

Town of Burin Regular Public Meeting – February 4, 2025

TOWN OF BURIN Public Council Meeting Minutes February 4, 2025

Members Present:	Kevin Lundrigan	Mayor
	Howard Lundrigan	Deputy Mayor
	Everett Farwell	Councillor
	Shane Foote	Councillor
	Betty Francis	Councillor
	Rhonda Isaacs	Councillor
	Mary Myles	Councillor
Also Present:	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 – February 4, 2025

Motion #202502-014

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Francis

Be it resolved that the agenda of the February 4, 2025 regular public meeting be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – January 14, 2025

Motion #202502-015

Moved By: Councillor Foote
Seconded By: Councillor Isaacs

Be it resolved that minutes of a regular public meeting held January 14, 2025 be adopted as circulated.

Motion Carried Unanimously.

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Adoption of Minutes of Special Meeting – January 27, 2025

Motion #202502-016

Moved By: Councillor Isaacs

Seconded By: Councillor Myles

Be it resolved that minutes of a special meeting held January 27, 2025 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 January 14, 2025:

- **Winterland Road – Crown Land**
There is no new information to report on the changeover from the Dept. of Transportation & Works to Crown Lands regarding the former Hickman Property on Winterland Road.
- **Resident Concern – Big Pond Water**
The Town Manager spoke with Innovative Engineering to compile a cost estimate to complete a water quality study for the Big Pond water supply.

COMMITTEE REPORTS

Planning & Development Committee

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on January 27, 2025 and advised of the following:

- **Resident Request** - The Town received a request from an individual who was looking to purchase property in the Town to construct a Phoenix Dome style home. As a Phoenix Dome is not a building similar to properties in the neighbourhood or identified in the Development Regulations, 2010-2020, the Committee cannot recommend that it would be a permitted use in a residential area.
- **Strategic Plan** - While there has been much discussion regarding the need for a new Strategic Plan, the Committee suggests that a new plan should be created after the next municipal election in October 2025.

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Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on January 28, 2025 and presented the following recommendations:

- **Resident Request – Snow Clearing** – The Committee reviewed a request for the Town of Burin to provide snow clearing on Woody Lane. The Public Works Director visited the area and determined there was sufficient room for the equipment to turn around in the lane.

There were concerns raised that previous requests for snow clearing services were declined in accordance with the Town's Road Standards and why Council would consider this request without fulfilling all current road standards.

Motion #202502-017

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that a request for the Town of Burin to provide snow clearing services on Woody Lane be approved.

For the Motion: 4

Against the Motion: 3

Councillor Isaacs, Councillor Farwell and Councillor Francis voted against the motion.

Motion Carried.

The current Road Standards will be referred back to the Public Works Committee for review.

- **Big Pond Filtering Screens** – The Committee discussed moving forward with the installation process of filters for Big Pond. The Committee recommends that three prices be obtained for the design and installation of filters for the Big Pond water supply.

Motion #202502-018

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin proceed with obtaining three prices for the supply and installation of new filtration equipment for the Big Pond water supply.

Motion Carried Unanimously.

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Motion #202502-019

Moved By: Councillor Foote

Seconded By: Councillor Myles

Be it resolved that the Town of Burin obtain funding for the supply and installation of new filtration equipment for the Big Pond water supply from the Canada Community-Building Fund.

Motion Carried Unanimously.

- **Big Pond Flow Meter** – The Committee was advised that the new flow meter was 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 being destroyed again due to environmental factors. This work will be reviewed and scheduled for when the new Big Pond filters are installed.
- **Road Easement – Oceanview Place** – While there are no defined easements within the Town of Burin, the Committee recommends placing an easement of one metre from any municipal infrastructure on Oceanview Place.

Motion #202502-020

Moved By: Councillor Foote

Seconded By: Councillor Myles

Be it resolved that the Town of Burin place an easement of one metre from any municipal infrastructure on Oceanview Place.

Motion Carried Unanimously.

- **Water Quality Study – Big Pond** – A conference call was held with Innovative Engineering and staff regarding the water quality study for the Big Pond water supply. Innovative Engineering will do a cost estimate and bring back to Council for approval to proceed with an application for funding.
- **Excavator** – As discussed previously, the Public Works Director will gather information that is required to obtain a new excavator through the procurement process and will report his findings back to the Committee. The 160 John Deere has incurred nearly \$80,000.00 in repairs in the past two years and will either be traded or sold.
- **Street Light** – The Committee recommends adding a streetlight toward the middle of Warren's Lane and that the light at the intersection be turned towards Main Street to allow for greater visibility in the area.

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Motion #202502-021

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that the Town of Burin add a streetlight toward the middle of Warren's Lane and that the light at the intersection be turned towards Main Street to allow for greater visibility in the area.

Motion Carried Unanimously.

Finance Committee

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on January 28, 2025 and presented the following recommendation:

- **Write Offs** – The Committee recommends that a list of write offs be approved as presented.

Motion #202502-022

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that a list of accounts be written off as presented.

Motion Carried Unanimously.

PERMIT APPLICATIONS

The Town Manager recommended the following permit applications for approval:

Application #FEB2025-01 – To construct an accessory building at 6 Big Pond Access Road

Motion #202502-023

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that Application #FEB2025-01 to construct an accessory building at 6 Big Pond Access Road be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

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Application #FEB2025-02 – To construct a seasonal residence at 16 Old Tide’s Brook Road

Motion #202502-024

Moved By: Councillor Foote
Seconded By: Councillor Myles

Be it resolved that Application #FEB2025-02 to construct a seasonal residence at 16 Old Tide’s Brook Road be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

STAFF REPORTS

2025 Disclosure Statements

The Town Clerk requested completion of the annual disclosure statements by Council and Management staff. The completed statements were circulated and reviewed by all in attendance.

Motion #202502-025

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin accept the 2025 Disclosure Statements of Council and Management staff as presented.

Motion Carried Unanimously.

Website Upgrades

The Town Manager circulated an email received from Blue River Media with an approximate cost to create a more functional and inviting website for the Town. After a brief discussion, Council agreed that it would be appropriate to seek three quotes for the development of a new website for the Town.

Motion #202502-026

Moved By: Councillor Farwell
Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin obtain three quotes for the development and design of a new website for the Town.

Motion Carried Unanimously.

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CORRESPONDENCE

Discussion		
From	Regarding	Action
1. Residents of Woody Lane	Request for snow clearing services.	Dealt with in Public Works Committee Report.

ACCOUNTS PAYABLE / INVOICES

The following lists of payments were presented for review and approval:

- **Appendix “A”** - Cheque #050453 - #050479 totalling \$42,412.88
- **Appendix “B”** – Capital Accounts (Sept. 1 – Dec. 31, 2024)
Acct #362-18 totalling \$ **345,527.10**

Capital Accounts (Sept. 1 – Dec. 31, 2024)
Acct #340-10 totalling \$ **758,125.92**
- **Appendix “C”** - Pre-Authorized Bank Payments (NL Power & Eastlink)
(Sept. 1 – Dec. 31, 2024) totalling \$ **64,091.59**

Motion #202502-027

Moved By: Councillor Foote
Seconded By: Deputy Mayor Lundrigan

Be it resolved that a list of payments attached as Appendixes A, B & C, totalling \$1,167,744.61 be approved as presented.

Motion Carried Unanimously.

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MOTION OF ADJOURNMENT

Motion #202502-028

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that the regular public meeting adjourn at 6:00 p.m.

Motion Carried Unanimously.

for Leahy Barfield

Joanne Jackman
Town Clerk

Kevin Lundrigan

Kevin Lundrigan
Mayor