

# Town of Burin Regular Public Meeting – January 14, 2025

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## TOWN OF BURIN Public Council Meeting Minutes January 14, 2025

<b>Members Present:</b>	Kevin Lundrigan	Mayor
	Howard Lundrigan	Deputy Mayor
	Everett Farwell	Councillor
	Shane Foote	Councillor
	Betty Francis	Councillor
	Rhonda Isaacs	Councillor
	Mary Myles	Councillor
<b>Also Present:</b>	Leo Hartson	Town Manager
	Troy Hollett	Director of Public Works
	Joanne Jackman	Town Clerk

The meeting was called to order by Mayor Lundrigan at 5:05 p.m.

### **ADOPTION OF AGENDA**

*Adoption of Agenda – January 14, 2025*

#### **Motion #202501-001**

**Moved By:** Councillor Foote  
**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the agenda of the January 14, 2025 regular public meeting be adopted as circulated.

**Motion Carried Unanimously.**

### **ADOPTION OF MINUTES**

*Adoption of Minutes of Regular Public Meeting – December 4, 2024*

#### **Motion #202501-002**

**Moved By:** Deputy Mayor Lundrigan  
**Seconded By:** Councillor Francis

Be it resolved that minutes of a regular public meeting held December 4, 2024 be adopted as circulated.

**Motion Carried Unanimously.**

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*Adoption of Minutes of Special Meeting – November 28, 2024*

## **Motion #202501-003**

**Moved By:** Councillor Foote

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that minutes of a special meeting held November 28, 2024 be adopted as circulated.

**Motion Carried Unanimously.**

## **BUSINESS ARISING OUT OF THE MINUTES**

The Town Manager provided an update of items actioned since the last regular meeting of December 4, 2024:

- **Budget 2025**

The 2025 Municipal Budget was adopted by Council on November 28, 2024 and forwarded to Government on December 4, 2024, well ahead of the deadline of January 1, 2025.

- **Heritage Square Phase IV**

The Town has received approval from both levels of Government for the Heritage Square Revitalization Phase IV Project. Construction activities include a facelift to Heritage III (Café), a new gazebo, a concrete pathway from Penney's Pond to Heritage Square, completion of the block wall on Police Road, protective caps on the boardwalk posts and installation of a signaling tower. Funding for the project is shared as follows:

ACOA	\$ 687,775.00
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Dept. of Industry, Energy And Technology	\$ 264,529.00
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Town of Burin	<u>\$ 105,812.00</u>
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<b>Total</b>	<b><u>\$1 058 116.00</u></b>
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- **Excavator Repairs**

The excavator has been returned to the Depot and is in good operating order.

- **Brushett's Road**

The driveway installed by the Town at the end of Brushett's Road has since been removed.

- **Crown Land – Winterland Road**

Communication is continuing with Crown Lands regarding the former Hickman Property on Winterland Road.

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## **COMMITTEE REPORTS**

### **Planning & Development Committee**

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on January 7, 2025 and advised of the following:

- **Resident Request** - The Town received a request from a resident of Brushett's Road to purchase the Council road. A brief discussion followed with a recommendation that the road remain a municipal road as there are more properties in the area that would need to access it.
- **Towns and Local Service Districts Act** - A link was shared with all members of Council for the new Towns and Local Service Districts Act which replaced the Municipalities Act effective January 1, 2025.
- **Dilapidated Buildings** - Dilapidated Buildings update includes that the old black house located before Penney's Pond is now fully removed, still waiting on legalities for the removal of the old Appleby's Supermarket building and a structure in Bulls Cove was removed. We will continue with the listing prepared earlier in 2024.
- **Remote Meeting Technology** - Further investigation is needed to prepare the Council Chambers to allow for remote meetings.
- **Accessory Building Policy** - A review is needed to update the Accessory Building Policy for the Town of Burin. Staff will reach out to the PMA to request samples from other municipalities.

### **Public Works Committee**

Councillor Foote, Chairperson, advised that the Public Works Committee met on January 8, 2025 and presented the following recommendations:

- **Resident Request – Snow Clearing** - The Committee reviewed a request for the Town of Burin to extend snow clearing on Lupine Road for the additional residents beyond the turn around. A physical visit to the area by the Town Manager and Director of Public Works confirms that there were several conditions of the road policy not in compliance. On the advice of staff, the Committee does not recommend snow clearing beyond the road currently identified. A letter will be sent to the resident who requested the additional services.
- **Resident Concern- Big Pond Water** - The Committee reviewed correspondence from a resident regarding the quality of the water in her tub from the Big Pond water supply. The Committee recommends that Council proceed with an application to the province to conduct a water analysis study on the Big Pond water supply.

