

February 28, 2023

A regular meeting of the Burin Town Council was held on the above date and called to order by Deputy Mayor Lundrigan at 5:10 p.m.

Members Present:	Deputy Mayor	Howard Lundrigan
	Councillor	Everett Farwell
	Councillor	Mary Myles
	Councillor	Rhonda Isaacs
	Mayor	Kevin Lundrigan (via telephone)

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

Regrets:	Councillor	Shane Foote
	Councillor	Betty Francis

APPROVAL OF AGENDA

The following item was added to the agenda for discussion:

New Business:

1. Bank of Nova Scotia - Borrowing Resolution

Motion	Isaacs / Myles
#1	Be it resolved that the agenda of February 28, 2023, with noted addition, be adopted as circulated.

Motion Carried Unanimously.

APPROVAL OF MINUTES

Motion	Isaacs / Farwell
#2	Be it resolved that minutes of a regular meeting February 7, 2023 be adopted as circulated.

Motion Carried Unanimously.

DELEGATIONS OR VISITORS

The individual originally scheduled to meet with Council was not in attendance.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager provided an update of items actioned since the last regular meeting held on February 7, 2023:

Ipads

The new Ipads have been distributed to Council and designated employees.

Letter of Support

A letter of support has been sent to Terra Nova Hydrogen for Wind Energy on the Burin Peninsula.

Definition of Car Wreck

The Dept. of Municipal & Provincial Affairs confirmed that there was no true definition of a car wreck in the Municipalities Act. They did provide some supporting information that was general in nature regarding waste.

Heritage Square Development Phase II

The tender is now posted with a closing date of March 8, 2023 for Phase II of the Heritage Square Project.

Appleby Picco Law

It should be noted that the letter for Appleby Picco Law was pertaining to 388A Main Street, not 390 as identified. The Town Manager advised that he met with the Town Solicitor on Friday, February 24, 2023 and will provide an update at the next Planning & Development Committee meeting.

COMMITTEE REPORTS

Planning & Development Committee

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on February 20, 2023 and presented the following recommendations:

Dilapidated Buildings

A review of dilapidated buildings around the municipality was completed and previously presented to Council. It was recommended that priority be given to properties that appear to be a hazard to residents in the area. The first property is the property located at 6 Jorgensen's Road. The Committee recommends that the staff request the homeowner have the residential structure removed from the area as it poses a danger to the neighbourhood.

**Motion
#3**

Farwell / Isaacs

Be it resolved that a letter be sent to the owner of 6 Jorgensen's Road requesting that the residential structure be removed as it poses a safety hazard to residents in the area.

Motion Carried Unanimously.

Strategic Plan

To implement any plan for the future, we should analyze our previous plans and rate how we did as a municipality. Did we do well? Could we have improved? Did we accomplish our goals? The Committee recommends that a Strategic Plan Analysis report be conducted on the two previous strategic plans.

Council will be asked to provide feedback to the Town Manager on the previous plans and he will compile the findings in a brief report to Council. The Town Manager will send out an email in the near future with the timeframes for feedback.

**Motion
#4**

Farwell / Isaacs

Be it resolved that a Strategic Plan Analysis be conducted on the two previous strategic plans and the Town Manager compile the findings in a brief report to Council.

Motion Carried Unanimously.

Appleby Picco Law Letter

The Committee reviewed a letter by the Town Solicitor regarding 388A Main Street. The Town Manager noted the letter stating 390 Main Street but it should reflect 388A Main Street. No action taken at this time. Council agreed that this matter be referred back to the next meeting of the Planning & Development Committee,

Sawmill Application

The Committee reviewed a letter from a resident to place a saw mill at 390 Main Street. The Committee was provided correspondence from the Department of Fisheries, Forestry and Agriculture. After the review of the correspondence from the Department, the request was deferred until further information can be obtained.

Property Management Committee

Black Duck Cove Playground Land Infringement

Councillor Myles, Chairperson, advised that the Property Management Committee met on February 20, 2023 and provided the following update:

The Committee discussed the infringement by the property owner located at 23 Keel Street on to the playground owned by the Town of Burin in Black Duck Cove.

The Committee was advised that land was slightly infringed upon a few years ago which broke through some chain link fencing. At that time, the Town had the land pegged to identify land ownership.

The Public Works Department advised the Town Manager that it appeared work in the immediate area was moving in on the playground land. After a site visit to the area by the Public Works Director and the Town Manager, a request was brought to a surveying company to establish the coordinates of the property as they were not all visible due to a substantial amount of fill being placed over them.

The surveying company, Edwards and Associates, pegged the property again identifying that the owner was infringing on the playground.

Contact was made with the property owner of 23 Keel Street and he states that he didn't realize that he had gone outside of his property. He advised that he is willing to buy the land and pay for new pegs and surveys as he is trying to make it nice around his property.

**Motion
#5**

Myles / Isaacs

Be it resolved that the Town of Burin issue a notification to the owner of 23 Keel Street to remove all materials which infringe upon the property owned by the Town of Burin known as the Black Duck Cove Playground. The property is to be restored to its original condition, including survey pegs, within 14 days of this notification.

Motion Carried Unanimously.

Public Works Committee

The Town Manager advised that the Public Works Committee met on February 21, 2023 and presented the recommendations on behalf of the Committee:

Fleet Communications

The Public Works Director advised the Committee that several pieces of equipment required upgrades to bring the fleet communications up to full working order. Both the backhoe and the 2022 Ford require new radios and a couple of vehicles were identified as needing a new radio mic or antennas. The Committee refers to Finance for approval.

Long Pond Road – Culvert Replacement

The Committee discussed the need to have the new culverts that are on site installed on Long Pond Road. The Committee recommends that this job be done as soon as possible to avoid any possible issues with flooding.

Motion **Isaacs / Myles**
#6 Be it resolved that new culverts on site at Long Pond Road be installed as soon as possible to avoid any possible issues with flooding.

Motion Carried Unanimously.

Greenhill Road Brush Cutting

After over five years of lobbying the Department of Transportation and Infrastructure, MHA Paul Pike advised that he received word from Minister Elvis Loveless that the request for brush cutting in the area known locally as the Pipes on Greenhill Road was approved and it should happen in the near future.

Big Pond Chlorination Piping

The Committee discussed the piping replacement at the chlorination building at Big Pond. Lloyd Hefford visited the site and identified other possible problems that would need to be fixed to prevent future trouble in less than 10 years. He placed an estimate of \$70,000 plus HST as the maximum cost. The Committee will refer to Finance for the additional \$20,000 to complete the pipe replacement inside the chlorine building.

Former Coast Guard Station

Staff advised that Fisheries and Oceans contacted the office to inform us that they were successful in obtaining the necessary funding to remove the old wharf at the former Canadian Coast Guard station in Burin. The project to remove the wharf and place new infrastructure should be done by March 31, 2024.

In order to move forward with the project, Fisheries and Oceans need to confirm that the Town is willing to take ownership once it is completed.

The Committee recommends that the Town assume ownership of the new wharf and pier at the former Canadian Coast Guard Station once it has been completed.

Motion **Myles / Isaacs**
#7 Be it resolved that the Town of Burin assume ownership of the new wharf and pier at the former Canadian Coast Guard Station once it is completed.

Motion Carried Unanimously.

Finance Committee

The Town Manager advised that the Finance Committee met on February 21, 2023 and presented the recommendations on behalf of the Committee:

Big Pond Chlorination Building

The Committee concurs with the necessary purchase of new piping for the Big Pond Chlorination Building. The Committee recommends further approval of \$20,000 for a grand total of \$70,000.00 plus HST to replace the piping inside the Big Pond Chlorination Building.

Motion #8 **Isaacs / Myles**
Be it resolved that the Town of Burin approve an additional \$20,000 plus HST required to replace the piping inside the Big Pond Chlorination Building.

Motion Carried Unanimously.

Fleet Communications

The Committee concurs that Fleet Communications must be upgraded and recommends spending up \$5000.00 plus HST.

Motion #9 **Myles / Isaacs**
Be it resolved that the Town of Burin spend up to \$5,000.00 plus HST to make necessary upgrades to the Town's fleet communication systems.

Motion Carried Unanimously.

Write Offs

The Committee recommends writing off the list of accounts as presented.

Motion #10 **Myles / Farwell**
Be it resolved that the Town of Burin approve a list of accounts to be written off as presented.

Motion Carried Unanimously.

Burin Peninsula Ground Search and Rescue Sponsorship

The Committee recommends gold status participation for the Burin Peninsula Ground Search and Rescue 2023 Annual Corporate Sponsorship in the amount of \$500.

Motion #11 **K. Lundrigan / Myles**
Be it resolved that the Town of Burin approve the 2023 gold status annual corporate sponsorship of the Burin Peninsula Ground Search and Rescue in the amount of \$500.00.

Motion Carried Unanimously.

Marystown Minor Hockey Tournaments

The Committee recommends financial support of the Marystown Minor Hockey Association in hosting local provincial tournaments by sponsoring a full page ad in the amount of \$100.00 in their tournament booklet.

Motion #12 **Isaacs / Myles**
 Be it resolved that the Town of Burin sponsor a full page ad in the Marystown Minor Hockey Association tournament booklet in the amount of \$100.00.

Motion Carried Unanimously.

STAFF REPORTS

The Town Clerk requested completion of the annual disclosure statements by Council and Management staff. Statements were completed and reviewed by all in attendance and the remainder will be circulated at the next regular meeting.

Motion #13 **Myles / Isaacs**
 Be it resolved that the Town of Burin accept the 2023 Disclosure Statements of Council and Management staff as presented.

Motion Carried Unanimously.

CORRESPONDENCE

From	Regarding	Action
1. Dept. of Municipal & Provincial Affairs	International Women’s Day – Recognizing women in municipal governance.	Information.
2. Lymphedema Association NL	Proclamation – World Lymphedema Day, March 6 th .	Proclamation has been signed.
3. David Clarke, Municipal Affairs Analyst	Municipal Conduct Act.	A previous motion of Council will be forwarded to the Department. The Town Manager will obtain information regarding other required training opportunities.
4. Picco, White, McCarthy	File P23-072 388A Main Street	A response, in writing, from our Solicitor will be discussed at the next Planning & Development Committee meeting.

5. Marystown Minor Hockey Association	Requesting financial support – Provincial tournament.	Dealt with under Finance Committee Report.
6. Dept. of Municipal & Provincial Affairs	Building Age-Friendly Communities Grant.	Council agreed to apply for the Building Age-Friendly Communities Grant to develop an outdoor area for seniors next to the 50+ Club.

Motion #14 **Isaacs / Myles**
 Be it resolved that the Town of Burin submit an application for funding under the Building Age-Friendly Communities Grant program to develop an outdoor area for seniors adjacent to the Burin 50+ Club.

Motion Carried Unanimously.

INVOICES

Attached as Appendix “A”
 (#047849 - #047881)

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

Motion Carried Unanimously.

NEW BUSINESS

2023 Borrowing Resolution

The Town Clerk circulated a copy of a resolution from the Bank of Nova Scotia required for the Scotia Visa Business Card Agreement for the year 2023. (Resolution Attached)

Motion #16 **Myles / Isaacs**
 Be it resolved that the Town of Burin renew a \$20,000 Scotia Visa Business Card Agreement with Scotiabank for the year 2023 to be utilized if/when deemed necessary by the Mayor and Town Manager.

Motion Carried Unanimously.

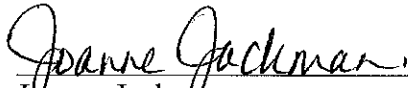
MOTION OF ADJOURNMENT

**Motion
#17**

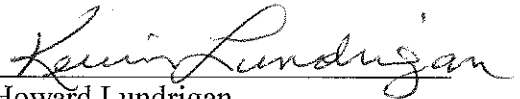
Isaacs / Myles

Be it resolved that the meeting adjourn at 6:05 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Howard Lundrigan
Deputy Mayor