

November 15, 2022

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 5:00 p.m.

Members Present:	Mayor	Kevin Lundrigan
	Deputy Mayor	Howard Lundrigan
	Councillor	Everett Farwell
	Councillor	Rhonda Isaacs
	Councillor	Betty Francis
	Councillor	Mary Myles
	Councillor	Shane Foote

Also Present Were:	Town Manager	Leo Hartson
	Town Clerk	Amy Cross

Regrets:	Public Works Director	Troy Hollett
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APPROVAL OF AGENDA

Motion	H. Lundrigan / Isaacs
#1	Be it resolved that the agenda of a regular meeting November 15 2022, be adopted as circulated.

Motion carried unanimously.

APPROVAL OF MINUTES

Motion	Foote / Isaacs
#2	Be it resolved that the minutes of a regular meeting October 25 2022 be adopted as circulated.

Motion carried unanimously.

DELEGATIONS OR VISITORS

Stacey Saunders / Greg Ruttgaizer

Both parties advised of their concerns with the accessibility ramp for the Heritage House in Burin next to their property. Concerns discussed were moving the heat pumps back to original location to provide room for a new ramp, the possibility of moving the heat pumps higher on the building and the possible dangers leaving the ramp at current location. Both parties discussed previous improper usage of the ramp that has been rectified since. As there was no solution put forward, the Town of Burin will proceed with the construction of a new accessibility ramp on the end of the Heritage 2 Building facing the café. To allow construction of the accessibility ramp, the mini split units will be relocated to the original location.

BUSINESS ARISING OUT OF THE MINUTES

Penny's Pond Heights

The basement of the former school at Penny's Pond Heights has been removed and the grounds restored. BDC Construction completed the work.

Big Pond

Innovative Engineering is waiting on mechanical engineering to proceed with the pipe replacement at the Big Pond Pump House.

Augustus Drive

Department of Municipal and Provincial Affairs have been in contact with staff with some questions for our Municipal Capital Works 2023 application. We have not received a response back from the property owner on Augustus Drive in regards to purchasing a piece of property for the construction of the booster station. The Town will wait 2 weeks further.

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.

Residential Concerns Long Cove

The property owner of 390 Main Street has been contacted regarding heavy equipment operations. The owner has since verbally requested a copy of the petition. The Town Manager has since been in contact with the Access to Information and Protection of Privacy office (ATIPP). Staff will follow guidance provided by the Access to Information and Protection and

Privacy Office. This letter was addressed to 390 Main Street and as of now no survey has been provided to the Town of Burin. The matter regarding this property is referred back to Planning and Development. Councilor Farwell has been advised that he can follow up with concerned resident involving this matter.

List of Dilapidated Buildings

List of properties should be available for next meeting. Two properties have been cleaned up. The Public Works Director is currently on vacation.

COMMITTEE REPORTS

Planning and Development Committee

Councillor Farwell advised that the Planning and Development Committee met on November 7 2022 and presented the following recommendations:

Penny's Pond Heights

Staff advised that the former school basement at Penny's Pond Heights was being dismantled and backfilled by a third party contractor with the cost to be recovered from the property owner.

Cell Tower Location

After incurring issues with water at the Penny's Pond location, Bell Mobility is requesting to erect the second tower on Seaview Drive adjacent to the parking lot owned by the Town of Burin on land owned by the Town of Burin. Contact was made with Mike Kirkland regarding the cell towers and he confirms that the proposed new location was reviewed by Bell's Radio Frequency Engineers team. They ran their predictions, and the new location meets Bell's coverage objective. The Committee recommends that the second tower be installed on Seaview Drive next to the Town parking lot in Heritage Square.

Update since this report, the location set out is not showing good frequency at current proposed Seaview Drive location. New proposed location is at Union Road, Burin next to the Masonic Lodge. A visit to the site is scheduled for tomorrow. (This is private property)

Business Park Proposals

Staff advised the Committee that one proposal was received for Lot No. 6 as the other developer was interest in another lot in the Burin Business Park. The Committee recommends selling Lots 3, 4, 5 and 6 to Livewire Electrical and Construction Ltd.

Motion #3

Farwell / Isaacs

Be it resolved that Lot No. 3, 4, 5 and 6 be sold to Livewire Electrical and Construction Ltd.

Motion carried unanimously

Correspondence Regarding Ambulance Service

The Committee reviewed a letter that was sent unsigned to Mayor Lundrigan regarding an issue with the Collin's Ambulance service. The town manager and Mayor Kevin Lundrigan contacted Wayne Melendy who is the manager of Fewer's Ambulance Service Ltd., the owner of Collin's Ambulance Service. In addition, the employee who was the issue of the concern visited the Town Manager stating that the accusations were false. Both the parties wrote follow-up correspondence to Council which is shared in your package. The Town will continue to monitor the situation to determine if further action is required.

Municipal Code of Conduct

The issue was raised as to why the Town paid for a Code of Conduct to be completed when the Provincial Government provided templates. The Town Manager informed the Committee that Department of Municipal Affairs suggests that any Code of Conduct created should be reviewed by its own legal team. With the Code of Conduct completed, Council and Staff were given a time frame to review and have adopted. The date to have the Code of Conduct adopted for any town is March 1, 2023. Update: Councillors did not have access to the Code of Conduct templates and staff will forward a copy for review. Referred to Planning and Development for further discussion.

Email Addresses

The Committee discussed the need to have the Town issued public email addresses for conducting Council business rather than personal email addresses. This was identified in recent privacy training. The Committee recommends that staff look into obtaining public email accounts for Council and Staff. Privacy training was attended by Councillor Farwell and Councillor Isaacs.

**Motion
#4**

Farwell/Isaacs

Be it resolved that The Town of Burin Staff look into public email addresses for conducting Council business rather than personal email address.

Motion carried unanimously

Public Works Committee

Councillor Foote advised that the Public Works Committee met on November 8 2022 and presented the following recommendations:

Community Employment Enhancement Program

The Town of Burin was successful in obtaining funding in the amount of **\$26,734.88**. This will provide 1260 hours of insurable employment. Duties to include Cook’s Lookout upgrades, park bench and table maintenance and Burin Sports Hall of Fame room upgrades..

Road Monitor

The Committee recommends that the road monitor commence Saturday December 3, 2022 for the 2022/2023 winter season.

**Motion
#5**

Foote / Isaacs

Be it resolved that the road monitor will commence Saturday December 3, 2022 for the 2022/2023 winter season.

Motion carried unanimously

Christmas Tree Light Up

The Committee was advised that staff are now in the process of readying the municipal grounds for the Christmas tree light up and Christmas season.

Tree Drop Off Site

The Committee recommends that the tree drop off at Whale Cove be closed for the season and will reopen the last Friday of May, 2023.

Motion
#6

Foote / Isaacs

Be it resolved that the tree drop off at Whale Cove be closed for the season and will reopen the last Friday of May 2023.

Motion carried unanimously

Light on Oldest Colony Trust Building

The Committee was advised that the light on the end of the Oldest Colony Trust facility facing Parson's Point road needs to be adjusted down as it impacts vehicle traffic. This item will be passed along to Public Works staff to be auctioned.

Finance Committee

Councillor Francis advised that the Finance Committee met on November 8, 2022 and presented the following recommendations:

Animal Control – Fuel Subsidy

Earlier this year, the Animal Control Officer brought forward the concern of the increasing costs of fuel as it relates to her employment. She was looking for a subsidy to help with the cost of gas.

The Committee recommends a subsidy of \$25.00 per week retroactive to May 1, 2022 and up to December 31, 2022 and that her base contract increase by \$1300.00 (52 weeks x \$25.00) for 2023.

Motion
#7

Francis / Foote

Be it resolved that the Animal Control Officer will receive a subsidy of \$25.00 per week retroactive to May 1, 2022 and up to December 31, 2022 and that her base contract will increase by \$1300.00 (52 weeks x \$25.00) for 2023.

Motion carried unanimously

Friends of Daffodil Place

A recent fundraiser was held for Daffodil Place for the Burin Peninsula. The Committee recommends financial support in the amount of \$500.

**Motion
#8**

Francis / Myles

Be it resolved that the Town of Burin financially support in the amount of \$500.00.

Motion carried unanimously.

Budget Day 2023

The Finance Committee will be meeting on November 22, 2022 to complete the municipal budget for fiscal year 2023.

Fire Department Liaison Report

Councillor Francis read the Fire Department Liaison Report for Council information.

22 members present.

Firefighters performed an inspection of the Oceanic premises and one home inspection.

The trucks and equipment are all in order and regularly monitored.

Four new uniforms have been ordered for members.

Firefighters will be updating their First Aid certification on the weekends of November 12 and 26. Many members have certificates beyond what is required for a firefighter through their employers, thus, training not required.

Regular donation was made to Muscular Dystrophy as well as \$200.00 to the Red Cross for the Fiona relief. Participated in the Daffodil House fundraiser by manning the phones and making a monetary donation.

October 9th to the 15th was Fire Prevention week with open house at the Fire Hall and involvement in the schools with a student chosen as Fire Chief for the day.

Participated in a Walk for Autism, assisting with a BBQ, on October 29th and then into the evening with their annual Firefighters banquet and presentations.

Firefighters were on duty for the annual Bonfire, November 5th with many members on site along with Sparketts serving hot chocolate and hot dogs.

Training Officer, Todd Hollett, organized training on the ball field – Emergency assistance for children.

Firefighter, Lesley Oake, resigned.

Two new members have been accepted: Darrell Wagg, June 2, 2022 and Glen Normore, October 2, 2022.

**Motion
#9**

Francis/Isaacs

Be it resolved that two new members have been accepted to the Burin Volunteer Fire Department. Darrell Wagg, June 2, 2022 and Glen Normore, October 2, 2022

Motion carried unanimously

A letter to Hon. John Hogan, from the Town, requesting support for a funding application for a 1000 gallon Pumper Fire Truck was read and briefly discussed by members.

Members of our Fire Department have not received any correspondence from A. E. Macdonald Insurance Services, on their Accident and Sickness Coverage, Referred to, Town Manager, Leo for followup.

Our fire department members receive many accolades from residents for the many things they do and all they give back to our community.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Residential

Application #Nov2022-01 Residential – Construction of shed at 166 Main Street.
All in order.

**Motion
#10**

Foote / Isaacs

Motion carried unanimously.

CORRESPONDENCE

Discussion

From	Regarding	Action
1. Collin's Ambulance Service	Ambulance Services in the Burin Area	Discussed in Planning and Development
2. Heritage Run Tourism Association	Notice of Annual General Meeting	Councilor Myles and Councilor Farwell will attend. Nov 16, 2022.
3. Municipal & Provincial Affairs	Urban & Rural Planning Act, 2000 Public Hearings, Plan Registrations & Appeals	Acknowledged
4. Connie Fewer, Community Supports/ Children Service Worker	16 Days of Activism	Acknowledged
5. Gov. Newfoundland & Labrador	Offer for Funding	Acknowledged
6. Burin Peninsula Regional Service Board	Collection Fee Rates	Acknowledged
7. Terry Fleming	2023 BPJC Membership Fees	Refer to Finance
8. Marystown Minor Hockey Association	Donation	Refer to Finance

9. Municipal Assessment	2023 Assessment Service Fee	Acknowledged
10. BioMaxx	Price Change Notification, Wastewater System Effluent Regulations Compliance Services	Refer to Public Works
11. Burin Peninsula Health Care Foundation	Invitation to the Tree of Life & Memories Campaign	Acknowledged
12. Town of Burin	Letter to Mr. Dean Brushett	Acknowledged
13. Andrew Warren	Proposal for Land in the Burin Business Park	Discussed in Planning and Development.

CORRESPONDENCE

Review

From	Regarding	Action
1. Audrey Pike, President RCL #29	Thank you	Acknowledged

INVOICES

Attached as Appendix “A”
(# 47561 - #47602)

**Motion
#11**

Foote/ Isaacs

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

Motion Carried Unanimously

NEW BUSINESS

Burin Heritage Tourism Association

Board of Directors for the Burin Heritage Tourism Association Board met on October 25, 2022 after council meeting.

Nominated members: Mary Myles, Taylor Giovanini, Mary Francis, Pauline Walsh, Leo Lundrigan, Terry Walsh, Trudy Corcoran, Rhonda Isaacs, Karen Hollett.

Recognition of Service

Councilor Farwell congratulated Mayor Kevin Lundrigan and Deputy Mayor Howard Lundrigan on their 25 years of service with the Town of Burin Council.

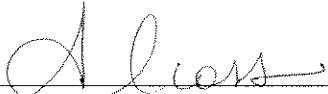
MOTION OF ADJOURNMENT

**Motion
#12**


Francis / Isaacs

Be it resolved that the meeting adjourned at 6:46 p.m.

Motion Carried Unanimously.



Amy Cross
Town Clerk



Kevin Lundrigan
Mayor