

A Regular Meeting of Council was held via TELECONFERENCE on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins	Deputy Mayor Paul Torrville
Councillor Barbara Jacobs	Councillor Janet Langdon
Councillor Samuel Rowe	Councillor Sheldon Hamlyn
Councillor Scottie Hart	Councillor William Hart

Staff:

Daphne Coles, Acting Town Clerk
Gerard Lewis, Interim Town Manager, LW Consulting
Keith Penton, Superintendent of Public Works
Tommy Simpson, Fire Chief
Colette Wells-Coish, Director of Recreation and Tourism

Absent:

Councillor Tracey Hart Don Noseworthy, LW Consulting

1. Call to Order:

- Meeting was called to order at 7:03PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live.
- Mayor Collins congratulated Premier Dwight Ball for his tenure as Premier of Newfoundland and Labrador and Dr. Andrew Furey on his winning of the leadership election for the next Premier.

2. Agenda:

2020-087

W. Hart/Langdon

Resolved that the agenda be adopted with the following additions:

New Business – 7.1 Policy – Code of Conduct for Attendance at Public Council Meetings

Resolution Carried. In favour 8 Against 0.

3. Minutes:

2020-088

Torrville/W. Hart

Resolved that the minutes of the Regular Meeting held on June 30, 2020 be adopted as presented.

Resolution Carried. In favour 8 Against 0.

4. Business Arising:

A. Notice of Motion – Use of Town Vehicles

- I. The practice of Town employees taking municipal vehicles home was raised by Council at the last Public Council meeting and a Notice of Motion to rescind Motion #2019-081 was made.

2020-089

Rowe/Torrville

Resolved to rescind Motion Number 2019-081 that provided approval for Public Works Staff to park Town vehicles at their home during after work hours and weekends year-around.

Discussion:

Superintendent of Public Works gave a brief overview of the benefits of Public Works Staff having vehicles at home during afterhours and on weekends.

Resolution Defeated. Mayor Collins, Deputy Mayor Torrville, Councilors Jacobs, Langdon, Rowe, Hamlyn, Scottie Hart and William Hart voted against the motion. Nobody voted in favour of the motion.

5. Department Reports

5.1 Fogo Island Transportation Advisory Committee

- A. Committee met on July 23, 2020 and a letter was written to the Minister of Transportation and Works requesting a meeting for discussion on the following important issues:
 - I. MV Beaumont Hamel replace the MV Sound of Islay as the MV Sound of Islay cannot manage the demands of the traffic specifically large tractor trailers causing delays and backlog of traffic.
 - II. MV Beaumont Hamel be operated on a set schedule.
 - III. Loading procedures at Farewell. This has been discussed many times and no changes have been made.
 - IV. Method used to determine deck space required for Change Island traffic before the MV Veteran departs Fogo Island.
 - V. Requirement to remain in vehicle while crossing, possibility of using upper decks and lounge area with consideration to physical distancing.
 - VI. Request that the late crossing on Thursday evenings be reinstated immediately, Thursday is also designated as "Dangerous Goods Crossing" with reduced capacity.
 - VII. Bathroom conditions in Farewell and on the Ferry; regular cleaning required.
 - VIII. Concerns with the short notice on the MV Veteran being out of service from August 4 – 6, with little consultation. Replacing the MV Veteran for three (3) days with a much smaller vessel will cause extreme traffic build up.
 - IX. New process implemented for priority requests from Operator's transporting "Live Product". This process was changed without any consultation with the Committee.
- B. To date no response has been received from the Minister of Transportation and Works to arrange a meeting.
- C. Council has been in contact with Minister Bragg, MHA today regarding the desperate situation the ferry service is currently undergoing with the MV Veteran out of service for today and the next two days for maintenance inspections. Huge amounts of traffic are being left behind on Fogo Island and in Farewell.

5.2 Recreation/Tourism Report presented by Councilor Langdon

- A. Recreation Update:
 - I. Playgrounds are open with daily cleanings being done. Covid-19 signs are in place and additional signage has been ordered regarding usage and guidelines. Students and staff have painted items, the two inclusive swings are back in place and repairs are being done as needed.
 - II. The summer students and staff are providing virtual activities weekly. Some outside activities for kids will be planned to follow all provincial guidelines and recommendations.
- B. Summer Jobs and Projects:
 - I. There has been one student hired under Young Canada Works and working at the VIC. There are two students hired under Federal programs – Lamps – SEEP- one at the VIC, the other is scheduled to go the Marconi.
 - II. There are two students hired under Community Healthy Living Grant at the stadium.
 - III. A JCP for the Town & the Stadium Committee has been approved but no response.
 - IV. Canada Summer jobs provided 2 positions under the Town, one working at the VIC, Seldom, and one in Bleak House and or Marconi. There are 2 positions under Canada Summer jobs for the Stadium Committee. Both students are working from the stadium and assisting staff if possible.

- V. The CEEP Project has been applied for. Items outlined to be completed were discussed with all departments based on project guidelines and work that can be carried out in fall and winter.

C. Tourism / Museum update:

- I. The Visitor information Centre is open
- II. The Brett House is open – Providing history
- III. The Bleak House is open – Providing history
- IV. Experience Fogo Site – open to experience
- V. Former United Church – open by appointment
- VI. All trails are open and busy, the trail crew is finishing up in Joe Batt's Arm this week.
- VII. Tenders are out on 3 heritage sites. This was posted on town site, faxed to all businesses, posted in local businesses around Fogo Island.

D. Maintenance update:

- I. The summer maintenance worker has completed many tasks identified at heritage sites, playgrounds, and sites around the communities.

E. Actions for Council Approval:

- I. Opening of Town Halls and Stadium for Private Rentals
 - a. All Town Halls and Stadium remain closed.
 - b. Businesses have inquired to rent spaces for meetings and individuals for family gatherings of 50 and less. This is abiding with the current guidelines set out by the province and the Chief Medical Officer. The responsibility would be up to the individual or business renting to ensure physical distancing is followed during their rental.
 - c. All town buildings will need a thorough cleaning after being closed for several months. The onus is on the town to ensure that buildings are thoroughly cleaned and sanitized after each rental. This would be an additional cost on the town and would have to be added to the rental fee.
 - i. Council requests that the Director advertise for costs for janitorial duties on Town Buildings after rentals to ensure that buildings are properly cleaned and sanitized as there is currently no janitor on staff and the sites will require thorough cleanings after any rentals.

2020-090

Langdon/S. Hart

Resolved that the Town of Fogo Island allow rentals at the Stadium for larger businesses to hold meetings with the Town performing cleanings and the costs of cleaning will be added to the rental fee. Further resolved to Approve in Principle the rental of other town halls subject to provision for cleaning costs.

Resolution Carried. In favour 8 Against 0.

5.3 Fire Services presented by Deputy Mayor Torrville

A. Community Education/Events

- I. Fire Services issued a public service announcement regarding water safety and the importance of Personal Floatation Devices.

B. Truck Maintenance/Public works

- I. Town mechanic and Fire Chief are working on the inspection process for our fleet. With only Fogo's Pumper left to do.

C. Training Update

- I. The 20/20 Training program is ongoing with a maximum of nine students in each class, and we are following the safety protocols set by Fire and Emergency Services, we have started the practical (hands on) section, our firefighters are doing extremely well with the 2020 training and the Fire Chief is confident in our departments abilities and the knowledge that they are building with this training.
- D. **911 Communication Cooperation**
 - I. Fogo island Fire service have been in communication with Vice President of NL 911 about a new initiative for better communication between Fire Service and 911 Call Center, in regards of receiving emergency calls this discussion is ongoing due to some policies they have in place that are in contravention of fire service response time. I have been in contact with my Associates in the fire service in Newfoundland and Labrador and they have the same concerns.
- E. **Equipment Update:**
 - I. New set of irons have been purchased.
 - II. Sizing has started for new PPE
- F. **Fundraising:**
 - I. The ticket draw was finalized we raised 2545.00.
- G. **Community Risk Assessments**
 - I. Fire Chief have completed three Fire and Life Safety Assessment at businesses on our island and have many more to complete. Our business owners seem very compliant.
 - II. Risk assessment program (pre fire analysis) for Fogo Island, vacant / abandoned properties, that pose a potential risk for firefighter safety and fire spread throughout the community is ongoing. Joe Batt's Arm, Barr'd Islands and Shoal Bay are completed.
- H. **Actions For Council**
 - I. Purchase of new E-DRAULIC Cutter
 - a. This tool will replace the current Jaws-of-Life, it has a larger cutting area, greater cutting force, and require less people to operate the rescue.
 - b. This tool will come with 2 batteries and a shoreline.
 - c. Plan is that once this tool is purchased, we can market and sell the set we have in our inventory now to offset the cost.

2020-091

Torraville/Langdon

Resolved that the Town of Fogo Island purchase a new E-Draulic Cutter at the cost of \$13,995.00 plus HST.

Resolution Carried. In favour 8 Against 0.

5.4 Public Works Presented by the Superintendent of Public Works

- A. **Estimating Works:**
 - I. Barr'd Islands Water & Sewer
 - a. Cecon has been contacted and directed to undertake a field assessment of the Hewitt's Point area to identify the most economical route for the installation of water services.
 - b. Cecon is currently completing an application to Municipal Affairs and will also be scheduling a site visit to further develop/ enhance the previously submitted estimate. Cecon to advise once the application has been submitted and provide a firm date in August for a site visit.
- B. **Maintenance:**

I. Preventative Maintenance

- a. Lift Stations: No major failures to report. A semi-annual cleaning is being planned for September/October.
- b. Water Intake Screens: All water intake screens have been pulled and cleaned this past month. PW will increase the frequency of cleaning in attempt to improve water quality to residents.
- c. Road Maintenance: Road shouldering commenced and is ongoing. Communities of Fogo, Seldom, Little Seldom, Shoal Bay, and Barr'd Islands completed. Joe Batt's Arm and Tilting shouldering to be completed in the next 2 weeks. Spreading of calcium solution on well-travelled gravel roads is to commence this week.
- d. Vehicle Maintenance/ Inspections: Annual inspections on Town equipment is ahead of schedule with one remaining unit left to complete. There is also one inspection remaining on the Fire Department vehicles.

II. Repairs

- a. Paving Repairs: PW Team completing paving repairs with cold patch to address damaged areas. This is being completed in parallel with road shouldering work.
- b. Fleet Equipment: Repairs to damaged snow blade to commence next month, with expected completion in September. Estimated cost for repair is \$5,900 + HST.

C. Other

- I. Permit applications being received and field visits ongoing to determine compliance.
- II. Water turn-on/ turn-off requests ongoing, with a slight reduction of requests compared to previous weeks.
- III. Per Council approval, a digital speed sign has been purchased from Protek Industries Ltd and is currently being prepared for delivery.
- IV. A letter has been drafted to be sent to Minister Derrick Bragg for the proposed relocation of the Advanced Drinking Water Unit (ADWU) from the center of the island to the Fire Hall location in Fogo. Concurrently, estimates for the installation is also being generated by Terra Nova Water Services.
- V. Resident complaint received 29-Jun-2020 regarding new paving on the road leading to the Joe Batt's Arm Ballfield. It was expected that it would have been laid in 2017 post waterline installation. Resident now requests an update from Council as to if/ when the pavement will be laid.
 - a. Council does not have any plan for paving for this year due to high costs of having a crew come on the island. Next year the Department of Transportation and Works may be doing some paving work on the highway from Seldom to the Centre of the Island and the town may consider doing more paving at that time and will review this area.
 - b. Staff will respond to resident by letter.
- VI. Resident complaint received 17-Jul-2020 regarding signage at the perceived intersection at the Joe Batt's Arm Fish Plant, Small Craft wharf and the road leading to the ballfield. After discussions with Harbour Authority and the Plant Manager, the PW crew installed a Stop sign leaving the ballfield road where the gravel road transitions onto paving. Council to advise if any additional measures are warranted.
 - a. Council feels that the installation of the Stop Sign is sufficient.
 - b. Staff will respond to resident by letter.

D. For A Decision Of Council

I. Seldom Fire Station Expansion/ Renovations

- a. Per direction of management, preliminary drawings and estimates for the Seldom Fire Station upgrades were reviewed by Public Works to determine potential cost savings. Based on the utilization of the Public Works crew and three additional project hires, significant savings upwards of \$150,000 can be achieved. With the direction of Council and in consultation with the Fire Chief, the Public Works team can undertake the construction works.

2020-092

W. Hart/Torraville

Resolved that the Town of Fogo Island engage Cecon to produce the IFC drawings at the cost of \$7140.00 plus HST for Seldom Fire Station Expansion/Renovations.

Resolution Carried. In favour 8 Against 0.

II. Purchase of New Equipment

- a. With the Town's aging fleet, the purchase of a new backhoe would add a critical element to the current snow clearing fleet by improving both quality and efficiency of snow clearing activities. The backhoe purchase would also give the Public Works team the ability to execute emergency and new construction activities utilizing town supplied equipment/ manpower, adding another level of cost savings in terms of contractor hire.
- b. The purchase of a hydro-vac/ sewer jet combo unit would allow the Town to support its own infrastructure, which consists of 18 lift stations, ~12 septic systems/ fields, and ~17 outfalls that need to be maintained by the Public Works Department. It would also give the Town the ability to service these units in cases where there are equipment breakdowns and/ or emergency situations instead of hiring the service from off the island at a premium rate. Additionally, it would add a new service that the residents of Fogo Island could avail of.
- c. Superintendent of Public Works have done some investigating for prices on equipment and Management has consulted with Scotiabank and CIBC for interest rates on loans.
- d. Can use trade-in of older equipment or can sell to recover some costs.

2020-093

Torraville/Langdon

Resolved that the Town of Fogo Island approve going to RFP for the purchase of both a new backhoe and a hydro-vac/ sewer jet combo unit.

Resolution Carried. In favour 8 Against 0.

5.5 Finance presented by Councilor Hamlyn

A. Adoption of Cheque Register

2020-094

Hamlyn/W. Hart

Resolved that the Town of Fogo Island accept of the cheque register from June 1st – 30th, 2020 in the amount of \$147,691.14.

Resolution Carried. In favour 8 Against 0.

B. Financial Reports

2020-095

Hamlyn/Langdon

Resolved that the Town of Fogo Island accept the Financial Statements from June 1 – 30th, 2020 as presented.

Resolution Carried. In favour 8 Against 0.

C. Approval for Payment of Invoices

2020-096

Hamlyn/W. Hart

Resolved that the Town of Fogo Island approve payment of the invoices below:

LW Consulting – Professional Fees, May 4 – 31, 2020 - \$9049.06

Municipal Assessment Agency - \$12,187.50

Auditor, Richard Power, Professional Services - \$9200.00

Resolution Carried. In favour 8 Against 0.

6. Correspondence

6.1 Clar Simmons Scholarship

- A. Mr. Simmons was the Business Manager for the Municipal Assessment Agency from 1998 until his untimely death in 2004. In his memory the Municipal Assessment Agency set up this scholarship fund.
- B. Any child, grandchild, or ward of a municipal council member or employee in a community served by the Agency, upon graduation from the NL Senior High School Program can apply. Deadline for applications is August 14, 2020.

6.2 Harty Engineering Consultants Limited – PH System, Fogo Water Supply 17-SCF-18-00048 – Award of Tender.

- A. Tender was awarded to H & B Enterprises Ltd for the price of \$107,410.00.

6.3 Harty DMAE – Gas Tax Approval for Overrun Funding, Tilting Water Intake Upgrade

- A. Gas Tax funding approved for overrun on Tilting Water Intake Upgrade in the amount of \$36,250.00.

6.4 DMAE – Fogo Water Study – 17-MCW-20-00008 – Cancellation of Funding/Letter of Request to Minister.

- A. Work was completed under the Special Assistance Grant that was approved prior to the Municipal Capital Works funding being approved.
- B. Department of Municipal Affairs and Environment is now cancelling this funding.
- C. Letter to Minister Derrick Bragg requesting that the funding be reinstated to the Town and permission be granted to transfer the funding to the overrun for the Fogo PH System project and the ADWS for Fogo.

6.5 DMAE – Stag Harbour Water & Sewer Phase 1 – Notification of Application Status

- A. Project not approved for funding.

6.6 DMAE – Barr'd Islands Water & Sewer – Phase 3/Hewitt's Point – Notification of Application Status

- A. Project not approved for funding.
- B. CECON has been requested to prepare the Municipal Capital Works application on behalf of the town for Water Only with the costs of the project being below one million dollars.
- C. Mayor has been talking with Minister Bragg on the application and getting it re-entered into the system for this year's funding.

6.7 DMAE – New Town Office-17-MCW-17-00009 – Request to Engage Prime Consultant

- A. The RFP's to engage a Prime Consultant for the New Town Office Project have been reviewed and evaluated by Town Staff and the Department of Municipal Affairs and Environment.

2020-097

Rowe/W. Hart

Resolved that the Town of Fogo Island award the RFP for Prime Consultant for the New Town Office 17-MCW-17-00009 to Wood Environment & Infrastructure Solutions with the proposed fee in the amount of \$170,643.90 (HST Included).
Resolution Carried. In favour: 8 Against: 0

7. New Business

7.1 Code of Conduct for Attendance at Public Council Meetings Policy

- A. Policy was reviewed by Council.
- A. Purpose of this policy is to outline the requirements of individuals attending a regular public council meeting.

2020-098

Rowe/Langdon

Resolved that the Town of Fogo Island adopt the Code of Conduct for Attendance at Public Council Meetings Policy as presented.

Resolution Carried. In favour 8. Against 0.

8. Date of Next Regular Meeting:

Privileged Meeting – August 25th, 2020 (If required) at 6.30PM

Regular Meeting – August 25th, 2020 at 7:00 PM

9. Adjournment:


Before adjourning the meeting, Council would like to thank all the residents of Fogo Island who viewed the meeting on Facebook Live.

2020-099

W. Hart

Resolved the meeting be adjourned at 8:10PM.

Daphne Coles
Acting Town Clerk



Wayne Collins
Mayor



A Regular Meeting of Council was held via ZOOM on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins
Councillor Barbara Jacobs
Councillor Samuel Rowe
Councillor Scottie Hart
Councillor William Hart

Deputy Mayor Paul Torrville
Councillor Janet Langdon
Councillor Sheldon Hamlyn
Councillor Tracey Hart

Staff:

Daphne Coles, Acting Town Clerk
Gerard Lewis, Interim Town Manager, LW Consulting
Don Noseworthy, LW Consulting
Keith Penton, Superintendent of Public Works
Colette Wells-Coish, Director of Recreation and Tourism

Absent:

Tommy Simpson, Fire Chief

1. Call to Order:

- Meeting was called to order at 7:07PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live.

2. Agenda:

2020-100

W. Hart/Langdon

Resolved that the agenda be adopted with the following additions:

Finance – Approval for Payment of Invoice – LW Consulting - \$9034.69

Resolution Carried. In favour 9 Against 0.

3. Minutes:

2020-101

W. Hart/T. Hart

Resolved that the minutes of the Regular Meeting held on August 4, 2020 be adopted as presented.

Resolution Carried. In favour 9 Against 0.

4. Business Arising:

A. New MCW Application - Barr'd Islands Water Only – Phase 3/Hewitt's Point

- I. Town has been notified by Department of Municipal Affairs & Environment to resubmit a new MCW Application for Barr'd Islands Watermain Project for the amount of \$794,267.00.

2020-102

Langdon/S. Hart

Resolved that the Town of Fogo Island submit a new MCW Application to Department of Municipal Affairs & Environment for Barr'd Islands Watermain Project for the amount of \$794,267.00.

Resolution Carried. In favour 9 Against 0.

5. Department Reports

5.1 Fogo Island Transportation Advisory Committee presented by Deputy Mayor Torrville

- Committee met on August 5, 2020 and held a Teleconference with Mr. Derrick Bragg - MHA Fogo Island/Cape Freels, Minister of Municipal Affairs and Environment and Ms. Miranda Maddox, Marine Services Manager, Lewisporte Office.

A. M.V. Veteran Out of Service for 5 Year Inspection – August 4, 5 & 6 2020

- I. Little notification of the vessel being out of service for this time period. M.V. Beaumont Hamel and M.V. Sound of Islay cannot handle all the traffic for Fogo Island with tourism season and fishing season in full swing. Travelling public very frustrated with backlog of traffic on Fogo Island and Farewell.
- II. Received email today from M.V. Veteran that the boat is out of service until further notice, unable to make first and last trip.
 - a. Management from Lewisporte Office informed the committee that as of today the inspection is on schedule and the vessel should be back in service by tomorrow evening to help clear up the traffic. This is a special five (5) year inspection and had to be completed in August. Department was advised to do the inspection early in the month to avoid delays and meet approval.
 - b. Looked at doing the inspection for mid-week in hopes that traffic would be lower and not cause to much hassle.
- III. There are traffic issues on both Fogo Island and Farewell. Mayor Collins has been at the ferry lineup in Man O' War Cove and a vehicle got in the Change Island lineup in hopes to get on again in Change Islands and go to Farewell. There is not anyone watching the lineup to make sure that rules are being implemented.
 - a. Captains on both ferries have received direction from Lewisporte office to operate on a "Load and Go" basis and it was approved to operate until the traffic was cleared up so long as it don't interfere with the crews "Hours of Rest Period". Last trip leaving Farewell could be as late as 11:00PM if needed.
 - i. Committee requested that it would be better to have a set time or schedule for when the ferry will be making the last trip at night so the travelling public will know how late they can come to the ferry lineup.
- IV. Committee inquired why send the M.V. Sound of Islay to aid the M.V. Veteran, the M.V. Flanders would be a much better solution.
 - a. M.V. Beaumont Hamel and M.V. Sound of Islay are the swing vessels to be used as directed by Government.
- V. With two (2) small boats there is a huge problem for Tractor Trailers. M.V. Beaumont Hamel can only take 2 Tractor Trailers and the M.V. Sound of Islay can only accommodate one (1) Tractor Trailer. Fogo Island Co-op is currently having fresh product come on the island for production and they have loading priority. Tuesday and Wednesday are also freight days for the Island and they should be given priority as well due to produce and meats being onboard.
 - a. Lewisporte Official requested that the Committee discuss what Tractor Trailers are to be given priority for all trips and if it is to be for both the M.V. Beaumont Hamel and the M.V. Sound of Islay and email her with the decision and she will notify the Captains.

B. Outstanding Issues

- I. There are still outstanding issues that have been discussed many times and nothing has been done to help solve them.
 - a. Loading at Farewell
 - i. Implementation of the First Come, First Serve scenario did not come into effect.
 - b. Reduction of Deck Space Reserved for Change Islands from 25% to 15%
 - ii. Fogo Island have continued to request a change whereby the existing 25% be reduced to 15%.
- II. Minister Derrick Bragg thanked Ms. Maddox for arranging the meeting for this afternoon on such short notice and advised the Committee that he would try to arrange a video conference meeting with Minister Crocker to discuss these two (2) issues only. He will contact Mayor Collins early next week with confirmation of date and time.
 - ❖ Teleconference call ended at 1:30PM. Minister Bragg and Ms. Maddox departed the meeting

C. Priority for Tractor Trailers

- I. Committee further discussed the priority that should be given to Tractor Trailers while the M.V. Veteran is out of service until Thursday evening.
 - a. Committee requested that Staff email Ms. Maddox with their decision to give Priority Loading to 2 Tractor Trailers on the MV Beaumont Hamel and 1 Tractor Trailer on the MV Sound of Islay for Wednesday and Thursday due to these truck carrying perishable products for the fish processing industry and the food industry.
 - b. Committee also requested to have the MV Beaumont Hamel left in service to aid the MV Veteran with Fogo Island traffic instead of the MV Sound of Islay.
 - i. MV Beaumont Hamel replace the MV Sound of Islay as the MV Sound of Islay cannot manage the demands of the traffic specifically large tractor trailers causing delays and backlog of traffic.
 - ii. MV Beaumont Hamel be operated on a set schedule.

D. Update on Ferry Captain Strike by Mayor Collins

- I. Throughout the day Mayor has done four (4) Media Interviews.
- II. Currently have a reduced service from five (5) round trips a day to one (1) trip. This is unacceptable.
- III. Mayor has been in conversation with the Minister of Transportation and Infrastructure, MHA Derrick Bragg and have reiterated the importance of our ferry service to our residents, tourism and economy. Both the Minister and the Mayor are requesting a second trip and discussing ideas to make changes to the system.
- IV. Request is forwarded to the Minister to have the M.V Veteran come back and dock at Fogo Island instead of Farewell for all day in the case of an emergency.

5.2 Recreation/Tourism Report presented by Councilor Langdon

A. Recreation Update:

- I. Additional signage has been placed in the 5 playgrounds reminding users of COVID-19.
- II. The Director has participated in various zoom meetings the latest update from August 13th outlines there may not be games before January 2021. Minor Hockey Associations must submit their plan of approach to HNL and, their municipality. This information is subject to change.

B. Summer Jobs

- I. Students summer jobs are finishing up. This summer was extremely different than others. The focus in museums was on providing as much information without an actual tour, and providing visitors with information on attractions, such as walking trails, accommodations, and other services available.

C. Tourism / Museum update:

- I. The Visitor information Centre remains open.
- II. The Marconi Interpretation Site remains open
- III. The Marine Interpretation Centre is open by appointment
- IV. The Bleak House is open by appointment
- V. All trails are busy. The trail crew have been kept busy completing repairs and upgrades as needed. The Director would like to add the trailer purchased has been extremely beneficial. It is a shed on wheels. The trail group are now able to store all their daily tools and materials. It can easily be moved to the next trail area when needed. The public works crew have very been helpful and accommodating.

D. Maintenance update:

- I. The summer maintenance worker has been maintaining basic repairs at museums, playgrounds, placing necessary signage and any repairs required at various sites.

E. Other:

- I. September: walk for families Month- The Ronald McDonald House needs our support. The annual Red Shoe Crew – walk for families as we make our steps count. The Director encourages everyone to register and donate if possible. We all know families who have spent time at the Janeway and this fundraiser is for everyone. Watch our web site for more details or visit www.RMHCNL.ca or register at www.WalkforFamilies.ca

F. Actions for Council Approval:

I. Installation of HVAC & Fan System for Iceberg Arena

- a) There is an essential need to install a new fan system which will connect to the Gas Detection Unit that was installed in 2019. A HVAC unit is also necessary for the entire building to provide clean air daily at the Iceberg Arena.
- b) A HVAC system is also required in the Iceberg Arena to ensure the air quality is satisfactory. This facility is open regularly (12) months of the year and there is currently no air exchanger, and no way to determine the air quality. The latest requirements as we move into our new normal with COVID-19 and controlling our environments is to provide the best air quality possible for all staff and user groups.
- c) The RFP will provide Council with the final cost of both units and Council will decide on whether to proceed upon receipt of the final cost. An engineering design will be required for the RFP and it is recommended that approval be provided for the cost associated with the design.

2020-103

Langdon/T. Hart

Resolved that the Town of Fogo Island approve for a “Request For Proposal” be prepared for the installation of a new fan system to connect to the gas detection unit that was installed in 2019 and a new HVAC system for the Iceberg Arena and approve costs to obtain an engineering design for the “Request for Proposal”.

Discussion

- Council inquired if there has been any further investigation into the Dehumidifier System that was requested for the Iceberg Arena. HVAC System may be able to do the same as the dehumidifier system.
- Council requested that the Director make inquiries as to whether the HVAC System will provide the same purpose as the dehumidifier.

Resolution Carried. In favour 9 Against 0.

II. Sealant for Iceberg Arena Parking Lot

- a) The stadium parking lot requires sealant. This provides protection from UV rays, rain, snow, and fluids from vehicles. This parking lot has never been sealed but should be done before next season.
 - i. There are several local suppliers, however they are not core certified businesses and will not carry the necessary insurances. This will be a liability for the Town.
 - ii. Requested that the Director obtain price quotes for Sealant with Parking Lines and without Parking Lines from a qualified supplier and forward to council for review and approval at the next public council meeting.

III. Review of Tenders for Museums

- a) After further review by Management of the cost analysis of Town Staff doing the Museum Repairs it was determined that with the breakdown of costs for hiring qualified staff and the required special materials for heritage building there was little difference than the amounts tendered. There is also the additional benefit of getting the work completed in a more timely manner with Contractors.

- b) Director recommends that Council review the Tenders for Museum Repairs again before moving forward with having town staff do the necessary repairs.
- c) Two tenders were received for each building.
 - Kittiwake Roofing LTD, Noggin Cove, NL
 - Dwyer Premises - \$37,860.53
 - Bleak House - \$37,702.75
 - Brett House - \$28,658.00
 - Sky-Line Roofing Ltd, Carmanville
 - Dwyer Premises - \$35,650.00
 - Bleak House - \$20,700.00
 - Brett House - \$36,800.00

2020-104

Langdon/W. Hart

Resolved that the tender for Bleak House be awarded to Skyline Roofing & Construction Services in the amount \$20,700.00 ; the tender for Brett House be awarded to Kittiwake Roofing Ltd in the amount \$28,658.00 and that the tender for Dwyer Premises be awarded to Skyline Roofing & Construction Services in the amount \$35,650.00.
Resolution Carried. In favour 9 Against 0.

5.3 Fire Services presented by Deputy Mayor Torrville

A. Community Education/Events

- I. