two lots. Written proposals are anticipated within the week.

*Isle of Newfoundland Tourist Trophy Event*

The Committee reviewed a letter from Newfoundland International Motorsports Limited seeking interest in creating and establishing an annual Isle of Newfoundland Tourist Trophy motorcycle event in Burin.

After careful consideration, the Committee respectfully recommends to decline the invitation to participate in Isle of Newfoundland TT.

**Motion #4**            **Isaacs / Myles**  
Be it resolved that the Town of Burin decline an invitation from Newfoundland International Motorsports Ltd. to participate in an annual Isle of Newfoundland Tourist Trophy motorcycle event in Burin.

Motion Carried Unanimously.

*Welcome Package*

The Committee discussed creating a welcome package for the Town. It was decided that the major Towns should have a discussion on Tourism and welcoming people to the area. Councillor Farwell will bring it forward to the next quarterly meeting of the Burin Peninsula Joint Town Council.

*Fossils*

The Committee discussed fossil collecting and if there would be enough interest to take part in the activity. The Committee recommends reaching out to resident Kenneth Bennett to meet with Council.

### *Affordable Housing*

Discussion was held regarding the status of affordable housing funding. Mayor Lundrigan advised that the local MHA has been in communication with some developers on available funding and the procedures to apply.

### **Recreation Committee**

Councillor Isaacs advised that the Recreation Committee met on May 8, 2023 and provided the following update:

#### *Soccer Field Repairs*

Repairs to the soccer field will commence in the near future but will depend on the availability of sods. The Director of Public Works informed that repairs are anticipated for the first or second week of June. Areas have been marked, however, it may be necessary to go to St. John's for sods.

#### *Black Duck Cove Playground*

The Committee was advised that both the Town Manager and Director of Public Works visited the playground and the guard railing is still in place which is causing a hazard. They both spoke to the adjacent home owner and informed him that it had to be removed.

#### *ParticipACTION Challenge*

The Committee was advised that the ParticipACTION challenge was scheduled for June 1, 2023. Councillor Isaacs will seek additional information and report back to the Committee. Council had a brief discussion regarding how to include as many residents as possible in the challenge and also agreed that signs will be erected after the long weekend.

#### *Recreation Director*

The Committee was advised that the position of Recreation Director will be advertised later this week.

### **Public Works Committee**

Councillor Foote, Chairperson, advised that the Public Works Committee met on May 9, 2023 and provided the following update:

#### *Big Pond PumpHouse Pipe Upgrades*

The Committee were advised that Hefford's has a fair amount of the materials needed to do the pipe upgrade at Big Pond. Once the work commences, the Town will have to switch over to the Long Pond Water supply. Staff were advised to come up with a plan of action that would have

the least negative impact on residents as possible. The Public Works Director advised that a pump was purchased from Mario Walsh Mechanical that will act as a temporary booster station to provide adequate pressure to residents of Augustus Drive during the upgrade.

*Heritage Square Phase II*

The Committee was advised that work has commenced on the second phase of the Heritage Square revitalization. It includes the construction of a new upgraded parking lot for Heritage Square and a look out and view area for Police Road. Work continues to clean up the area and improve the view at Police Road.

*Black Duck Cove Playground*

The ditch leading towards the playground in Black Duck Cove needs to be cleaned and upgraded with some larger grade rock and the culverts that enter the driveway need to increase in size. This work will be done in the near future.

*SCBA – Fire Department*

The Fire Department SCBA gear went through inspection last fall and eleven passed. With a required 12 sets needed for the Department, the Committee refers to Finance for approval to purchase a new set. Mayor Lundrigan noted that there are currently supply issues and longer wait times for this equipment.

*All Terrain Wheel Chairs*

The Committee reviewed a request for storage of All Terrain Wheelchairs from the Burin Peninsula Health Care Foundation. Unfortunately, due to lack of available space, we are unable to accommodate this request.

*Old Black House*

The Committee inquired as to the clean-up of the old burnt house located at 645 Main Street. In a phone conversation to the potential new owner, the Town Manager was advised that they are waiting on the paperwork to conclude the deal and will then have it cleaned up.

**Fire Department Liaison Report**

Councillor Francis, Liaison, circulated a report of the last meeting of the Burin Volunteer Fire Department held on May 9, 2023. A copy of the report is attached.

**Finance Committee**

Councillor Francis advised that the Finance Committee met on May 9, 2023 and presented the following recommendations:

*SCBA Fire Department*

The Committee concurs that another SCBA set should be purchased for the Fire Department. The Committee recommends purchasing a new set of Scott Air-Pak from Grainger Services for the price of \$11,726.96 plus HST of \$1,759.04 for a total of \$13,486.00.

**Motion #5 Francis / Foote**  
Be it resolved that the Town of Burin purchase a new set of Scott Air-Pak from Grainger Services for the Burin Fire Department at a total cost of \$13,486.00, tax included.

Motion Carried Unanimously.

**Gas Tax Reconciliation**

With no project currently using funds for Gas Tax, it is a good time to reconcile the account and bring any outstanding balances on projects to a nil balance.

The Committee recommends the following three projects that are now completed and need adjustments to reduce their commitment.

1. <u>Regional Asset Management System</u> budgeted at \$129,524.42. Completed at \$115,316.97 for a reduction of	<b>\$14,207.45.</b>
2. <u>Junior Drive and Southwest Crescent</u> budgeted at \$260,626.00. Completed at \$236,301.00 for a reduction of	<b>\$24,325.00</b>
3. <u>Greenhill Crescent Asphalt</u> upgrade budgeted at \$222,569.00 Completed at \$176,440.00 for a reduction of	<b><u>\$46,129.00</u></b>
<b>Total Project Financial Commitment Reduction</b>	<b>\$84,661.45*</b>

*\*This balance will be reflected in Town of Burin Gas Tax Account*

**Motion #6 Francis / Isaacs**  
Be it resolved that the Town of Burin reduce their financial commitment from Gas Tax funding to a zero balance for the following projects which are now completed:

1. Regional Asset Management System budgeted at \$129,524.42.  
Completed at \$115,316.97 for a total reduction of \$14,207.45

2. Junior Drive and Southwest Crescent budgeted at \$260,626.00.  
Completed at \$236,301.00 for a total reduction of \$24,325.00
3. Greenhill Crescent Asphalt upgrade budgeted at \$222,569.00  
Completed at \$176,440.00 for a total reduction of \$46,129.00

Total Project Financial Commitment Reduction **\$84,661.45.**

Motion Carried Unanimously.

*Write Offs*

The Committee reviewed a listing of tax accounts for write off and recommends writing them off as presented.

**Motion**            **Francis / Isaacs**  
**#7**                    Be it resolved that the list of outstanding tax accounts be written off as presented.

Motion Carried Unanimously.

**PERMIT APPLICATIONS**

The Town Manager recommended approval of the following permit applications:

**Application #MAY2023-01** – Construction of a 24x32 cabin built on land previously used on Golden Sands Road

**Motion**            **Foote / Isaacs**  
**#8**                    Be it resolved that Application #MAY2023-01 to construct a 24x32 cabin on Golden Sands Road be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #MAY2023-02** – Construction of a 12x16 shed at 3 Juniper Lane

**Motion**            **Isaacs / Myles**  
**#9**                    Be it resolved that Application #MAY2023-02 to construct a 12x16 shed at 3 Juniper Lane be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #MAY2023-03** – **The Cahill Group** – Construction of a 20x40 Biomass Boiler Building at College of the North Atlantic

**Motion #10**            **Foote / Isaacs**  
Be it resolved that Application #MAY2023-03 from the Cahill Group to construct a 20x40 Biomass Boiler Building at College of the North Atlantic, Burin Campus, be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #MAY2023-04 – Construction of a residential shed at 54 Seaview Drive**

**Motion #11**            **Francis / Myles**  
Be it resolved that Application #MAY2023-04 to construct a residential shed at 54 Seaview Drive be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #MAY2023-05 – Construction of a residential shed at 22 Harbourview Drive**

**Motion #12**            **Foote / Myles**  
Be it resolved that Application #MAY2023-05 to construct a residential shed at 22 Harbourview Drive be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**STAFF REPORTS**

*Tax Receivable Summary 2022 & Tax Recovery Plan 2023*

The Town Manager circulated copies of the Tax Receivable Summary for the year ended December 31, 2022, reflecting a collection rate of 98.7% as well as the Tax Recovery Plan for the municipal fiscal year 2023 for Council’s review and approval.

**Motion #13**            **Francis / Myles**  
Be it resolved that the Town of Burin accept the Tax Recovery Plan 2023 as presented and that it be submitted to the Department of Municipal and Provincial Affairs.

Motion Carried Unanimously.



*Southside Road Culvert Replacement*

The Town Manager advised that he had received the actual funding amount required to complete the Southside Road Culvert Replacement Project and requested a motion of Council reflecting this amount.

**Motion #14**                      **Francis / Isaacs**  
 Be it resolved that the Town of Burin apply to the Building Canada Fund to obtain funding in the amount of \$150,809.59, HST included, to complete the Southside Road Culvert Replacement Project.

Motion Carried Unanimously.

**CORRESPONDENCE**

<b>DISCUSSION</b>		
<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. John Walsh, JW Consulting Associates	Strategic Plan Update.	Information.
2. Danial Flight, Instructor	CNA Cook Program, 2023-2024 school year	Dealt with under Planning & Development Committee Report.
3. NL International Motorsports Ltd.	Isle of Newfoundland Tourist Trophy event.	Dealt with under Planning & Development Committee Report.
4. Terra Nova Hydrogen	Wind Energy – Project Taqamkuk.	Information.
5. Albert Hillier	Land purchase	Dealt with under Planning & Development Committee Report.
<b>REVIEW</b>		
1. Dept. of Municipal & Provincial Affairs	2023 Budget submission.	Information.

**INVOICES**  
 (#047980 – 048040)

Attached as Appendix “A”

**Motion #15**                      **Foote / Isaacs**  
 Be it resolved that Invoices attached as Appendix “A” be paid as presented.

Motion Carried Unanimously.

**NEW BUSINESS**

*Heritage Square Revitalization Project, Phase III*

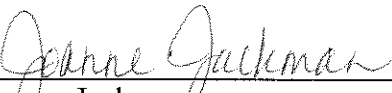
Mayor Lundrigan advised that the Town Manager, Public Works Director and himself met with a local contractor at Heritage Square in order to prepare a list and a price estimate to present to ACOA for Phase III of the Heritage Square Revitalization Project. This phase will consist of exterior renovations to the Heritage I building.

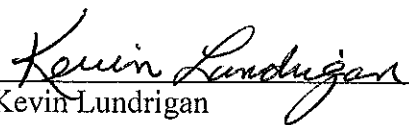
Council briefly discussed future development plans for Heritage Square and funds remaining from Phase II.

**MOTION OF ADJOURNMENT**

<b>Motion #16</b>	<b>Francis / Isaacs</b> Be it resolved that the meeting adjourn at 5:50 p.m.
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Motion Carried Unanimously.

  
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Joanne Jackman  
Town Clerk

  
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Kevin Lundrigan  
Mayor