

Town of Burin Regular Public Meeting – April 15, 2025

TOWN OF BURIN Public Council Meeting Minutes April 15, 2025

Members Present: Kevin Lundrigan Mayor
Howard Lundrigan Deputy Mayor
Everett Farwell Councillor (via telephone)
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 5:00 p.m.

ADOPTION OF AGENDA

Adoption of Agenda – April 15, 2025

The following items were added to the agenda for discussion:

Permit Applications:

- Application #APR2025-02

New Business:

- Burin Sports Hall of Fame

Motion #202504-051

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Myles

Be it resolved that the agenda of the April 15, 2025 regular public meeting, with noted additions, be adopted as circulated.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – April 15, 2025

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – March 18, 2025

Motion #202504-052

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that minutes of a regular public meeting held March 18, 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 March 18, 2025:

- **Crown Land – Winterland Road** – There is no new information to report regarding the former Hickman property on Winterland Road on the change over from Transportation & Works to Crown Lands.
- **Former Appleby Property** – An update on the sale of the former Appleby property is that the sale is back on again with a closing date of May 15, 2025. The potential buyers are aware that there is a clean-up order in place and that it was delayed at the request of the realtor.

COMMITTEE REPORTS

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on April 8, 2025 and presented the following recommendations:

- **Main Street Waterline** - Meridian Engineering from Clarenville, NL was the successful firm for the engineering work to be done on the Waterline Main located north of Pearce Junior High. Work is commencing with surveys and the project has a timeframe of completion of 18 weeks.
- **Wastewater Flow Meters** - Staff advised the Committee that pricing on flow meters is increasing again. Leasing remains the safer option as you would still have to purchase a separate maintenance package if you purchased outright versus leasing. Staff committed to doing more research to see if there are any other suppliers offering this service in Newfoundland and Labrador. Cost is approximately \$20,000 per year.

Town of Burin Regular Public Meeting – April 15, 2025

- **Blast** - The Public Works Director advised that we have approximately 100 loads of fill remaining at the pit. Troy will reach out to see where the blasting equipment is located on the island. The budget for the blast is \$50,000 plus HST.
- **Shalloway Drive** - The Committee recommends that pricing be obtained for engineering and paving of Shalloway Drive for this summer.

Motion #202504-053

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin obtain pricing for engineering and paving of Shalloway Drive for completion this summer.

Motion Carried Unanimously.

- **New Fire Truck Tender Results** - The Town of Burin went to Tender for a new 1000 gallon pumper with the approval of \$620,000.00 cost-shared funding with the Government of Newfoundland and Labrador. The one quote received was for \$687,000 plus HST of \$103,000 for a grand total of \$790,000.00.

The Committee recommends seeking additional cost-shared funding with the Province of Newfoundland and Labrador for the additional \$67,000 + HST. Note* the Town will cover all cost for HST as required. The Town will be entitled to receive 71.66% of the HST back in rebate.

Motion #202504-054

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that the Town of Burin seek additional cost-shared funding with the Province of Newfoundland and Labrador for the extra \$67,000 + HST required for the purchase of a new 1000 gallon pumper fire truck.

Motion Carried Unanimously.

- **Municipal Capital Works 2026** - The Committee identified the upgrading of the lift station near the hospital on Main Street, the lift station near Eagle Road and the replacement of the force main line going from the lift station to the top of Eagle Road as priority number one for the 2026 season. The Committee also recommends staff reach out to engage Innovative Engineering to prepare the application for Municipal Capital Works funding.

Town of Burin Regular Public Meeting – April 15, 2025

Motion #202504-055

Moved By: Councillor Foote

Seconded By: Councillor Myles

Be it resolved that the Town of Burin submit an application to the 2026 Municipal Capital Works Program identifying the upgrading of the lift station near the hospital, the lift station near Eagle Road and the replacement of the force main line going from the lift station to the top of Eagle Road as priority number one for the 2026 season.

Motion Carried Unanimously.

Motion #202504-056

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin engage the services of Innovative NL Engineering to prepare the application for funding under the 2026 Municipal Capital Works Program.

Motion Carried Unanimously.

- **Filtration Warning Notice** - Staff advised the Committee that the Town received a hazard warning from the manufacturer of the Jordair Compressor system located in the fire hall. The Committee recommends that the filters for the compressor be replaced and a stand clear notice be erected in the area.

Motion #202504-057

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that due to a manufacturer hazard warning, the Town of Burin replace the filters on the Jordair Compressor system located in the Fire Hall and a stand clear notice be erected in the area.

Motion Carried Unanimously.

- **Mayor's Symposium** - The Mayor's Symposium is taking place in Gander from May 1 to May 3, 2025. Staff advised Council of who attended in recent years to aid in deciding who would be eligible to attend this year. Depending on availability, either Deputy Mayor Lundrigan or Councillor Myles will attend.

Town of Burin Regular Public Meeting – April 15, 2025

Planning & Development Committee

Councillor Isaacs advised that the Planning & Development Committee met on April 7, 2025 and presented the following recommendations:

- **Code of Conduct – Notice of Motion** - The Committee discussed both templates for the Code of Conduct issued by the Province of Newfoundland and Labrador. The Committee recommends that the most recent template for the Code of Conduct for Council and Administration be accepted as policy for the Town of Burin. The Committee recommends that the version issued by the Province of Newfoundland and Labrador accepted by the Town of Burin on December 6, 2022 be repealed by Council.

Motion #202504-058

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin accept the Government of Newfoundland & Labrador's most recent template for the Code of Conduct for Council and Administration as policy for the Town of Burin.

Motion Carried Unanimously.

Motion #202504-059

Moved By: Councillor Isaacs

Seconded By: Councillor Francis

Be it resolved that the version of the Code of Conduct for Council and Administration template previously accepted by the Town of Burin on December 6, 2022 be repealed.

Motion Carried Unanimously.

- **Snow Clearing Regulations** - It was suggested that the Planning and Development Committee work together with the Public Works Committee to comprise a new policy for snow clearing regulations prior to next snow clearing season. Councillor Foote questioned this as he feels this would fall under the responsibility of the Public Works Committee. Staff will investigate and bring forward the best practices of other municipalities.
- **Development Amendment – Hollett's Farm** - A motion of Council was previously presented to move forward with rezoning the back of residential properties along Hollett's Farm from Comprehensive Development to Residential. Contact information has now been retained to contact our previous planner and we will move forward to get this completed.

Town of Burin Regular Public Meeting – April 15, 2025

- **Business Application – Winterland Road** - The Town has received an application to operate a Naturopathy and Massage Clinic at 23A Winterland Road. A Discretionary Notice was advertised commencing Wednesday, April 9, 2025 for a two week period. The Town Manager advised that no objections have been received.

Motion #202504-060

Moved By: Councillor Isaacs

Seconded By: Councillor Myles

Be it resolved that Application #APR2025-01 to operate Bloom Naturopathy and Massage Clinic at 23A Winterland Road be approved subject to approval of applicable government departments and that it be advertised as a Discretionary Use Notice.

Motion Carried Unanimously.

Recreation Committee

Councillor Isaacs, Chairperson, advised that the Recreation Committee met on April 7, 2025 and provided the following update:

- **Recreation Director** - The Committee recommends that Staff check on the availability of Ryley Warren for the 2025 Recreation Program.

Motion #202504-061

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin determine the availability of Ryley Warren for the position of Recreation Director for the 2025 Recreation Program.

Motion Carried Unanimously.

- **Recreation Funding** - Staff will seek out any funding available to invest in the Alphonsus Warren Soccer Field to improve parking for the area.
- **Winterland Road Playground** - An application has been submitted for funding for Winterland Road playground through Active NL.
- **Dog Park Water Supply** – The Committee recommends placing a running fresh water supply to the Dog Park. Public Works Dept. to action and determine the best option

Town of Burin Regular Public Meeting – April 15, 2025

Motion #202504-062

Moved By: Councillor Isaacs

Seconded By: Councillor Foote

Be it resolved that the Town of Burin Public Works Department place a running fresh water supply to the Scentral Park Dog Park.

Motion Carried Unanimously.

Finance Committee

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on April 8, 2025 and presented the following recommendations:

- **Blast** - The Committee concurs with the request for a rock blast at the Town of Burin rock pit up to a budget of \$50,000 + HST.

Motion #202504-063

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin approves a rock blast at the Town's rock quarry pit up to a maximum budget of \$50,000 + HST.

