

# **Town of Burin – Regular Public Meeting – May 20, 2026**

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May 20, 2026

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Kevin Lundrigan at 6:05 pm.

**Members Present:** Mayor Kevin Lundrigan  
Deputy Mayor Howard Lundrigan  
Councillor Rhonda Isaacs  
Councillor Alison Kavanaugh  
Councillor Justin Noseworthy

**Also Present Were:** Town Manager Leo Hartson  
Town Clerk Sheena Jones

**Regrets:** Director of Public Works Troy Hollett  
Councillor Shane Foote  
Councillor Karen Inkpen

## **ADOPTION OF THE AGENDA**

*Adoption of the Agenda – May 20, 2026*

### **Motion #202605-063**

**Moved by:** Deputy Mayor Lundrigan  
**Seconded by:** Councillor Noseworthy

Be it resolved that the agenda of the May 20, 2026 regular public meeting be adopted as circulated.

**Motion Carried Unanimously.**

## **ADOPTION OF THE MINUTES**

*Adoption of Minutes of Regular Public Meeting – April 22, 2026*

### **Motion # 202605-064**

**Moved by:** Councillor Isaacs  
**Seconded by:** Deputy Major Lundrigan

Be it resolved that the minutes of a regular public meeting held April 22, 2026 be adopted as circulated.

**Motion Carried Unanimously.**

# **Town of Burin – Regular Public Meeting – May 20, 2026**

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

Mayor Lundrigan provided an update on items actioned since the last regular meeting of April 22, 2026:

- **Heritage Square Phase IV:** Tenders are now closed on Heritage Square with only one bidder. The lone bidder was Wally Drakes Trucking. Recommendation to accept will be discussed in the Finance Committee report.
- **Shalloway Drive:** Public Works Director Troy Hollett visited Shalloway Drive and is moving forward with a plan to deal with water runoff in the area.
- **SCBA System:** The system is now moved to the new fire rescue storage bay and the rear bay in the main garage will accommodate the 99 Pumper when the new fire truck arrives.
- **Joanne's Retirement Celebration:** Celebrations went extremely well and a good time was had by those who attended.
- **Town Hall Public Meeting:** The first Town Hall meeting, held on April 30, 2026, was deemed successful with a moderate turn out. People who attended received a lot of information and were pleased.

## **COMMITTEE REPORTS**

### ***Planning and Development Committee***

Councillor Isaacs, Chairperson, advised that the Planning and Development Committee met on May 11, 2026 and presented the following recommendations:

- **Town Hall Meeting:** The Committee felt that the first Town Hall meeting went well and we should plan another in the fall of the year prior to budget preparation.
- **Town App:** The Committee was advised that staff were seeking quotes on obtaining an App for the Town of Burin. Two prices have been obtained. The Committee recommends moving forward to have an App for the Town of Burin.

### **Motion # 202605-065**

**Moved by:** Councillor Isaacs  
**Seconded by:** Councillor Kavanaugh

## **Town of Burin – Regular Public Meeting –May 20, 2026**

---

Be it resolved that the Town of Burin move forward on the development of an App for the Town of Burin.

**Motion Carried Unanimously.**

- The Committee recommends awarding Halder Group the contract for the App at \$0 set up fee at \$1200 plus HST annual maintenance fee.

### **Motion # 202605-066**

**Moved by:** Councillor Isaacs

**Seconded by:** Deputy Major Lundrigan

Be it resolved that the Town of Burin award Halder Group the contract for the development of the Town of Burin App at a \$0 set up fee and \$1200 plus HST annual maintenance fee.

**Motion Carried Unanimously.**

- **Clean Up Order:** The Committee was advised that the Town did not receive any response to the clean up order from the owner of the property located at 194 Main Street. The opportunity exists, that Council is able to place this property up for auction. The Committee recommends that the property located at 194 Main Street go up for tax sale.

### **Motion # 202605-067**

**Moved by:** Councillor Isaacs

**Seconded by:** Councillor Kavanaugh

Be it resolved that the Town of Burin place the property located at 194 Main Street up for tax sale.

**Motion Carried Unanimously.**

### ***Public Works Committee***

Councillor Noseworthy, Chairperson, advised the Public Works Committee met on May 12, 2026 and presented the following recommendations:

- **Paul's Hill Turn:** The Committee reviewed a request for the placement of a convex mirror on the area known as Paul's Hill Turn on Main Street in an effort to increase awareness of approaching traffic around the sharp turn in the road. The Committee

## **Town of Burin – Regular Public Meeting –May 20, 2026**

---

deferred the decision until more information is received on usage and liability for the Town by placing such an item along the road.

- **Black Duck Cove Culverts:** The Committee was made aware of a whole coming in the ground near the Black Duck Cove Tenants Association at 20 Keel Street. As this is a private driveway leading to a municipal road, Council is not responsible for private driveway culvert replacement. Staff will write Newfoundland and Labrador Housing Corporation to advise of same.
- **Animal Control Tender:** It has been many years since a tender for the contract of the services of Animal Control has been tendered. In a review of public procurement practices, and in consultation with the Manager of Procurement at the Public Procurement Agency, the Committee recommends that a Request for Proposals be advertised for the services of an Animal Control Officer for the Town of Burin.

### **Motion # 202605-068**

**Moved by:** Councillor Noseworthy

**Seconded by:** Deputy Mayor Lundrigan

Be it resolved that the Town of Burin advertise a Request for Proposals for the services of an Animal Control Officer.

### **Motion Carried Unanimously.**

- **Wildfire Community Preparedness Partnership:** The Committee was advised that Town of Burin Public Works Staff and the Burin Volunteer Fire Department partnered with the Department of Forestry on a presentation for Donald C. Jamieson on how to keep properties safe from wildfires.
- **Wildfire Resiliency Plan Tender Results:** Two tenders were received. Recommendation is referred to Finance.
- **New Pumper Fire Equipment:** Three quotes were requested. Recommendation is referred to Finance.
- **Central Park Mini Diamond:** The Director for Public Works advised that the outfield was in rough shape at the mini softball diamond and posed a safety hazard. The Committee suggests that the Public Work Director check on the condition and consult with the softball executive regarding any necessary repairs.

## **Town of Burin – Regular Public Meeting – May 20, 2026**

---

### *Finance Committee*

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on May 12, 2026 and presented the following recommendations:

- **Scotiabank Signing Authorities:** The Committee discussed that the signing authorities for Scotiabank be changed to reflect the change in staff due to the retirement of Town Clerk Joanne Jackman. The Committee recommends the addition of Town Clerk Sheena Jones to the signing authorities for the Town of Burin Scotiabank accounts and the removal of Joanne Jackman as a signing authority for the Town of Burin Scotiabank accounts.

#### **Motion # 202605-069**

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

Be it resolved that the Town of Burin change the signing authorities for the Towns Scotiabank account from Joanne Jackman to Sheena Jones.

**Motion Carried Unanimously.**

- **2026 Borrowing Resolution:** The Committee recommends approval to borrow up to \$20,000.00 through the Scotiabank Visa Agreement. This annual approval is required by Scotiabank.

#### **Motion # 202605-070**

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

Be it resolved that the Town of Burin renew a \$20,000.00 Scotia Visa Business Card Agreement with Scotiabank for the year 2026 to be utilized if/when deemed necessary by the Mayor/Deputy Mayor and Town Manager/Town Clerk.

**Motion Carried Unanimously.**

- **Invoices:** The following lists of payments were reviewed and presented for Council approval:

Appendix “A” – Cheque # 051347- # 051394 – Totalling **\$91,466.98.**

## **Town of Burin – Regular Public Meeting – May 20, 2026**

---

### **Motion # 202605-071**

**Moved by:** Councillor Isaacs

**Seconded by:** Councillor Noseworthy

Be it resolved that the Town of Burin approve to pay invoices as attached as Appendix “A”, in the amount of \$91,466.98.

**Motion Carried Unanimously.**

- **Heritage Square Phase IV:** One tender was received to complete a reduced scale of work for the Heritage Square Development Project. The Committee recommends awarding the contract for this work to Wally Drake’s Trucking Limited at a cost of \$547,994.00 plus HST of \$82,199.10 for a total of \$630,193.10

### **Motion # 202605-072**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Noseworthy

Be it resolved that the Town of Burin award the contract for Heritage Square Phase IV to Wally Drake’s Trucking Limited at a total cost of \$630,193.10.

**Motion Carried Unanimously.**

- The Committee recommends the anticipated budget shortfall be covered from the remaining unallocated 2025 HST proceeds of \$35,787.23 and the 2026 roads material budget for \$10,447.19 net HST as additional work was required to replace old guard railing, in ground infrastructure and asphalt.

### **Motion # 202605-073**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be it resolved that the Town of Burin use the unallocated 2025 HST proceeds of \$35,787.23 and the 2026 roads material budget for \$10,447.19 net HST to cover the budget shortfall for the Heritage Square Project Phase IV.

**Motion Carried Unanimously.**

## **Town of Burin – Regular Public Meeting – May 20, 2026**

---

- **Wildfire Resiliency Plan Tender Results:** Two proposals were received. The Committee recommends awarding the contract for the completion of a Wildfire Resiliency Plan to Mr. Todd Hollett at a cost of \$21,000.

### **Motion # 202605-074**

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

Be it resolved that the Town of Burin award the contract for the completion of a Wildfire Resiliency Plan to Mr. Todd Hollett at a cost of \$21,000.

**Motion Carried Unanimously.**

- **2026 Pumper Equipment Quotes:** Three quotes were obtained. These have to be reviewed. We will have summary and recommendation for the next Council meeting.

### **PERMIT APPLICATIONS**

The Town Manager, Leo Hartson, recommended approval of the following permit applications:

#### **RESIDENTIAL**

- **Application # May2026-01: Resident** – Construction of a residential garage adjacent to residence at 533A Main Street.

### **Motion # 202605-075**

**Moved by:** Deputy Mayor Lundrigan  
**Seconded by:** Councillor Kavanaugh

Be it resolved that Application # May2026-01 to construct a residential garage at 533 A Main Street be approved subject to Council's regulations and stipulations.

**Motion Carried Unanimously.**

- **Application # May2026-02: Resident** – Construction of a residence at 6 Big Pond Access Road.

## **Town of Burin – Regular Public Meeting – May 20, 2026**

---

### **Motion # 202605-76**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be it resolved that Application # May2026-02 to construct a residence at 6 Big Pond Access Road be approved subject to Council's regulations and stipulations.

**Motion Carried Unanimously.**

- **Application # May2026-04: Resident** – Construct a residential storage garage at 8 B Woody Lane.

### **Motion # 202605-77**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Noseworthy

Be it resolved that Application # May2026-04 to construct a residential storage garage at 8 B Woody Lane be approved subject to Council's regulations and stipulations.

**Motion Carried Unanimously.**

### **COMMERCIAL**

- **Application # May2026-03: Brad & Son Automotive Repair** – Operate an automotive repair and restoration shop at 3 Sugarloaf Ave.

### **Motion # 202605-78**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be it resolved that Application # May2026-03 to operate an automotive repair and restoration shop at 3 Sugarloaf Ave. be approved subject to Council's regulations and stipulations.

**Motion Carried Unanimously.**

- **Application # May2026-05: The Brightside** – Operate The Brightside- Burin Peninsula Edition at 50 Seaview Drive.

## Town of Burin – Regular Public Meeting – May 20, 2026

---

### Motion # 202605-79

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Kavanaugh

Be it resolved that Application # May2026-05 to operate The Brightside, Burin Peninsula Edition at 50 Seaview Drive be approved subject to Council's regulations and stipulations.

**Motion Carried Unanimously.**

- **Application # May2026-06:** Bert Hickman/Group Holding Ltd. – Construct a new entrance to the main Hickman Motors Building at 11-21 Eagle Road.

### Motion # 202605-80

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be it resolved that Application # May2026-06 to construct a new entrance to the main Hickman Motors Building at 11-21 Eagle Road be approved subject to Council's regulations and stipulations.

**Motion Carried Unanimously.**

### STAFF REPORTS

- **Summer Student Programs**

The Town has received funding for the following Summer Student Programs:

#### **Provincial:**

- The Town of Burin
  - The Town of Burin was approved for \$7800.
  - This will cover 2 students for a 7 week program at 30 hours per week at \$16.35 per hour.
- The Burin Minor Soccer Association
  - The Burin Minor Soccer Association was approved for \$7800.
  - This will cover 2 students for a 7 week program at 30 hours per week at \$16.35 per hour.

## Town of Burin – Regular Public Meeting –May 20, 2026

---

### **Federal:**

- The Town of Burin
  - The Town of Burin was approved for 3 Summer Student Positions.
  - These positions are for 8 weeks at 30 hours per week at \$16.35 per hour.
  - The positions are 2 Soccer Coaches and 1 Softball Coach.
  
- The Burin Recreation Committee
  - The Burin Recreation Committee was approved for 3 Summer Student Positions.
  - These positions are for 8 weeks at 30 hours per week at \$16.35 per hour.
  - The positions are 3 Softball Coaches.
  
- Burin Minor Soccer Association
  - The Burin Minor Soccer Association was approved for 3 Summer Student Positions.
  - These positions are for 8 weeks at 30 hours per week at \$16.35 per hour.
  - The positions are 3 Soccer Coaches.
  
- **Bylaws and Policies:** In a continuing effort to bring all by-laws to the same format, the Committee recommends that the Bylaws and Policies be adopted as presented.

### **Motion # 202605-081**

**Moved by:** Councillor Isaacs

**Seconded by:** Councillor Kavanaugh

Be it resolved that the Town of Burin adopt the Bylaws and Policies as follows:

- Animal Control (Cat) Regulations
- Animal Control (Dog) Regulations
- Livestock Regulations
- Traffic Regulations
- Fencing of Properties-Motor Vehicle Wreck Yard Regulations
- Fencing Regulations
- Signage Policy/Recreation Facilities
- Procurement Policy
- Business Park Development and Management Policy
- Dangerous or Unsightly Properties By-Law
- Regulation of Air and Pellet Guns By-Law
- Culvert Installation and Maintenance Policy

**Motion Carried Unanimously.**

## **Town of Burin – Regular Public Meeting – May 20, 2026**

---

### **CORRESPONDENCE**

<b>Discussion</b>		
<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. Nikita Butler & Lorne King	Donation for a Special Wheelchair for their Son	Acknowledged. No Action.
2. Jacqueline Mitchell Manager of Procurement Public Procurement Agency	PPA Review of Procurement of Commodities – Final Report for the Town of Burin	Discussed.
3. Dept. of Municipal and Community Affairs	Community Sustainability Partnership Accountability Measures and Exemptions	Discussed.
4. Marystown Volunteer Fire Department	Structure Protection Unit Live Facebook Fundraiser	Acknowledged. No Action Required.
5. Innovative NL	Recommendation to Award Burin Heritage Square PH4	Dealt with in Finance.
6. Destination Burin	Proposal for Destination Burin Development Planning Initiative.	Move forward with a plan for Destination Burin at a cost of \$6000. Motion.

### **Motion #202605-82**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be it resolved that the Town of Burin move forward with a plan for the further development of Destination Burin at a municipal contribution of \$6000 to go along with government funding.

## **Town of Burin – Regular Public Meeting – May 20, 2026**

---

**Motion Carried Unanimously.**

Review		
From	Regarding	Action
1. Burin Peninsula Joint Council Inc.	Membership Meeting Minutes for April 15, 2026.	Reviewed. Referred to Finance.
2. Burin Peninsula Joint Council Inc.	Letter of support for NL Powers thermal generation replacement project.	Provide a letter of support. Motion
3. Burin Peninsula Joint Council Inc.	Presentation Notes- April 15, 2026, Presentation from Newfoundland Power	Reviewed.
4. Burin Peninsula Joint Council Inc.	Annual Membership Fees	Reviewed.
5. Letter from the Minister of Transportation and Infrastructure	Bus stop near the Dodge Building.	Reviewed.

### **Motion #202605-83**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be is resolved that the Town of Burin provide a letter in support of NL Powers thermal generation replacement project.

**Motion Carried Unanimously.**

### **NEW BUSINESS**

- **Recovery Centre:** An individual contacted the town to discuss the potential of turning the Berney School building into a recovery centre. The Town will provide a letter of support for the purpose of allowing them to further investigate and develop a business plan for the proposed addictions clinic.

# **Town of Burin – Regular Public Meeting – May 20, 2026**

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## **MOTION OF ADJOURNMENT**

**Motion #202605-084**

**Moved by:** Deputy Mayor Lundrigan

**Seconded by:** Councillor Isaacs

Be it resolved that the regular public meeting adjourn at 7:20pm.

**Motion Carried Unanimously.**

  
Sheena Jones  
Town Clerk

  
Kevin Lundrigan  
Mayor