

September 26, 2023

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 5:05 p.m.

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

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

**Delegation/Visitor:** Resident

**Regrets:** Councillor Everett Farwell

**APPROVAL OF AGENDA**

The following items were added to the agenda for discussion:

Delegations or Visitors

1. Resident of Seaview Drive

Committee Reports:

1. Public Works Committee – Add Motion – Waterline, Main Street

Permit Applications:

1. Application #SEPT2023-05
2. Application #SEPT2023-06
3. Application #SEPT2023-07

Correspondence:

1. Town of St. Lawrence
2. True Blue – Proclamation
3. Burin Peninsula Autism Support Group

**Motion #1**            **H. Lundrigan / Isaacs**  
Be it resolved that the agenda of September 26, 2023, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

**APPROVAL OF MINUTES**

**Motion #2**            **Francis / H. Lundrigan**  
Be it resolved that minutes of a regular meeting August 29, 2023 be adopted as circulated.

Motion Carried Unanimously.

**DELEGATIONS OR VISITORS**

A resident of Seaview Drive requested to meet with Council to discuss his concerns regarding an issue with his private sewer line. He is requesting reimbursement of an invoice he submitted to Town staff for sewer materials as he feels the issue is Council’s responsibility.

Mayor Lundrigan advised the resident that Council, in conjunction with the Public Works Committee, will take his request into consideration and he will be notified. He was excused at 5:15 p.m.

**BUSINESS ARISING OUT OF THE MINUTES**

The Town Manager provided an update of items actioned since the last regular Council meeting of August 29, 2023:

*Rescue Storage Building*

A change in the scope of work should lower estimates with the goal of construction still starting the fall of 2023.

*Remote Meeting Policy*

A draft policy has been distributed to Council for review. Any changes or suggestions can be referred back to the Planning and Development Committee. Two suggestions brought forward to date are:

- A quorum of four must be physically present at Council meetings
- Councillor may attend remotely for a maximum of three meetings per year

*Regular Meeting – September 26, 2023*

*Burin 50 + Aging Grant and Structure*

Construction has commenced with the outdoor recreation area for the Burin 50+. A completion date of October 6, 2023 is anticipated.

*Waterline Extension - Burin Business Park*

The area identified for new water and sewer is now completed. The work was done with Town resources in conjunction with Wally Drake's Contracting. We are planning on continuing with water and sewer on Sugarloaf Avenue.

*Tender – 5500 Series Truck*

The 2006 Chev 5500 Series Truck is now up on auction with the dump box removed.

*Heritage Square – Phase III*

The Town is still awaiting approval from Ottawa for Phase III of the Heritage Square Project. Tenders will be put out, pending funding, to avoid any delays.

*Augustus Drive Booster Station*

The property owner has accepted the offer from the Town for the parcel of land required for the installation of a booster station on Augustus Drive. We are now awaiting the results of the Request for Proposals for Engineering Consulting Services.

The Town Manager updated that Innovative NL were the successful consultants and a start up meeting will be held next week.

**COMMITTEE REPORTS**

**Planning & Development Committee**

Councillor Isaacs advised that the Planning & Development Committee met on September 18, 2023 and presented the following recommendations:

*Cell Tower Request*

The Committee reviewed a letter from a resident of Port Au Bras requesting a cell tower be located in that area. As some residents have reported coverage, the Committee recommends Public Works visit the area to check the signal strength around the community. Council agreed to defer a decision on this request until further information is obtained.

*Correspondence – 1 Coady’s Lane*

A letter was distributed to the Committee regarding an issue over trees on a mutual property line. As there are no regulations regarding the issue identified in the letter, it was determined that this is a private issue between two property owners and not a civic matter. Town staff will write both parties identified in the letter to advise of same.

*Remote Meeting Policy*

A draft copy of the Remote Meeting Policy was distributed to members of Council. Council agreed to defer acceptance until all suggested recommendations are reviewed.

*Development Permit Application Form*

The Development Permit Application Form was updated and distributed to Council for review. The Committee recommends that the new updated Development Permit Application be utilized on a go forward basis.

<b>Motion #3</b>	<b>Isaacs / Foote</b> Be it resolved that the Town of Burin accept the updated Development Permit Application as presented.
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Motion Carried Unanimously.

*Request from Resident – Accommodation for Horses*

The Committee reviewed a letter requesting a portion of the former Whale Cove dump to provide temporary accommodations for two horses. The Committee had some concerns over the water source in the identified area. Staff will reach out to the horse owner and offer other possible accommodations in the area.

*Strategic Plan Report*

No additional feedback was received from Council on the former Strategic Report for the Town of Burin. Staff will provide a summary report prior to the 2024 budget.

*Business Application*

A member of the Committee advised that a resident was selling vegetables from their residential property on Winterland Road and had a business name and page on social media. Staff will forward a business application to the property owner.

**Recreation Committee**

Councillor Isaacs, Chairperson, advised that the Recreation Committee met on September 18, 2023 and provided the following update:

*Burin FC Request*

The Committee reviewed a proposal that was submitted to the Town. The Committee voiced concerns over the cost of the project, projected timeframes, engineering and financing of the project. A meeting with the executive of the Burin FC is required. Staff will make arrangements for a meeting .

*Softball Field Upgrades*

Discussion regarding upgrades to the drainage of the upper softball field is still scheduled for the fall and the required pipe for the job is on site.

**Public Works Committee**

Councillor Foote, Chairperson, advised that the Public Works Committee met on September 19, 2023 and presented the following recommendations:

*Wastewater Surveillance*

The Committee discussed a request to take samples from wastewater for the Department of Environment and Climate Change, in conjunction with Health and Community Services. The Committee recommends that the Town of Burin participate in wastewater sampling in conjunction with the Department of Environment and Climate Change and Health and Community Services.

**Motion  
#4**

**Foote / H. Lundrigan**

Be it resolved that the Town of Burin participate in wastewater sampling in conjunction with the Department of Environment and Climate Change and Health & Community Services.

Motion Carried Unanimously.

*Shalloway Drive*

The Committee was advised that Innovative NL Engineering were engaged to review Shalloway Drive prior to a request to take over the road. Staff will reach out to the developer to request necessary information required by the engineer prior to reporting back to the Town.

The Committee was advised that a resident voiced concern over the new anticipated intersection once the road is taken over. The resident was advised that traffic flow would be reviewed before ownership of the road is taken over by the Town of Burin.

*Greenhill Crescent*

The Committee was advised that the Animal Control Officer and Town Manager visited the home of a dog owner after receiving a call from a resident in the neighbourhood about animal

feces. The homeowner was advised to have the dog kennel excavated and cleaned within 30 days. The Animal Control Officer will continue to monitor.

*Coady's Lane – Resident Concern*

A resident wrote a letter voicing concerns over trees from the neighbour's yard having a negative impact on her property. The resident will be sent a letter advising that it is a private matter between the residents.

*Woody Lane*

The Committee was advised that a resident of Woody Lane continues to get dirt in his water inside his home. Staff advised that Public Works is trying to resolve the issue.

*Ship Cove Crescent – Private Sewer Line*

The Committee reviewed two letters from residents that state they are having trouble with their private sewer since the construction of a shed by a neighbour over their line. As this is a private sewer line, staff will advise both parties that this is a private matter and does not fall under municipal responsibility.

*Business Park Update*

The Committee was advised that the water and sewer has been extended in the Burin Business Park to allow the construction of another building on Sugar Loaf Avenue. The Committee recommends that road construction, along with water and sewer installation, continue on Sugarloaf Avenue and that this work be done outside of normal business hours.

**Motion  
#5**

**Foote / Myles**

Be it resolved that the Town of Burin continue with road construction and water and sewer installation on Sugarloaf Avenue in the Burin Business Park and that the work be done outside of normal business hours.

Motion Carried Unanimously.

*Staffing Requirements*

The Committee was advised that the Heavy Equipment Operator/Mechanic has retired as of September 15, 2023. A limited number of applications for the position were received. Interviews will be conducted in the near future.

*Rescue Unit Storage*

Staff advised the Committee that a conference call was held with the Province and the engineers regarding the Fire Department project for the Rescue Unit Storage Building. The Committee was advised that the Fire Hall Extension project scope of work has changed in an effort to reduce

the cost. The project will be identified as the Burin Fire Department Rescue Unit Storage Building. As a separate entity from the main Fire Hall, estimates for construction should be lower and allow us to go to tender this fall.

*Sewer Materials Invoice - Seaview Drive*

An invoice for sewer materials was dropped off to the office with no instructions. It was learned that the owner was looking for reimbursement for the cost of repairs to his private sewer line. The invoice was not approved for payment by staff. A message was left with the property owner advising of the same after four attempts to reach out by phone.

After meeting with the resident earlier in the meeting, Council agreed that the Town is not responsible for damages and do not approve payment of the invoice for sewer materials.

<b>Motion #6</b>	<b>H. Lundrigan / Foote</b> Be it resolved that the Town of Burin do not approve payment of an invoice submitted by a resident of Seaview Drive for sewer materials to repair a private sewer line.
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Motion Carried Unanimously.

*Flow Meter*

The flow meter for the Big Pond Water Supply that was installed during the recent upgrade is not working. The flow meter will be required to be removed and have a temporary pipe installed to allow continuity of water flow. The Committee recommends removing the flow meter and sending it back to the distributor for warranty through the Manufacturer.

<b>Motion #7</b>	<b>Foote / Isaacs</b> Be it resolved that the flow meter for the Big Pond water supply be removed and sent back to the distributor for warranty through the Manufacturer.
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Motion Carried Unanimously.

*Ice Control Spreader*

With the 2006 5500 Series truck being tendered, we will lose a spreader from the fleet. The Committee will forward a request to purchase a new electric ice control spreader from Drive Products for the 2023 F600.

*Main Water Line – Main Street*

The Committee met again on Monday, September 25, 2023 to discuss the estimated cost to replace the main water line on Main Street from the liftstation near the Burin Peninsula Health

Care Centre. The Committee recommends that the Town apply for funding through the 2024 Municipal Capital Works Program to replace the main water line at a total cost of \$1,350,339.04.

**Motion #8**                      **Foote / H. Lundrigan**  
Be it resolved that the Town of Burin submit an application for funding through the 2024 Municipal Capital Works Program to replace the main waterline from the liftstation located near the Burin Peninsula Health Care Centre to the northern entrance of Ultramar located at 40 Main Street at a total cost of \$1,350,339.04.

Motion Carried Unanimously.

### **Finance Committee**

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on September 19, 2023 and presented the following recommendations:

#### *Write Offs*

The Committee reviewed a list of accounts for write-off. The Committee recommends writing off the accounts as presented.

**Motion #9**                      **H. Lundrigan / Francis**  
Be it resolved that a list of accounts be written off as presented.

Motion Carried Unanimously.

#### *Public Works Request*

The Committee concurs with the Public Works Committee and recommends the purchase of a new ice control spreader from the lowest price obtained at Drive Products at a cost of \$13,992 plus HST of \$2,098.80 for a total cost of \$16,090.80.

**Motion #10**                      **H. Lundrigan / Francis**  
Be it resolved that the Town of Burin purchase a new ice control spreader from Drive Products at a total cost of \$16,090.80, tax included.

Motion Carried Unanimously.

### **PERMIT APPLICATIONS**

The Town Manager recommended the following permit applications for approval:

**Application #SEPT2023-01** – Construction of a 5x13 extension to a residence at 28 Penney’s Pond Road



**Motion #11**            **H. Lundrigan / Myles**  
Be it resolved that Application #SEPT2023-01 to construct a 5 x 13 extension to a residence at 28 Penney’s Pond Road be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #SEPT2023-02** – Construction of a 28 x 52 residence at 145 Winterland Road.

**Motion #12**            **Foote / Francis**  
Be it resolved that Application #SEPT2023-02 to construct a 28 x 52 residence at 145 Winterland Road be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #SEPT2023-03** - Construction of a 16 x 20 residential shed at 42 Greenhill Road.

**Motion #13**            **H. Lundrigan / Isaacs**  
Be it resolved that Application #SEPT2023-03 to construct a 16 x 20 residential shed at 42 Greenhill Road be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #SEPT2023-04** – **Mario Walsh Mechanical Services Ltd.** – Construction of a 30 x 50 commercial building on current lot and accessed by Sugarloaf Avenue.

**Motion #14**            **Isaacs / Foote**  
Be it resolved that Application #SEPT2023-04 from Mario Walsh Mechanical Services Ltd. to construct a 30x50 commercial building on his current lot and accessed by Sugarloaf Avenue be approved subject to approval of applicable government departments and Council’s regulations and stipulations.

Motion Carried Unanimously.

**Application #SEPT2023-05** – To construct a 7x7 residential shed at 30 Burin Bay Crescent.

**Motion #15**            **Isaacs / Myles**  
Be it resolved that Application #SEPT2023-05 to construct a 7x7 residential shed at 30 Burin Bay Crescent be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #SEPT2023-06** – To construct a 12x16 residential shed at 42 Augustus Drive.

**Motion #16**            **Isaacs / H. Lundrigan**  
 Be it resolved that Application #SEPT2023-06 to construct a 12x16 residential shed at 42 Augustus Drive be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

**Application #SEPT2023-07** – Rene’s Autobody – To construct two 26x60 additions to main building structure at 27A Main Street.

**Motion #17**            **H. Lundrigan / Isaacs**  
 Be it resolved that Application #SEPT2023-07 from Rene’s Autobody to construct two 26x60 additions to the main building structure located at 27A Main Street be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

Motion Carried Unanimously.

**CORRESPONDENCE**

<b>From</b>	<b>Regarding</b>	<b>Action</b>
<b>DISCUSSION</b>		
1. Resident	Request from residents of Port au Bras regarding cellular tower.	Discussed in Planning & Development Committee Meeting.
2. Resident	Requesting temporary location for two horses.	Discussed in Planning & Development Committee Meeting.
3. Burin FC	Soccer field expansion proposal.	Discussed in Recreation Committee Meeting.
4. Residents	Two letters from residents regarding a private sewer line collapse at Ship Cove Crescent.	Discussed in Public Works Committee Meeting.
5. Resident	Concerns regarding trees on property line at Coady’s Lane.	Discussed in Public Works Committee Meeting.
6. Burin Folk Arts Council	Thank you to the Town of Burin for support of the Annual Burin Peninsula Festival of Folk Song & Dance.	Information.

7. Burin Memorial Library Board	Invitation to Town Council member to attend meetings of the Library Board.	Staff will advise the Board that Councillor Myles is the Liaison.
8. Memorial University, Faculty of Medicine	Certificates for contributions to medical education.	Information.
<b>ADDITIONS</b>		
<b>From</b>	<b>Regarding</b>	<b>Action</b>
1. Town of St. Lawrence	Request for letter of support for the development and construction of an artificial turf soccer field with the Town of St. Lawrence.	Motion.

**Motion  
#18**

**H. Lundrigan / Foote**

Be it resolved that the Town of Burin write a letter in support of the Town of St. Lawrence for the development and construction of an artificial turf soccer field in their Town.

Motion Carried Unanimously.

2. True Blue Miles for Smiles Foundation	Request for the Town to sign a proclamation to declare the month of October 2023 as Child Abuse Prevention Month in the Town of Burin.	Mayor Lundrigan will sign the proclamation.
3. Burin Peninsula Autism Support Group	Invitation to attend Annual walk for Autism, October 14, 2023.	Councillors are invited to attend if they are available.
4. Fire Services Division	Proclamation – Fire Prevention Week, Oct. 8-14, 2023	Mayor Lundrigan will sign the proclamation.

**INVOICES**

Attached as Appendix “A”  
(#048298 – 048359)

**Motion  
#19**

**Foote / H. Lundrigan**

Be it resolved that Invoices attached as Appendix “A” be paid as presented.

Motion Carried Unanimously.

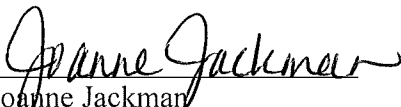
**MOTION OF ADJOURNMENT**


**Motion  
#20**

**Francis / H. Lundrigan**

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

Motion Carried Unanimously.

  
Joanne Jackman  
Town Clerk

  
Kevin Lundrigan  
Mayor