

Town of Burin Regular Public Meeting – July 8, 2025

TOWN OF BURIN Public Council Meeting Minutes July 8, 2025

Members Present:	Kevin Lundrigan	Mayor
	Howard Lundrigan	Deputy Mayor
	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
Regrets:	Everett Farwell	Councillor

The meeting was called to order by Mayor Lundrigan at 5:10 p.m.

ADOPTION OF AGENDA

Adoption of Agenda – July 8, 2025

Motion #202507-110

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the agenda of the July 8, 2025 regular public meeting be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – June 10, 2025

Motion #202507-111

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that minutes of a regular public meeting held June 10, 2025 be adopted as circulated.

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BUSINESS ARISING OUT OF THE MINUTES

The Town Manager provided an update of items actioned since the last regular meeting of June 10, 2025:

- ***Meeting with Minister Elvis Loveless and Minister Paul Pike*** - Mayor Kevin Lundrigan, Deputy Mayor Howard Lundrigan and Town Manager Leo Hartson along with representatives from Winterland and Fox Cove-Mortier, met with Transportation and Infrastructure Minister Elvis Loveless and Municipal and Community Engagement Minister, MHA Paul Pike on July 3, 2025.

Concerns were brought forward regarding the lack of human and financial resources at the Black Brook Depot, Snow Clearing, Road and Road Shoulder Maintenance, and the need to have Boat Harbour Depot open during the summer to have more boots on the ground. The Town Manager noted that we are seeing some road work in progress since this meeting.

Other concerns brought forward were the crosswalks in the school zone near Pearce Junior High & Donald C. Jamieson Academy and the road signage conditions.

Both Ministers were committed to finding solutions in partnership with the Town of Burin.

- ***Heritage Square Renovations*** - Work is about 98 % complete on both the Heritage House and the Café. Feedback is very positive. Work continues on the Café accessory building and then it is on to the Courtyard Park Gazebo. Councillor Isaacs expressed some concerns regarding the Heritage renovations with exterior lighting, the smoke alarm system and entry/exit treads at the Café. The Public Works Director will investigate and address these concerns with the Contractor.
- ***Main Street Waterline*** - Currently waiting on the Environmental Assessment to proceed with Tender for the main line replacement.
- ***Shalloway Drive Paving*** – The Town Manager advised that the lowest quote received for the paving of Shalloway Drive came in at \$262,000. Due to costs, this work will not be completed in the immediate future.

COMMITTEE REPORTS

Recreation Committee

Councillor Isaacs advised that the Recreation Committee met on June 30, 2025 and provided the following update:

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- ***Alphonsus Warren Soccer Field Insurance Coverage*** - The Committee was advised that the Town of Burin has added additional insurance coverage for the summer at Aylward's parking lot while soccer is ongoing at the field.
- ***Back Country Access*** - The barrier located adjacent to the Soccer field is preventing people to access the back country in the area. This is causing traffic to move to Warren's Road. The Town Manager advised that he reached out to Aylward's Limited to see if the barrier could be adjusted to allow regular ATV traffic to safely pass through. The Town Manager advised that access has since been adjusted.
- ***Dog Park*** – The Public Works Director advised that the fire hydrant connection for access to running water for the dog park has now been completed.

Public Works Committee

Councillor Foote advised that the Public Works Committee met on June 30, 2025 and presented the following recommendations:

- ***Shalloway Drive Tender*** - Meridian Engineering forwarded a limited bid tender to four paving companies; Provincial Paving, H & M Paving, Farrell's Excavating and Bishops Paving for the paving of Shalloway Drive. End date for submissions was July 4, 2025. Due to costs, paving of Shalloway Drive will not be completed in the immediate future.
- ***Asphalt Repairs Quote*** - Three quotes were received by the Town of Burin from Provincial Paving Limited, Bishop's Paving and H & M Paving Limited for Town road repairs. Provincial Paving was lowest price at \$71,012.50, HST included. The Committee recommends that the paving work for municipal roads be awarded to Provincial Paving Limited.

Motion #202507-112

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that paving work for municipal road repairs in the Town of Burin be awarded to Provincial Paving Limited at a cost of \$71,012.50, HST included.

Motion Carried Unanimously.

- ***Pit Blast*** - The driller for the Pit Blast will soon be in the area to prepare the pit for a material blast. Once completed, the actual blast will depend on availability of the blaster.
- ***Car Wrecks*** - There are still car wrecks remaining around the Town of Burin from last year's clean up. The Town Manager advised that Rene's Auto Body has been provided with the list to have the vehicles removed.

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- ***RV Parking*** - The owner of the former St. Patrick's Church, Carl Mallard, inquired whether he could allow people to utilize his parking lot area for temporary accommodation RV parking. The Committee felt it should be okay considering the demand for accommodations for the summer of 2025.

Motion #202507-113

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin approve a request from Mr. Carl Mallard to provide temporary accommodation RV parking at the parking lot of 2-4 Greenhill Road for the summer of 2025.

Motion Carried Unanimously.

- ***Public Works Tools*** – The Public Works Director requested to purchase a new gas powered broom and a new 2200 Honda Generator. The Committee will refer to Finance for approval.
- ***Burin Bay Arm Outfall*** - The Committee discussed the need to have the outfall in Burin Bay Arm completed. Residents in the area have voiced concerns over the smell. The Committee recommends that this item be given priority and every opportunity that the tide permits be devoted to getting this project completed.

Motion #202507-114

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that the Burin Bay Arm outfall be given priority and every opportunity that the tide permits be devoted to getting this project completed.

Motion Carried Unanimously.

- ***Bull's Cove Litter*** - The Committee was advised that a Clean-up order will be issued to a home owner on Harbourview Drive with a two week notice. With additional vegetation growth, any debris in backyards is not visible at this time.
- ***Depot Garage Doors*** - The Public Works Director brought forward the issue of garage doors and openers replacement at the Town Depot. He has obtained three prices and will bring back to the Committee for further discussion. This is a budgetary item.

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Finance Committee

Deputy Mayor Lundrigan advised that the Finance Committee met on June 30, 2025 and presented the following recommendations:

Public Works Requirements:

- ***Gas Powered Broom*** – The Committee concurs with the purchase of a Gas Powered Broom for road maintenance and ground maintenance. A minimum of three prices to be obtained.

Motion #202507-115

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin purchase a gas powered broom for road and grounds maintenance. A minimum of three prices to be obtained.

Motion Carried Unanimously.

- ***Honda 2200 Generator*** – The Committee concurs with the purchase of a new Honda 2200 Generator. This is the best available machine that suits the needs of Public Works. The Committee recommends approval.

Motion #202507-116

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Francis

Be it resolved that the Town of Burin purchase a new Honda 2200 Generator as this is the best available machine that suits the needs of the Public Works Department.

Motion Carried Unanimously.

- ***Write-Offs*** – The Committee reviewed the list of accounts for write off and recommend approval with the exception of Item #1 listed under Property Tax accounts.

Motion #202507-117

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that a list of accounts, with the exception of item #1 listed under Property Tax accounts, be written off as presented.

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Motion Carried Unanimously.

- *Accounts Payable / Invoices* – The following list of payments were presented and reviewed for approval:
 - *Appendix “A” – Cheque # 050749 - #050801 – Totalling \$88,586.48*

Motion #202507-118

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Myles

Be it resolved that a list of payments, attached as Appendix “A”, totalling \$88,586.48, be approved as presented.

Motion Carried Unanimously.

- *Tax Recovery Plan 2025* - The Committee reviewed the Tax Recovery Plan for 2025 and recommend approval as presented.

Motion #202507-119

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Myles

Be it resolved that the Tax Recovery Plan for the Municipal Fiscal Year 2025 be approved as presented.

Motion Carried Unanimously.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit application:

Application # JULY2025-01 – WW Builders Inc. – Construct a 46 x 32 residence at 7 Shalloway Drive.

Motion #202507-120

Moved By: Deputy Mayor Lundrigan
Seconded By: Councillor Isaacs

Be it resolved that Application #JULY2025-01 from WW Builders Inc. to construct a 46x32 residence at 7 Shalloway Drive be approved subject to approval of applicable government departments and Council’s regulations & stipulations.

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Motion Carried Unanimously.

STAFF REPORTS

2025 Municipal Election

The Town Clerk/Returning Officer advised that the 2025 Municipal Election will be held on Thursday, October 2, 2025 and provided a list of pre-election decisions that require approval.

Motion #202507-121

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that the Town of Burin hold a separate election for Mayor as in previous years.

Motion Carried Unanimously.

Motion #202507-122

Moved By: Councillor Myles

Seconded By: Councillor Isaacs

Be it resolved that in accordance with Section 13(2) of the Municipal Elections Act, Chapter M-20.2, the Town of Burin appoint Leo Hartson, Town Manager, as the Alternate Returning Officer for the 2025 Municipal Election

Motion Carried Unanimously.

Motion #202507-123

Moved By: Councillor Isaacs

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin hold one Nomination Day for candidates for the 2025 Municipal Election on **Thursday, September 4, 2025**, from 8:00 a.m. to 8:00 p.m.

Motion Carried Unanimously.

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Motion #202507-124

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin hold one advance poll at the Burin Town Hall on **Saturday, September 20, 2025** from 8:00 a.m. to 8:00 p.m.

Motion Carried Unanimously.

Motion #202507-125

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Burin Town Council agree that, as in previous years, if a candidate is defeated by **10 votes or less**, the Returning Officer must conduct a recount if requested by the candidate.

Motion Carried Unanimously.

Motion #202507-126

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Myles

Be it resolved that the Town of Burin set the following rates of pay for election officials for the 2025 Municipal Election:

Returning Officer - \$300.00 per day (Nomination Day/Advance Poll/Election Day)

Alternate Returning Officer - \$100.00 per day (standby allowance)
(Nomination Day/Advance Poll/Election Day)

Deputy Returning Officer - \$275.00 per day (Advance Poll + 3 Polling Divisions)

Poll Clerks - \$225.00 per day (Advance Poll + 3 Polling Divisions)

Motion Carried Unanimously.

The Town Clerk noted that the Royal Canadian Legion building is **not available** for use on election day. Efforts to secure another location in the area are underway, however, if that space is not available, two polling divisions will have to be set up at the **50+ Club** polling station to accommodate voters. There will also be another polling station set up at the **Masonic Lodge**.

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CORRESPONDENCE

Discussion		
From	Regarding	Action
1. Resident	Request for paving – Union Road/Rocky Lane area.	The Public Works Director will get an estimate and refer back to the Public Works Committee.

MOTION OF ADJOURNMENT

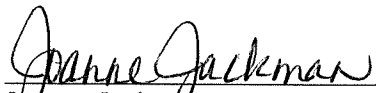
Motion #202507-127

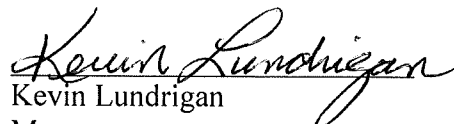
Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that the regular public meeting adjourn at 5:45 p.m.

Motion Carried Unanimously.


Joanne Jackman
Town Clerk


Kevin Lundrigan
Mayor