

Town of Burin Regular Public Meeting – June 18, 2024

TOWN OF BURIN Public Council Meeting Minutes June 18, 2024

Members Present: Kevin Lundrigan Mayor
Shane Foote Councillor
Betty Francis Councillor
Rhonda Isaacs Councillor
Everett Farwell Councillor (via telephone)

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

Regrets: Howard Lundrigan Deputy Mayor
Mary Myles Councillor

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

ADOPTION OF AGENDA

The following items were added to the agenda for discussion:

- Privileged Session – Legal Discussions

Motion #202406-104

Moved By: Councillor Francis
Seconded By: Councillor Isaacs

Be it resolved that the agenda of the June 18, 2024 Public Meeting, with noted addition, be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – May 21, 2024

Motion #202406-105

Town of Burin Regular Public Meeting – June 18, 2024

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that minutes of a regular public meeting held May 21, 2024 be adopted as circulated.

Motion Carried Unanimously.

Adoption of Minutes of Special Meeting (#1) – May 23, 2024

Motion #202406-106

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that minutes of a special meeting (#1) held May 23, 2024 be adopted as circulated.

Motion Carried Unanimously.

Adoption of Minutes of Special Meeting (#2) – May 23, 2024

Motion #202406-107

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that minutes of a special meeting (#2) held May 23, 2024 be adopted as circulated.

Motion Carried Unanimously.

Adoption of Minutes of Special Meeting (#1) – May 30, 2024

Motion #202406-108

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that minutes of a special meeting (#1) held May 30, 2024 be adopted as circulated.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – June 18, 2024

Adoption of Minutes of Special Meeting (#2) – May 30, 2024

Motion #202406-109

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that minutes of a special meeting (#2) held May 30, 2024 be adopted as circulated.

Motion Carried Unanimously.

Adoption of Minutes of Special Meeting – June 5, 2024

Motion #202406-110

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that minutes of a special meeting held June 5, 2024 be adopted as circulated.

Motion Carried Unanimously.

DELEGATIONS OR VISITORS

There were no delegations or visitors in attendance.

BUSINESS ARISING OUT OF THE MINUTES

The Town Manager updated Council on a list of items actioned since the last regular meeting of May 21, 2024:

- ***Vehicle Clean Up*** – Round two of the vehicle clean up continues with co-operation from residents and Rene's Autobody Inc.
- ***Town Website*** – An email was sent to all members of Council to provide suggestions or examples of updates to the Town website in order to make it more current and user friendly. Staff will also contact the website developer.

Town of Burin Regular Public Meeting – June 18, 2024

- **Café Roof** – S & E Property Restoration was awarded the roofing job at the Café in Heritage Square. The Public Works Director informed that the job is now complete and Council agreed to also ask the Contractor to install eavestrough around the building.

COMMITTEE REPORTS

Planning & Development Committee

Councillor Isaacs advised that the Planning & Development Committee met on June 10, 2024 and provided the following update:

- **NG911 (Next Generation 911)** – Town staff are continuing to gather data to submit to Fire & Emergency Services including new civic numbers outside of our service boundary including the Golden Sands area.
- **Remote Meeting Attendance Policy** – The final draft will be presented in Staff Reports.
- **Request for Proposals – Strategic Plan** – The Request for Proposals document has been completed and sent to Councillors for review. Actual requests will be sent out in mid-July and the review likely being conducted in the fall.

Recreation Committee

Councillor Isaacs advised that the Recreation Committee met on June 10, 2024 and advised of the following:

- **Recreation Director** – The Recreation Director will commence employment on June 17th.
- **Dugouts for Soccer Field** – The dugouts that were requested by the Burin FC have now been completed. The club has purchased and supplied the benches for the dugouts.
- **Fields Rolled** – The soccer and softball fields were rolled with a double drum roller and improved field conditions greatly. Thanks to the Town of Marystown for allowing us to borrow their roller.
- **Students – Soccer Program** – The Burin FC advised that they require an additional student to run their program and are requesting to partner with the Town to split the cost equally. The Committee recommends approval of their request.

Town of Burin Regular Public Meeting – June 18, 2024

Motion #202406-111

Moved By: Councillor Isaacs

Seconded By: Councillor Francis

Be it resolved that the Burin FC hire an additional student for the Burin Minor Soccer program with costs to be shared equally between the Burin FC and the Town.

Motion Carried Unanimously.

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on June 11, 2024 and provided the following update:

- ***Long Pond Chlorination Alarm*** – The Committee was advised that the chlorination alarm is non-operational at the Long Pond chlorination building. The Public Works Director will source pricing for an appropriate alarm. The price is anticipated to be higher due to connections with SCADA at the pump house.
- ***Augustus Drive Booster Station Update*** – The Contractor is currently waiting for clarification from the Engineers for where the pipes will be installed in the floor of the new building.
- ***Lawn Mower*** – The Committee was informed that several of the ride on lawn mowers are not working well and it is time to obtain a new commercial mower. The Committee concurs and refers to Finance Committee for approval. The Public Works Director will seek three prices.
- ***Remote Meeting Policy*** – Members of the Committee reviewed the draft policy and provided input to be considered in the final draft.
- ***Coady Place*** – The Public Works Director brought forward a concern from a resident on Coady Place about getting gravel and fill in their driveway. No further action will be taken due to other demands with the Town's human and financial resources. The Public Works Director informed that there is no current damage and will speak to the homeowner.
- ***Flow Meter*** – Hefford's will be on site to replace the flow meter at Big Pond one day next week. A water outage is anticipated during the repair and all residents will be on the Long Pond water supply.

Town of Burin Regular Public Meeting – June 18, 2024

Finance Committee

Councillor Francis advised that the Finance Committee met on June 11, 2024 and presented the following recommendations:

- ***Burin Peninsula Ground Search and Rescue*** – The Committee recommends sponsorship of \$500.00 to the BPGSAR for the important work they do.

Motion #202406-112

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin provide sponsorship to the Burin Peninsula Ground Search and Rescue in the amount of \$500.00.

Motion Carried Unanimously.

- ***Lawn Mower*** – The Committee recommends the purchase of a commercial lawn mower up to a cost of \$10,000 plus HST.

Motion #202406-113

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin purchase a commercial lawn mower at a cost not exceeding \$10,000 + HST.

Motion Carried Unanimously.

- ***Tax Recovery Plan 2024*** – The 2024 Tax Recovery Plan was circulated and reviewed for approval.

Motion #202406-114

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that the Town of Burin accept the Tax Recovery Plan for the municipal fiscal year 2024 as presented.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – June 18, 2024

- **Remote Meeting Access** – Costs for equipment to allow for remote meeting access were reviewed. Council agreed to revisit this and seek more affordable options.

PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit application:

Application #JUN2024-01 – Construction of a 22 x 26 residential garage at 48 Evergreen Crescent.

Motion #202406-115

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that Application #JUN2024-01 to construct a 22x26 residential garage at 48 Evergreen Crescent be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

STAFF REPORTS

The Town Manager presented the following Staff Report for approval:

- **Remote Meeting Attendance Policy** - The draft Remote Meeting Policy has been circulated and reviewed by all Committees of Council. After a brief discussion and clarification of wording, Council agreed to adopt the Remote Meeting Policy for the Town of Burin as presented.

Motion #202406-116

Moved By: Councillor Foote

Seconded By: Councillor Francis

Be it resolved that the Remote Meeting Attendance Policy for the Town of Burin be adopted as presented.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – June 18, 2024

CORRESPONDENCE

The following correspondence was reviewed and discussed:

- **NLHC** – Tender of property located at 52-60 Topsail Road – Information.
- **Municipal Assessment Agency** – Assessment Roll Valuation for Tax Year 2025 – Information.
- **Dept. of Environment & Climate Change** – Permitting requirements associated with work in and near water bodies – Information.
- **Burin Peninsula Joint Council Inc.** – Copy of letter to the Minister of Employment, Workforce Development & Official Languages Funding for Supported Employment Services – Information.

ACCOUNTS PAYABLE / INVOICES

Attached as Appendix “A”

A list of payments (Cheque #048952 – # 048999 & # 050001- # 050003) totalling \$80,233.82 was presented for review and approval.

(Note Cheque #'s 049000-050000 have been removed from our series of cheque numbers)*

Motion #202406-117

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that a list of payments, attached as Appendix “A”, totalling \$80,233.82 be approved as presented.

Motion Carried Unanimously.

Town of Burin Regular Public Meeting – June 18, 2024

NEW BUSINESS

- **Crosswalk – Burin** – The current Pride Crosswalk located in Penney's Pond is worn and faded. As this is in the area of the new RV Dumping Station, Council agreed to identify a new location for the crosswalk. It was agreed that a new Pride Crosswalk be located between the gardens & Heritage II in the centre of Heritage Square.

Motion #202406-118

Moved By: Councillor Francis

Seconded By: Councillor Isaacs

Be it resolved that a new Pride Crosswalk be located between the gardens & Heritage II in the centre of Heritage Square.

Motion Carried Unanimously.

- **Privileged Session** - The regular public meeting moved into a privileged session at 5:55 p.m.

The following resolution was brought forward from the privileged session:

Motion #202406-119

Moved By: Councillor Farwell

Seconded By: Councillor Francis

Be it resolved that, as per the recommendation of the Town's Solicitor, the Town of Burin offer a \$5,000 settlement to the operators of the The Baker's Table Café.

Motion Carried Unanimously.

The regular public meeting reconvened at 6:00 p.m.

Town of Burin Regular Public Meeting – June 18, 2024

MOTION OF ADJOURNMENT

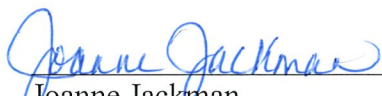
Motion #202406-120

Moved By: Councillor Isaacs

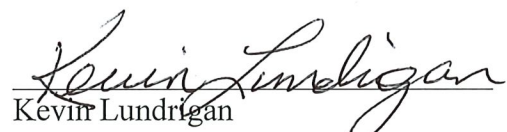
Seconded By: Councillor Francis

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

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor