

**TOWN OF BURIN**  
**Public Council Meeting Minutes**  
January 16, 2024  
Council Chambers

**Members Present:** Kevin Lundrigan, Mayor  
Howard Lundrigan, Deputy Mayor  
Everett Farwell, Councillor  
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 5:05 p.m.

**ADOPTION OF AGENDA**

The following items were added to the agenda for discussion:

- Committee Reports – Fire Department Liaison Report
- Correspondence – Resident Email
- Correspondence – Burin Peninsula Chamber of Commerce

**Motion #202401-001**

**Moved By:** Councillor Francis  
**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the agenda of the January 16, 2024 Public Meeting, with noted additions, be adopted as circulated.

**Motion Carried Unanimously.**

**ADOPTION OF MINUTES**

*Adoption of Minutes of a Regular Public Meeting – December 5, 2023*

**Errors or Omissions:** Councillor Farwell referred to Page 4 - Public Work Committee Report - *Resident of Seaview Drive – Request for Reimbursement* – He stated that he felt it should have been noted in the minutes that he disapproved of Council’s decision, along with the reasoning for

his disapproval, that the denial of the resident's original request for reimbursement of sewer materials remain unchanged.

**Motion #202401-002**

**Moved By:** Councillor Farwell  
**Seconded By:** Councillor Francis

Be it resolved that Councillor Farwell's disapproval of a decision to deny the original request for reimbursement of sewer materials from a resident of Seaview Drive, along with his reasoning for his disapproval, be noted in the minutes of December 5, 2023.

**For the Motion:** Councillor Farwell, Councillor Francis, Councillor Isaacs  
**Against the Motion:** Mayor Lundrigan, Deputy Mayor Lundrigan, Councillor Foote, Councillor Myles.

**Motion Defeated.**

**Motion #202401-003**

**Moved By:** Councillor Foote  
**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that minutes of a regular public meeting held December 5, 2023 be adopted as circulated.

**Motion Carried Unanimously.**

*Adoption of Minutes of a Special Meeting – December 19, 2023*

**Motion #202401-004**

**Moved By:** Deputy Mayor Lundrigan  
**Seconded By:** Councillor Foote

Be it resolved that minutes of a special meeting held December 19, 2023 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 December 5, 2023:

- **Augustus Drive Booster Station** – Tenders will be called for this project when the legalities of the land transfer are completed. The Engineers anticipate that everything else from Government will be ready at that time.
- **Port au Bras Chlorination Building Upgrades** – The Town Manager advised that original estimates for this project are in excess of \$166,000 over the approved funding. Council agreed to refer this back to the Public Works & Finance Committees for further discussion.
- **Hollett Building** – Building renovations are going well at the Hollett Building. Windows are installed and installation of wooden siding is underway. Council is encouraged to have a look at the progress.
- **Cellphone Coverage** – Contact with a representative of Bell confirmed that some adjustments were made to their equipment. There appears to be a slight improvement in some of the areas that were identified. Council agreed that Bell needs to recognize the importance of providing coverage in dead zones, particularly when there is a cellular tower in the area. Councillor Farwell noted that he will add this as an agenda item at the next meeting of the Burin Peninsula Joint Council.

## **COMMITTEE REPORTS**

### **Planning & Development Committee**

Councillor Farwell, Chairperson, advised that the Planning & Development Committee met on January 8, 2024 and presented the following recommendations:

- **Permit Application Review** – The Committee reviewed the two applications currently being used by the Town for permit applications and determined that all necessary information was being obtained. No further action required.
- **Illegal Occupation of Land Complaint** – After investigation by the Town Manager, it was determined that a written complaint received about an illegal occupation of land was fraudulent. A known individual in the area had written the letter using another resident's name. The same individual called the office several times pretending to be the resident making the complaint. The Committee recommends no further action on this complaint.

- **Eagle Road** – The Committee received a letter regarding a residence being occupied for the purpose of a youth care home. As there are several Departments involved, staff will make some inquiries to deal with the items in the letter.
- **Zoning Regulations** – The Committee advised that there is no consistency in the depth of building lots on Main Street in the area from Greenhill Road to just before Berryhill Drive. A number of people have inquired about developing the rear of their properties but were prevented by their lot size and the land zoning that does not permit residential development. The Committee recommends rezoning the area of Greenhill Road to Berryhill Drive identified on the Town of Burin Land Use Map from Comprehensive Development to Residential to allow for the opportunity of further development.

**Motion #202401-005**

**Moved By:** Councillor Farwell

**Seconded By:** Councillor Isaacs

Be it resolved that the Town of Burin proceed with an amendment to rezone the area of Greenhill Road to Berryhill Drive identified on the Town of Burin Land Use Map from Comprehensive Development to Residential Development.

**Motion Carried Unanimously.**

**Motion #202401-006**

**Moved By:** Councillor Farwell

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the Town of Burin pay all costs associated with amending the area identified on the Land Use Map from Greenhill Road to Berryhill Drive from Comprehensive Development to Residential Development.

**Motion Carried Unanimously.**

**Public Works Committee**

Councillor Foote, Chairperson, advised that the Public Works Committee met on January 9, 2024 and presented the following recommendations:

- **Increased use of Vacuum Truck** – Due to concerns with the increase in the amount of time the vacuum truck is used during various public works jobs, the Committee recommends identifying the valves that are used most frequently to ensure they are functioning properly and scheduled maintenance procedures be done to avoid unnecessary costs.

**Motion #202401-007**

**Moved By:** Councillor Foote

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that in order to reduce unnecessary vacuum truck costs, scheduled maintenance be conducted on valves used most frequently to ensure they are free when use is required.

**Motion Carried Unanimously.**

- **Reducing Costs** – We must be cautious with our spending in 2024 and find ways to reduce costs.
- **Water Supply Updates** – The Town Manager provided updates on items outstanding for the Big Pond and Port au Bras water supply
- **Depot Maintenance** – The Public Works Director provided an update on maintenance required at the Public Works Depot. He also requested improving the lighting in the Depot in an effort to become more energy efficient. The Town Manager will contact Take Charge to take advantage of any available rebates.
- **Fire Rescue Storage Bay** – Final plans have been sent to Government for review. Once that is completed, the project will go to tender.

**Finance Committee**

Deputy Mayor Lundrigan advised that the Finance Committee met on January 9, 2024 and presented the following recommendations:

- **Assessment Review Commissioner** – In accordance with Section 32(1) of the Assessment Act, 2006, the Town must appoint an Assessment Review Commissioner prior to January 31<sup>st</sup>. The Committee recommends Vanessa Laite of Laite Law Office, Clarendville, be appointed for 2024 at a rate of \$200 per hour.

**Motion #202401-008**

**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Foote

Be it resolved that in accordance with Section 32(1) of the Assessment Act, 2006, the Town of Burin appoint Vanessa Laite of Laite Law Office, Clarendville, to serve as Assessment Review Commissioner for 2024 at a rate of \$200 per hour plus applicable expenses.

**Motion Carried Unanimously.**

- **2024 Borrowing Resolution** – Scotiabank requires an annual Resolution to Borrow up to \$20,000 through the Scotia Visa Agreement.

**Motion #202401-009**

**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Myles

Be it resolved that the Town of Burin renew a \$20,000 Scotia Visa Business Card Agreement with Scotiabank for the year 2024 to be utilized if/when deemed necessary by the Mayor/Deputy Mayor and Town Manager/Town Clerk.

**Motion Carried Unanimously.**

- **Write Offs** – The Committee recommends to write off a list of accounts as presented.

**Motion # 202401-010**

**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Foote

Be it resolved that a list of accounts be written off as presented.

**Motion Carried Unanimously.**

- **Estate Donation of Artwork** – An Estate Management firm has donated two pallets of artwork for fundraising efforts to the Town, in conjunction with St. Gabriel’s Hall. Twenty five percent (25%) of proceeds will go towards a school food program. In return, the Town will issue a charitable receipt for the appraised value of the art and the cost of shipping.

**Motion #202401-011**

**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Isaacs

Be it resolved that the Town of Burin accept a donation of artwork to be used for fundraising efforts, in conjunction with St. Gabriel’s Hall. Twenty five percent (25%) of proceeds will be donated to local school food programs and the Town will issue a charitable receipt for the appraised value of the artwork and the cost of shipping.

**Motion Carried Unanimously.**

**STAFF REPORTS**

- **2024 Disclosure Statements** - The Town Clerk requested completion of the annual disclosure statements by Council and Management staff. The completed statements were circulated and reviewed by all in attendance.

**Motion #202401-012**

**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Farwell

Be it resolved that the Town of Burin accept the 2024 Disclosure Statements of Council and Management staff as presented.

**Motion Carried Unanimously.**

- **Burin Peninsula Energy Board** – The Town Manager requested the approval of Council to serve as the Treasurer of the Burin Peninsula Energy Board.

**Motion #202401-013**

**Moved By:** Councillor Farwell

**Seconded By:** Councillor Foote

Be it resolved that the Town of Burin approve the appointment of Town Manager, Leo Hartson, as Treasurer of the Burin Peninsula Energy Board.

**Motion Carried Unanimously.**

- **Fire Dept. Liaison Report** – Councillor Francis circulated a report of the Burin Fire Department meeting held on December 5, 2023. The Annual Election for the Fire Department Executive was held at that time.

**Motion #202401-014**

**Moved By:** Councillor Francis

**Seconded By:** Councillor Isaacs

Be it resolved that the Town of Burin accept the 2024 Burin Fire Department Executive as elected on December 5, 2023.

**Motion Carried Unanimously.**

## **CORRESPONDENCE**

The following correspondence was reviewed and discussed:

- **Creekhouse Gallery** – Artwork Appraisals (Dealt with under Finance Committee Report)
- **Epilepsy NL** – Purple Day 2024 Proclamation – Motion

### **Motion #202401-015**

**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Isaacs

Be it resolved that the Town of Burin do hereby proclaim March 26, 2024 as Purple Day in an effort to raise awareness and understanding of epilepsy and to support all those who live with seizures each day.

### **Motion Carried Unanimously.**

- **Resident Email** – Concerns regarding Youth Care Home on Eagle Road (Dealt with under Planning & Development Committee Report)
- **Grace Sparkes House** – Violence Prevention Month February 2024 – Council will display purple lights as requested.
- **Resident Email** – Suggestions regarding Tourism – Referred to Planning & Development Committee.
- **St. John Ambulance** – Naloxone Program Update – Information
- **Dept. of Environment & Climate Change** – Permit to Construct – Port au Bras Water System Upgrades.
- **Dept. of Environment & Climate Change** – Permit to Construct – Augustus Drive Booster Pump.
- **Resident Email** – Residential concerns regarding property at Brushett’s Road – Referred to Public Works Committee.
- **Burin Peninsula Chamber of Commerce** – Call for Nominations for Election of Directors for 2024 – Deadline for nominations is February 2, 2024 for any member of Council interested in being nominated.

## **ACCOUNTS PAYABLE / INVOICES**

A list of payments (Cheque Numbers 048554 – 048644) totalling \$255,150.84, were presented for review and approval. (Attached as Appendix ‘A’)

### **Motion #202401-016**

**Moved By:** Councillor Foote

**Seconded By:** Councillor Farwell



Be it resolved that a list of payments, attached as Appendix "A", totalling \$255,150.84 be paid as presented.

**Motion Carried Unanimously.**

**NEW BUSINESS**

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

Councillor Isaacs was excused for the remainder of the meeting at 6:05 p.m.

The regular public meeting reconvened at 6:10 p.m.

The following resolution was brought forward from the privileged session:

**Motion #202401-017**

**Moved By:** Councillor Myles

**Seconded By:** Deputy Mayor Lundrigan

Be it resolved that the Town of Burin terminate, without cause, the contract with the current tenants of the Café located at Heritage Square prior to May 31, 2024.

**Motion Carried Unanimously.**

**ADJOURNMENT**

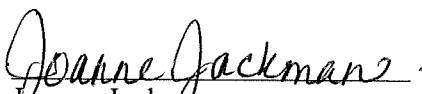
**Motion #202401-018**

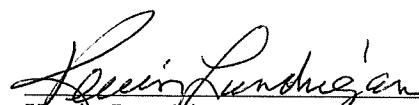
**Moved By:** Deputy Mayor Lundrigan

**Seconded By:** Councillor Foote

Be it resolved that the regular public meeting adjourn at 6:12 p.m.

**Motion Carried Unanimously.**

  
Joanne Jackman  
Town Clerk

  
Kevin Lundrigan  
Mayor