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### **Motion #202501-004**

**Moved By:** Councillor Foote

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the Town of Burin proceed with a Municipal Capital Works application to conduct a water analysis study on the Big Pond water system.

**Motion Carried Unanimously.**

- **Big Pond Flow Meter and Screens** - The Committee was advised that the new flow meter is on site for Big Pond and ready to be installed. The lead contractor for pipe work at Big Pond identified that protection is needed to prevent the meters from being destroyed again because of the environment.

Development design of the screens to help with water quality with Big Pond is near completion and the Committee questioned what the next step should be for installation.

The cost for both items is growing to the point that it should be considered under an application for municipal capital works. Discussion deferred until next Public Works Committee meeting.

- **New Truck Tender** - The Director of Public Work brought forward that 2025 has arrived and there is a need for a new truck for Public Works Department. After a lengthy discussion, two committee members recommended a new 2025 5500 Series truck while one member felt that a 3500 Series truck was sufficient. The Committee therefore recommends a tender be prepared for a new 5500 Series truck.

### **Motion #202501-005**

**Moved By:** Councillor Foote

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the Town of Burin prepare a tender for the purchase of a new 5500 Series Truck for the Public Works Department.

**For the Motion – 6**

**Against the Motion – 1** (Mayor Lundrigan voted against the motion)

**Motion Carried.**

- **Oldest Colony Trust** - The Committee recommends that the Oldest Colony Trust building be winterized for the remainder of the season due to the Mini-Splits inability to keep temperatures up without use of the oil furnace.

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### **Motion #202501-006**

**Moved By:** Councillor Foote

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the Oldest Colony Trust building be winterized for the remainder of the season due to the inability to keep temperatures up without use of the oil furnace.

### **Motion Carried Unanimously.**

- **Car Wrecks** - The Committee advised that there were still scrapped vehicles left over from last fall and asked when they would be removed. The Town Manager reached out to Rene's Autobody and provided an updated list to be actioned.
- **Dilapidated Buildings** - The Committee inquired on some properties that may be considered dilapidated. Staff will investigate.

### **Finance Committee**

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on January 8, 2025 and advised of the following:

- **Write Offs** – The list of write offs were not readily available for viewing and were deferred until the next meeting.
- **Kick Start** - A request for financial support was received from Pearce Junior High for a program called Kick Start. More information is required and staff will follow up with the Principal. Request deferred until the next meeting.

### **Fire Dept. Liaison Report**

Councillor Francis, Fire Dept. Liaison, advised that she attended a meeting of the Burin Volunteer Fire Department on December 10, 2024.

- **Election of Officers** – Annual elections were held with positions filled by the following:

**Fire Chief** – Reg Wareham (Acclaimed)

**1<sup>st</sup> Assistant Chief** – Albert Wakeley (Acclaimed)

**2<sup>nd</sup> Assistant Chief** – Max Rose (Re-elected)

**Captains** – Douglas Wareham, Bill Dunne, Jamie Murphy (Re-elected), Kevin Burke (Elected)

**Training Officer** – Ron Carr (Elected)

**Secretary** – Lloyd Fudge (Elected)

**Treasurer** – Dwayne Marks (Re-elected)

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### **Motion #202501-007**

**Moved By:** Councillor Francis  
**Seconded By:** Councillor Isaacs

Be it resolved that the Town of Burin accept the Fire Dept. Executive for 2025 as presented.

**Motion Carried Unanimously.**

- **Stipend** – There was discussion among the members that stipend should be based on 52 weeks per year rather than the current 50 weeks per year. Council agreed to refer to the Finance Committee for discussion.

### **PERMIT APPLICATIONS**

The Town Manager recommended the following permit application for approval:

**Application #JAN2025-01 – BP Metal Products** – Construction of a 60 x 20 extension to the main building located at 559 Main Street.

### **Motion #202501-008**

**Moved By:** Deputy Mayor Lundrigan  
**Seconded By:** Councillor Isaacs

Be it resolved that Application #JAN2025-01 from BP Metal Products to construct a 60 x 20 extension to the main building located at 559 Main Street be approved subject to Council's regulations & stipulations.

**Motion Carried Unanimously.**

### **STAFF REPORTS**

#### *New Fire Apparatus – Kick Off Meeting*

The Town Manager advised that he, Mayor Lundrigan and Fire Chief Wareham attended a virtual meeting chaired by Chris Foster, Fire Program Officer, with Fire & Emergency Services on January 14, 2025. The Fire Commissioner and his staff, as well as representatives from other municipalities, were also in attendance.

The purpose of the meeting was to discuss the process of ordering a new fire apparatus now that official approval has been given by the Minister.

Some items of note from the meeting include:

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- The Town of Burin is responsible to prepare the tender for the new fire truck and it must be advertised for a minimum of four weeks. The Town and Fire & Emergency Services will review all bids received and the Town will award the successful bidder.
- Approved funding for the Town of Burin is \$620,000. The Town is responsible for 20% plus the full cost of HST.
- Total upfront cost is \$227,000, less rebate of \$66,644, leaving an overall commitment from the Town of \$150,356.00.

### **Motion #202501-009**

**Moved By:** Councillor Foote

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the Town of Burin prepare a tender for the purchase of a new 1000 gallon fire pumper truck. The tender will be advertised for a minimum of four weeks.

**Motion Carried Unanimously.**

### **CORRESPONDENCE**

<b>Discussion</b>	<b>From</b>	<b>Regarding</b>	<b>Action</b>
1.	Lloyd Hefford	Supply/Installation of 12” Flow Meter Parts.	Dealt with in Public Works Committee Report.
2.	Resident	Concerns regarding Town water.	
3.	Grace Sparkes House & Burin Pen. Voice Against Violence	Request to decorate the boardwalk for the month of February in recognition of Violence Prevention Month.	Motion.

### **Motion #202501-010**

**Moved By:** Councillor Francis

**Seconded By:** Councillor Isaacs

Be it resolved that permission be granted to Grace Sparkes House & Burin Peninsula Voice Against Violence to decorate the boardwalk adjacent to the Oldest Colony Trust for the month of February in recognition of Violence Prevention Month.

**Motion Carried Unanimously.**

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4. Councillor Francis	Fire Dept. Liaison Report.	Dealt with in Committee Reports.
5. Burin Peninsula Joint Council	Safety measures for Red Harbour West River Bridge Construction.	Information.
<b>Review</b>		
<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. Resident	Request to purchase Brushett's Road.	Dealt with in Planning & Development Committee Report.
2. Dept. of Tourism, Culture, Arts & Recreation	Burin Senior Citizens 50+ Club submission to the Active NL Fund.	No action required.

### **ACCOUNTS PAYABLE / INVOICES**

Attached as Appendix "A"

A list of payments (Cheque #050377 - #050452), totalling \$141,550.25, were presented for review and approval.

#### **Motion #202501-011**

**Moved By:** Councillor Foote

**Seconded By:** Councillor Francis

Be it resolved that a list of payments attached as Appendix "A", totalling \$141,550.25 be approved as presented.

**Motion Carried Unanimously.**



## Town of Burin Regular Public Meeting – January 14, 2025

### **NEW BUSINESS**

#### *Minutes – NL Health Services*

A copy of the minutes of an NL Health Services meeting held Monday, December 9, 2024 with Town Mayors on the Burin Peninsula was circulated for Council's review. Councillor Farwell suggested that due to the importance of the matters discussed at the meeting, the Town request permission from NL Health Services to post a copy of the minutes on the Town's social media account.

#### **Motion #202501-012**

**Moved By:** Councillor Farwell  
**Seconded By:** Councillor Myles

Be it resolved that the Town of Burin request permission from NL Health Services to post a copy of the minutes of a meeting held December 9, 2024 between the Eastern Rural Executive and local Mayors on the Town's social media page.

**Motion Carried Unanimously.**

### **MOTION OF ADJOURNMENT**

#### **Motion #202501-013**

**Moved By:** Deputy Mayor Lundrigan  
**Seconded By:** Councillor Farwell

Be it resolved that the regular public meeting adjourn at 5:45 p.m.

**Motion Carried Unanimously.**



**Joanne Jackman**  
Town Clerk



**Kevin Lundrigan**  
Mayor