Motion Carried Unanimously.

- **Shalloway Drive** - The Committee concurs with the request for paving and engineering provided the cost estimate comes in under the value of funds available through the Building Canada Fund.

Motion #202504-064

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin concurs with the engineering and paving for Shalloway Drive provided that the cost estimate is under the value of the total funds available through the Building Canada Fund.

Motion Carried Unanimously.

- **Fire Truck Price Tender** - The Committee concurs with the request to increase our share of the cost for the new fire truck pumper unit from \$124,000.00 to \$137,400 plus

Town of Burin Regular Public Meeting – April 15, 2025

cover the total cost of HST \$103,050. The Town will be entitled to receive \$73,845.63 back on HST rebate.

Motion #202504-065

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin increase its share of the cost for the new fire truck pumper unit from \$124,000.00 to \$137,400 plus cover the total cost of HST in the amount of \$103,050. The Town will be entitled to receive \$73,845.63 back on HST rebate.

Motion Carried Unanimously.

- **Jordair Filtration Replacement** - The Committee concurs that the filters in the Jordair SCBA Compressor system be replaced as per the hazard identified by the manufacturer at a cost of \$9,051.95, HST Included.

Motion #202504-066

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin replace the filters in the Jordair SCBA Compressor system as per the hazard identified by the manufacturer at a cost of \$9,051.95, HST included.

Motion Carried Unanimously.

- **Sponsorship Requests** - The Committee recommends a \$100 sponsorship to the U-11 Marystown Mariners for their Provincial Tournament being held in Marystown.

Motion #202504-067

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin provide a \$100 sponsorship to the U-11 Marystown Mariners for their Provincial Tournament being held in Marystown.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – April 15, 2025

The Committee recommends contributing \$200 to the Marystown Marlins Swim Team for their annual sponsorship.

Motion #202504-068

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Myles

Be it resolved that the Town of Burin provide \$200 for the annual sponsorship of the Marystown Marlins Swim Team.

Motion Carried Unanimously.

The Committee recommends contributing \$400 to the Ice Crystals Figure Skating Club for their annual sponsorship.

Motion #202504-069

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin contribute \$400 for the annual sponsorship of the Ice Crystals Figure Skating Club.

Motion Carried Unanimously.

- **Write Offs** - The Committee recommends writing off a list of accounts as presented.

Motion #202504-070

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.

- **Seasonal Business Taxation** - The Town of Burin currently does not have any policy regarding reduction in business taxes for seasonal businesses. As such, no reduction for taxation should occur until there is a clear policy dealing with the issue. This would have to be determined during budget period and notated on the Town of Burin Tax Structure.
- **Accounts Payable / Invoices** - The Committee reviewed the following invoices and recommend payment as presented.

Town of Burin Regular Public Meeting – April 15, 2025

- **Appendix A – Cheque #050563 - #050611 - \$96,404.43**

Motion #202504-071

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Myles

Be it resolved that a list of payments attached as Appendix “A” (#050563 - #050611), totalling \$96,404.43, be approved as presented.

Motion Carried Unanimously.

- **Procurement Audit Report** - The Committee reviewed the Procurement Audit and accepted the findings of the audit. The Committee recommends accepting the Audit with the expectation that staff adhere to the Procurement Act in making future purchases. A copy of the report was given to each Councillor and Town Administration.

Motion #202504-072

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Francis

Be it resolved that the Town of Burin accept the findings of the Procurement Audit as presented with the expectation that staff adhere to the Procurement Act in making future purchases.

Motion Carried Unanimously.

- **Oldest Colony Trust Door Entrance Upgrade** - The Committee was advised that the front double door entrance at the Oldest Colony Trust had to be replaced. The Committee recommends that the steel entrance way door be replaced at a cost of \$8,934.67 HST included.

Motion #202504-073

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Foote

Be it resolved that the Town of Burin replace the steel double entrance way door at the Oldest Colony Trust building at a cost of \$8,934.67, HST included.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – April 15, 2025

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application #APR2025-01 – To operate Bloom Naturopathy and Massage Clinic at 23A Winterland Road.

A motion for application #APR2025-01 was approved under the Planning & Development Committee report.

Application #APR2025-02 – Resident – To construct a 26 x 30 residential garage at 110 Winterland Road.

Motion #202504-074

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that Application #APR2025-02 to construct a 26x30 residential garage at 110 Winterland Road be approved subject to Council’s regulations & stipulations.

Motion Carried Unanimously.

CORRESPONDENCE

DISCUSSION		
From	Regarding	Action
1. Public Procurement Agency	Review of Procurement – Audit.	Dealt with in Finance Committee.
2. Marystown Marlins Swim Team	Sponsorship Request.	Dealt with in Finance Committee.
3. Ice Crystals Figure Skating Club	Sponsorship Request.	Dealt with in Finance Committee.
4. Dept. of Municipal & Provincial Affairs	Funds availability – Canada Community Building Fund.	Dealt with in Finance Committee.
5. BioMaxx Environmental	Price change notification.	Dealt with in Public Works Committee.
6. Application #APR2025-01	Application to operate Bloom Naturopathy & Massage.	Dealt with in Planning & Development Committee & Permit Applications.

Town of Burin Regular Public Meeting – April 15, 2025

REVIEW		
1. RCSCC 280 Zaandam	Request for ad sponsorship – Annual Ceremonial Review Booklet.	Council agreed to sponsor a full page ad. Mayor Lundrigan will be attending the Review. Motion.

Motion #202504-075

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Foote

Be it resolved that the Town of Burin sponsor a full page ad in the RCSCC 280 Zaandam Annual Ceremonial Review booklet at a cost of \$100.00.

Motion Carried Unanimously.

NEW BUSINESS

- **Burin Sports Hall of Fame** - Deputy Mayor Lundrigan recommended the approval of a new Committee of Council for the Burin Sports Hall of Fame. The Committee consists of Deputy Mayor Howard Lundrigan, Chairperson, Mayor Kevin Lundrigan & Councillor Shane Foote. The Town Manager will attend meetings on behalf of Management as required.

Motion #202504-076

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Foote

Be it resolved that the Town of Burin approve the creation of a new Council Committee for the Burin Sports Hall of Fame. The Committee will consist of Deputy Mayor Lundrigan, Chairperson, Mayor Kevin Lundrigan and Councillor Shane Foote.

Motion Carried Unanimously.

- **Constitution – Burin Sports Hall of Fame** - On behalf of the Committee, Deputy Mayor Lundrigan circulated copies of the Constitution of the Town of Burin Sports Hall of Fame for Council’s review and approval. A copy of the Nomination Application Form and Selection Criteria was also provided. Councillor Farwell stated that he recalls the original Hall of Fame Constitution previously being adopted by Council and questioned whether there were significant changes made from the original to the current document.

Town of Burin Regular Public Meeting – April 15, 2025

Motion #202504-077

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that the Town of Burin approve the Constitution for the Town of Burin Sports Hall of Fame as presented.

Motion Carried Unanimously.

- **Selection Committee – Burin Sports Hall of Fame** - Deputy Mayor Lundrigan requested approval of the Selection Committee for inductees into the Burin Sports Hall of Fame as follows:
 - Mr. Alfred Marshall
 - Mr. Darrell Riggs
 - Mr. William Grandy

Motion #202504-078

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that the Town of Burin approve the Selection Committee for inductees into the Town of Burin Sports Hall of Fame as presented.

Motion Carried Unanimously.

Staff will begin advertising the Nomination Form applications with a deadline date of May 30, 2025. Selections will be made in June.

Councillor Isaacs was excused from the meeting at 5:30 p.m.

Public Safety & Addiction Awareness Session

- **Public Information Session** – The Town Manager advised Council of correspondence received from a private citizen of the Burin Peninsula regarding public information sessions being conducted for public safety and addiction awareness. He is interested in coordinating a meeting in Burin and is requesting Council's support of this initiative by way of providing a free venue equipped with Wi-Fi. Staff will follow up to obtain further information.

Town of Burin Regular Public Meeting – April 15, 2025

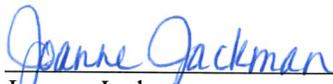
MOTION OF ADJOURNMENT

Motion #202504-079

Moved By: Councillor Francis
Seconded By: Councillor Foote

Be it resolved that the regular public meeting adjourn at 5:35 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor