

Town of Burin – Regular Public Meeting – November 5, 2025

November 5, 2025

A regular meeting of the Burin Town Council was held on the above date and called to order by Mayor Lundrigan at 6:05 p.m.

Members Present:	Mayor	Kevin Lundrigan
	Deputy Mayor	Howard Lundrigan
	Councillor	Shane Foote
	Councillor	Karen Inkpen
	Councillor	Rhonda Isaacs
	Councillor	Alison Kavanaugh
	Councillor	Justin Noseworthy

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

ADOPTION OF AGENDA

Adoption of Agenda – November 5, 2025

Motion #202511-166

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that the agenda of the November 5, 2025 regular public meeting be adopted as circulated.

Motion Carried Unanimously.

ADOPTION OF MINUTES

Adoption of Minutes of Regular Public Meeting – October 15, 2025

Motion #202511-167

Moved By: Councillor Isaacs

Seconded By: Councillor Noseworthy

Be it resolved that minutes of a regular public meeting held October 15, 2025 be adopted as circulated.

Motion Carried Unanimously.

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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 October 15, 2025:

- **New Town Truck** - The new F550 Plow Truck has arrived. Mayor Lundrigan and the Town Manager picked up the vehicle and delivered it to the Town Depot.
- **Dump Box Tender** - Tender for the dump box is currently being advertised. Deadline date is November 7, 2025.
- **Crosswalk Signage and Lights** - We have not yet received permission from Government to install lights in the school zone on Main Street. Purchase of the lights should be deferred until 2026 due to the high cost and budget restraints.
- **Memorial Crosswalk** - Stencils and shadows have arrived and Public Works Staff will prepare site in front of cenotaph.
- **Phase IV – Heritage Square Revitalization** - The block job on Police Road is going slower than anticipated due to the unavailability of block. The overall project budget is to be reviewed with funding partners once this is completed to determine when we can continue with the other work. Stencils have arrived for images for the concrete pathway to Heritage Square.
- **Internet/Telephone** – The Town Manager advised that staff have arranged for a new telephone and internet package for Town owned facilities through Bell Aliant. This will mean improved internet connectivity and considerable savings for the services.

COMMITTEE REPORTS

Special Events Committee

Councillor Kavanaugh, Chairperson, advised that a meeting of the Special Events Committee was held on October 27, 2025. The Committee discussed upcoming events that Council will be involved in, they include:

- | | |
|---------------------------|-------------------|
| • Remembrance Day | November 11, 2025 |
| • Christmas Party | November 29, 2025 |
| • Christmas Tree Light Up | November 27, 2025 |
| • Treat Bag Preparation | November 27, 2025 |
| • Santa Claus Parade | December 6, 2025 |
| • Christmas in the Square | December 7, 2025 |

The Town Manager polled the staff for the location of Christmas Staff Party. The Christmas Party will be held at the Burin 50+ Club.

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Planning & Development Committee

Councillor Isaacs, Chairperson, advised that the Planning & Development Committee met on October 27, 2025 and provided the following update:

- **Website** - The Committee reviewed the new website and features. They would like to see the business directory expanded to include direct links to the business website. Staff will reach out to the website developer for pricing.
- **Strategic Plan** - A hard copy and an electronic copy of the past two strategic plans for the Town of Burin have been distributed to Council for review in anticipation of a new strategic plan being developed in 2026.

Public Works Committee

Councillor Foote, Chairperson, advised that the Public Works Committee met on October 28, 2025 and presented the following recommendations:

- **Municipal Capital Works (MCW) 2026** - The Department of Transportation and Infrastructure requires individual motions to go with the four applications that were submitted for consideration for 2026. In order of priority, with Priority 1 and 2 being completed during the same period, the Committee recommends the following applications:
 - **Priority 1** - Liftstation Retrofit - Eagle Road at a cost of \$548,967.01
 - **Priority 2** – Force Main, Eagle Road at a cost of \$497,104.45
 - **Priority 3** - Liftstation Retrofit, Route 220 (Across from Hospital) at a cost of \$397,513.62
 - **Priority 4** – Big Pond Water Quality Study at a cost of \$142,376.86

Motion #202511-168

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin submit an application as Priority #1 through the Municipal Capital Works Program for necessary upgrades to the lift station located at Eagle Road, Burin, NL at a total cost of \$548,967.01

Motion Carried Unanimously.

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Motion #202511-169

Moved By: Councillor Foote

Seconded By: Councillor Inkpen

Be it resolved that the Town of Burin submit an application as Priority #2 through the Municipal Capital Works Program for necessary upgrades to the lift station force main located Eagle Road, Burin, NL at a total cost of \$497,104.45

Motion Carried Unanimously.

Motion #202511-170

Moved By: Councillor Foote

Seconded By: Councillor Noseworthy

Be it resolved that the Town of Burin submit an application as Priority #3 through the Municipal Capital Works Program for necessary upgrades to the lift station located on Route 220 Main Street (Across from Hospital), Burin, NL at a total cost of \$397,513.62

Motion Carried Unanimously.

Motion #202511-171

Moved By: Councillor Foote

Seconded By: Councillor Kavanaugh

Be it resolved that the Town of Burin submit an application as Priority #4 through the Municipal Capital Works Program for completion of a Big Pond Water Quality Study located at Burin, NL at a total cost of \$142,376.86

Motion Carried Unanimously.

- **Long Pond Inspection** - The Committee was advised that the screens to the Long Pond Water Supply required additional cleaning in recent weeks impacting chlorination efforts by staff. The Committee recommends that an inspection of the intake be completed by the lowest contractor quote Afonso Group Ltd.

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Motion #202511-172

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin accept the lowest Contractor quote from Afonso Group Ltd. to complete an inspection of the intake on the Long Pond water supply.

Motion Carried Unanimously.

- **Budgetary Requirements 2026** - The Committee discussed Public Works requirements needed for 2026. Some items currently on the list are the Long Cove Square road upgrade, crosswalk lights & lift station upgrades.
- **Finances 2025** - Spending requirements for the remainder of the fiscal year must be monitored closely to maintain our fiscal responsibility of staying on budget and to be able to purchase necessary items to conduct business. We have exceeded budget on several items and need to make up for those shortfalls.
- **Transportation and Infrastructure Funding** - The Town received a grant for \$15,000.00 to do a ditching job on Main Street for the Province. That job cost \$10,350.00 with \$4,650 remaining. The Committee recommends that the remaining funding, which has to be used for brush cutting and ditching, should be used on Greenhill Road to cut back the brush by the pipes. Staff has received permission to proceed from the Dept. of Transportation and Infrastructure and the work will be completed by local Contractor, Eastern Tree Service.

Motion #202511-173

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that remaining provincial grant funding in the amount of \$4,650 be used to engage the services of Eastern Tree Service for brush cutting and ditching along Greenhill Road and to cut back brush in the area of the pipes.

Motion Carried Unanimously.

- **Boardwalk** - The Committee discussed a slight movement in a couple of areas along the boardwalk heading towards Parson's Point. It is recommended that the areas in question be braced for this winter and cribbing be constructed during the winter shift for a stronger fix in the spring.

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Motion #202511-174

Moved By: Councillor Foote

Seconded By: Councillor Inkpen

Be it resolved that portions of the boardwalk heading towards Parson's Point be braced and cribbing be constructed during the winter shift to allow for a stronger fix in the spring.

Motion Carried Unanimously.

- **Soccer Field Parking** - Discussion amongst the Committee regarding increased parking available at the soccer field resulted in a recommendation to meet with Edwards and Associates on site to see what land is available before any construction would be discussed or planned.

Motion #202511-175

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin meet with Edwards and Associates to determine availability of land for increased parking at the soccer field prior to any construction being discussed or planned.

Motion Carried Unanimously.

- **Reggae Road** - The Committee reviewed a snow clearing request from residents of Reggae Road. The Committee feels that it would not be safe for a Town truck to plow this lane as many of the road standards are not met. Also, there is an insufficient number of crew on staff to take on additional snow clearing.

Councillor Isaacs feels that there is inconsistency regarding approval/denial of snow clearing requests. Council agreed that the road standards be reviewed at the next Public Works Committee meeting.

- **Road Monitor** - A new road monitor is required for the upcoming snow clearing season. The Committee recommends that the Town of Burin advertise for a Road Monitor for the 2025-2026 snow clearing season from Dec 1, 2025 to March 31, 2026.

The Town Manager suggested that the current Animal Control Officer be contracted to do this work as she is available during this timeframe and is familiar with Town operations.

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Motion #202511-176

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin contract the current Animal Control Officer for Road Monitoring services for the 2025-2026 snow clearing season as per current rates.

For the Motion: 5

Against the Motion: 2

Motion Carried.

Councillor Isaacs and Councillor Inkpen voted against the motion as they felt the contract should be advertised.

- **Ice Control Materials** - The Town Manager advised that a local contractor reached out to advise that he has sand available for sale for ice control, however, the Public Works Director feels that the sand is too coarse for local roads. No further action required.

Finance Committee

Deputy Mayor Lundrigan, Chairperson, advised that the Finance Committee met on October 28, 2025 and presented the following recommendations:

- **Accounts Payable / Invoices** - The following list of payments were reviewed and presented for approval:

Appendix “A” – Cheque # 051003- # 051026 – Totalling \$214,286.47

Motion #202511-177

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that a list of payments attached as Appendix “A”, totalling \$214,286.47, be paid as presented.

Motion Carried Unanimously.

- **Public Works Requests** - The hydraulic pump on the backhoe is causing issues. Anticipated cost of repairs could reach \$10,000 with the pump being \$4,600.00 of that cost. The Committee recommends that the backhoe be repaired.

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Motion #202511-178

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Noseworthy

Be it resolved that the hydraulic pump and other necessary repairs to the backhoe be made with an approximate cost of up to \$10,000.00.

Motion Carried Unanimously.

- **Long Pond Intake** - The Committee concurs that the intake for the water supply at Long Pond needs to be inspected and agree with the lowest quote provided by Afonso Group Ltd in the amount of \$4,625.00 + tax.

Motion #202511-179

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Noseworthy

Be it resolved that the Town of Burin approve the inspection of the intake for the Long Pond water supply by the lowest provided quote received from Afonso Group Ltd. in the amount of \$4,625.00 + tax.

Motion Carried Unanimously.

- **Swinging Lantern Heritage Café** - During the renovations to the Café, there was a power outage in which the tenant claims that \$1,529.52 worth of food was lost. The Committee recommends payment of the claim.

Motion #202511-180

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Foote

Be it resolved that the Town of Burin pay a claim for damages, as submitted by the Swinging Lantern Café, for the loss of food caused by a power outage which occurred during recent renovations to the Café.

Motion Carried Unanimously.

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PERMIT APPLICATIONS

The Town Manager recommended approval of the following permit applications:

Application #NOV2025-01 – Resident - To construct a 16 x 24 residential shed at 152 Church Street

Motion #202511-181

Moved By: Councillor Foote

Seconded By: Councillor Isaacs

Be it resolved that Application #NOV2025-01 to construct a 16x24 residential shed at 152 Church Street be approved subject to Council's regulations & stipulations.

Motion Carried Unanimously.

Application #NOV2025-02 – Peninsula Glass & Tire – Construction of a storage garage for business located at 41 Main Street.

Motion #202511-182

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Inkpen

Be it resolved that Application #NOV2025-02, from Peninsula Glass & Tire, to construct a storage shed for their business located at 41 Main Street be approved subject to approval of applicable government departments and Council's regulations & stipulations.

Motion Carried Unanimously.

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CORRESPONDENCE

<i>Discussion</i>		
From	Regarding	Action
1. Residents of Reggae Road	Request for snow clearing services.	Dealt with in Public Works Committee Report.
2. Community Sector Council	Community Well-Being Fair, Nov. 18/25	Information.
<i>Review</i>		
1. Municipal Assessment Agency	Appointment of Assessment Review Commissioner & 2026 Assessment Fees.	Dealt with in Staff Reports. Information.
2. Municipalities NL	Congratulations to newly elected Council and summary of services offered by Municipalities NL.	Information
3. Burin Peninsula Health Care Foundation	Sponsorship Request – Tree of Life and Memories.	Mayor Lundrigan will be attending this event.
4. Salvation Army	Request for financial support – Happy Tree 2025.	Council agreed to continue with its annual contribution of \$100.00

STAFF REPORTS

- **Appointment of Assessment Review Commissioner** – The Town Clerk advised that in accordance with the Municipal Assessment Act, the Town is required to appoint an Assessment Review Commissioner prior to January 31st of each year. She recommended the re-appointment of Vanessa Laite of Laite Law in Clarendville to act as the Assessment Review Commissioner for 2026 appeals.

Motion #202511-183

Moved By: Deputy Mayor Lundrigan

Seconded By: Councillor Isaacs

Be it resolved that in accordance with Section 32(1) of the Municipal Assessment Act, the Town of Burin appoint Vanessa Laite of Laite Law to serve as the Assessment Review Commissioner for 2026.

Motion Carried Unanimously.

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- **Govee Pro Permanent Lights** – The Town Manager advised that he received one quotation for the supply and installation of permanent lights. Council agreed not to proceed for this year and consideration will be given for Budget 2026.
- **Time of Council Meetings** – Councillor Foote expressed concern regarding the recent change in the time of public Council meetings and tabled the following motion:

Motion #202511-184

Moved By: Councillor Foote

Seconded By: Deputy Mayor Lundrigan

Be it resolved that the Town of Burin schedule its regular public meetings to be held every third Tuesday at 5:00 p.m.

For the Motion: 3

Against the Motion: 4

Motion Defeated.

Deputy Mayor Lundrigan, Councillor Isaacs, Councillor Inkpen and Councillor Kavanaugh voted against the motion.

The Town Manager advised that he will be bringing this issue forward to Council's Human Resources Committee.

MOTION OF ADJOURNMENT


Motion #202511-185

Moved By: Councillor Foote

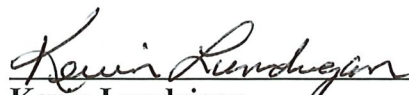
Seconded By: Deputy Mayor Lundrigan

Be it resolved that the regular public meeting adjourn at 6:50 p.m.

Motion Carried Unanimously.



Joanne Jackman
Town Clerk



Kevin Lundrigan
Mayor