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October 25, 2022

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 5:07 p.m.

Members Present:	Mayor	Kevin Lundrigan
	Councillor	Everett Farwell
	Councillor	Rhonda Isaacs
	Councillor	Betty Francis

Also Present Were:	Town Manager	Leo Hartson
	Town Clerk	Amy Cross
	Director of Public Works	Troy Hollett

Regrets:	Deputy Mayor	Howard Lundrigan
	Councillor	Shane Foote

APPROVAL OF AGENDA

Motion #1	Francis / Isaacs
	Be it resolved that the agenda of a regular meeting October 25th, 2022, be adopted as circulated.

Motion carried unanimously.

APPROVAL OF MINUTES

Motion #2	Farwell/Myles
	Be it resolved that the minutes of a regular meeting October 4th, 2022 be adopted as circulated.

Motion carried unanimously.

DELEGATIONS OR VISITORS

N/A

BUSINESS ARISING OUT OF THE MINUTES

Town Office Exterior Renovations

Delayed until Spring due to availability of lowest bidder. Retender will happen late March or early April.

Penny's Pond Heights

The basement is scheduled for demolition in early November if not done by the owner by October 31, 2022. Owner has reached out by phone a couple of times to see if the Town was interested in the land and at what cost at time of report, nothing was put in writing.

New Truck

The new heavy duty snow plow truck tender has been awarded to Avalon Ford. The Town will take possession of this equipment by the end of November.

Municipal Capital Works

All required information for the Augustus Drive Booster Station municipal capital works project has been submitted to Innovation Engineering for system input. The deadline date to apply is October 28, 2022. Update: Innovation Engineering requested an additional document. This document has since been sent to them and no further information required.

Land for Booster Station on Augustus Drive

Letter has been sent to property owners requesting the purchase of land that is required for the new Booster Station on Augustus Drive.

Heritage Square Access Ramp

As requested by the property owner adjacent to the Heritage II Building, the block has been fully removed and the land has been put back better than original condition.

COMMITTEE REPORTS

Planning and Development Committee

Councillor Farwell advised that the Planning and Development Committee met on October 17th, 2022 and presented the following recommendations:

Residential Concerns Long Cove

The Committee reviewed a letter and a petition regarding commercial equipment being parked and repaired in front of a property formerly owned by Hank Thornhill on Main Street. As the area involved is zoned medium residential density, the Committee recommends that no commercial activity, which includes heavy equipment repair and parking be permitted at the piece of land and property located at 390 Main Street. In addition, the Committee recommends that Town staff write the current owner and advise of the same.

**Motion
#3**

Farwell/Isaacs

Be it resolved that no commercial activity which includes heavy equipment repair and parking be permitted at the piece of land and property located at 390 Main Street.

Motion carried unanimously.

**Motion
#4**

Farwell /Isaacs

Be it resolved that Town staff write the current owner and advise of the same.

Motion carried unanimously.

Penny’s Pond Heights

A brief discussion was had regarding a time frame extension given to the property owner of 5 Penny’s Pond Heights. With the deadline identified as September 30, 2022, the developer countered with a proposal with the idea of erecting a fence to alleviate the dangers in the area. The Committee reviewed the new information presented, however no change in original recommendation to remove structure. It is anticipated that Council will have equipment there shortly after October 31, 2022.

Burin Business Park

Staff advised the Committee that both businesses who were interested in Lot No. 6 of the Burin Business Park discussed at the last meeting of Council were contacted. They both were given the same message that if they are interested in Lot No. 6 key information regarding a business plan would be required. A deadline date of October 31, 2022 was given.

List of Properties

A member of the Committee inquired as to the status of the list of dilapidated properties in the Town that was requested by a previous motion of Council. The Town Manager advised that he would bring it up in the Public Works meeting to have the list compiled in the near future. The Committee further recommends that the Town Manager and Director of Public Works compile the list.

**Motion
#5**

Farwell / Myles

Be it resolved that the Town Manager and the Director of Public Works compile a list of dilapidated properties and add an approximate cost analysis.

Motion carried unanimously.

Review of Sales and Purchase Agreement

A member of the Committee asked some questions regarding the terms and conditions of the current Sales and Purchasing Agreement and if it still continued to meet the needs of the Town. Staff advised that they will reach out to other municipalities to see if we can obtain a copy of their agreement and do a comparison.

Business Plan Template

After recent discussions regarding the need for business plans for purchasing land from the Town of Burin, the Committee recommends that a Business Plan Template be created to ensure all developers complete the necessary information that is required to allow Council to make informed decisions.

**Motion
#6**

Farwell/Isaacs

Be it resolved that a Business Plan Template be created to ensure all developers complete the necessary information that is required to allow Council to make informed decisions for land purchases.

Motion carried unanimously.

Recreation Committee

Councillor Isaacs advised that the Recreation Committee met on October 17, 2022 and presented the following recommendations:

Recreation Commission

The Committee was advised that potential members are currently going through the Recreation Constitution and the names will be brought forward to Council for approval in the near future.

Playground Road Signage

The Committee discussed the need for proper playground road signage for Winterland Road, Central Park and the playground in Bulls Cove. Public Works will order six new signs for installation. Based on locations, Department of Transportation will be required to put signs up.

Public Works Committee

Councillor Farewell advised that the Public Works Committee met on October 18, 2022 and presented the following recommendations:

Coady's Road

Significant work has been done to upgrade the water and sewer on Coady's Road. A new six inch sewer line and a two inch water line were installed. While the work done was not forecasted, the work allows better infrastructure if the future need arises. It also deals with the initial problem of moving a shared sewer line off a private property that was having problems. Staff were reminded that jobs of this nature and cost should come from a prior recommendation of the Committee and approval of Council. The Committee concurs with the work that was completed and recommends acceptance of the installation of new water and sewer lines on Coady's Road.

Motion
#7

Farwell/Myles

Be it resolved that the Committee concurs with the work that was completed and recommends acceptance of the installation of new water and sewer lines on Coady's Road. And any future costs should come from a prior recommendation of the Committee and approval of Council.

Motion carried unanimously.

Winter Sand

The Committee was advised that the current year snow clearing budget for sand and salt of \$40,000.00 is over by \$16,142.98 with little product on site for the upcoming fall. The Committee recommends staff source sand locally in an effort to keep costs down.

Motion
#8

Farwell / Isaacs

Be it resolved that the Committee recommends sourcing the sand locally in an effort to keep costs down.

Motion carried unanimously.

Quarry Permit

The Committee reviewed a quarry permit /lease application received from Mineral Lands Division for Brandon Brushett of Black Duck Cove Construction. A site inspection revealed no concerns. With a couple of cabins in the area, staff will reach out to see if there are any legitimate concerns.

Update: Brandon Brushett dropped off a letter from cabin owner Mr. Terry Lundrigan in the area and the application for extension was going further away from the other cabin owner.

The Committee recommends municipal approval for the extension as required by Black Duck Cove Construction.

Town Manager reached out to Terry Lundrigan via phone and confirmed there were no issues due to the original letter was a couple of years old.

**Motion
#9**

Farwell / Isaacs

Be it resolved that Brandon Brushett of Black Duck Cove Construction be granted approval for the extension as requested.

Motion carried unanimously.

Soccer Field Repairs

The Committee was advised that Recreation is looking to have the repairs made to the soccer field this fall. The Committee recommends that Public Works meet up with the Chairperson of the Burin Minor Soccer Program to identify the work needed to be done.

Dilapidated Properties List

As a follow up to recent motion of Council, both the Town Manager and Public Works will identify what they believe to be dilapidated properties and report back to both Planning and Development and Public Works Committees.

Merx.com

Merx.com is the website used by the Province of Newfoundland and Labrador for publishing tenders. The Committee recommends that the Town of Burin utilize Merx.com to issue any tenders.

**Motion
#10**

Farwell/Isaacs

Be it resolved that the Town of Burin will utilize Merx.com to issue any tenders.

Motion carried unanimously.

Budget

Like most individuals, businesses, towns and other levels of government, the high cost of doing business is having a major impact on our operational budget. The Committee and staff have been advised that we need to be conservative for the remainder of the year due to some larger overages and unbudgeted items.

Winter Tires

The Committee was advised that three vehicles will require new tires for the upcoming winter. Tires have been priced locally. The request to purchase will be forwarded to the Finance Committee for review.

Finance Committee

Councillor Francis advised that the Finance Committee met on October 18, 2022 and presented the following recommendations:

Resolution to Borrow

The Committee reviewed the annual request for a motion for borrowing. The Committee recommends approval so that the Mayor, Deputy Mayor, Councillor, with one Clerk or Manager are authorized to borrow on behalf of the Town of Burin from the Bank of Nova Scotia from time to time by way of promissory note a sum or sums not exceeding any one time Twenty Thousand dollars (\$20,000.00) until taxes are collected, for the years 2022 and 2023.

**Motion
#11**

Francis/Isaacs

Be it resolved that approval is recommended so that the Mayor, Deputy Mayor, Councillor, with one Clerk or Manager are authorized to borrow on behalf of the Town of Burin from the Bank of Nova Scotia from time to time by way of promissory note a sum or sums not exceeding any one time Twenty Thousand dollars (\$20,000.00) until taxes are collected for the years 2022 and 2023.

Motion carried unanimously.

Financial Statement Review

As stated in the Town of Burin Annual Tax Recovery Plan, the Committee was given a copy of the financial statement for review for year to date.

Tires

The Committee concurs with Public Works Committee regarding the need for tires for the winter. The Committee recommends purchasing tires at approximately \$5000 plus HST and installation fees.

**Motion
#12**

Francis / Myles

Be it resolved that the Town of Burin purchase tires for the winter at approximately \$5000 plus HST and installation fees.

Motion carried unanimously.

Special Events Committee

Councillor Francis advised that the Special Events Committee met on October 18, 2022 and presented the following recommendations:

Christmas Staff Party

The date for the Christmas Party is Saturday November 26, 2022.

Christmas Parade

The Christmas Parade is scheduled for Saturday, December 3, 2022.

Inaugural Christmas Parade of Lights – Christmas in the Square

The first annual Christmas Parade of Lights is scheduled for December 4, 2022.

Christmas Tree Light Up

The date for the Christmas tree light up is Thursday November 24, 2022.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Residential

Application #Oct2022-03 Residential – Construction of residence at 117 Winterland Road. All in order.

**Motion
#13**

Francis / Isaacs

Motion carried unanimously.

Application #Oct2022-04 Residential – Construction of residential shed at 4 Fir Tree Road. All in order.

**Motion
#14**

Isaacs / Myles

Motion carried unanimously.

Application #Oct2022-05 Residential – Construction of residential shed at 3 Shalloway Drive. All in order.

**Motion
#15**

Francis/Isaacs

Motion carried unanimously.

Application #Oct2022-06 Residential – Construction of residence at 45 Winterland Road. All in order.

**Motion
#16**

Isaacs / Myles

Motion carried unanimously.

Commercial

Application #Oct2022-07 **Burin Eco Tours** Construction of Four Glamping Pods at 637 Main Street. (Survey Pending).

Motion #17

Farwell / Isaacs

Be it resolved that Glamping Pods become part of the Planning and Development town building regulations.

Motion carried unanimously.

Motion #18

Farwell / Isaacs

Be it resolved that Application #Oct2022-07 be approved at 637 Main Street.

Motion carried unanimously.

CORRESPONDENCE

Discussion

From	Regarding	Action
1. Residents of Long Cove	Petition Opposing commercial development.	Discussed in Planning and Development report.
2. Burry's Service Centre	Letter – Clean up	Letter was sent to Burry's asking clean up of property, however no action. Town will issue a Clean up Order.
3. Email Stacey Saunders	Temporary Ramp	Will contact Stacey Saunders, to schedule a time to meet regarding temporary ramp and land.

CORRESPONDENCE

Review

From	Regarding	Action
1. Dept. of Transportation & Infrastructure	Hurricane Larry Storm Damage Repairs.	Extra funds have been approved.
2. Nfld. Power, Lloyd Fudge	Quarry Permit – Brandon Brushett	Already discussed. (Public Works Committee)
3. Bank of Nova Scotia	Borrowing Resolution	Already discussed (Finance Committee)

INVOICES

Attached as Appendix “A”
(# 047519 - #47560)

Motion
#19

Farwell / Isaacs

Be it resolved that the invoices, attached as Appendix “A”, be paid as presented.

Motion Carried Unanimously.

MOTION OF ADJOURNMENT


Motion

Francis / Isaacs

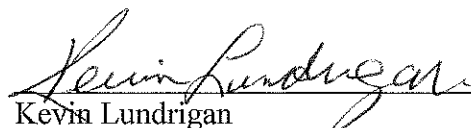
#20

Be it resolved that the meeting adjourned at 5:55 p.m.

Motion Carried Unanimously.



Amy Cross
Town Clerk



Kevin Lundrigan
Mayor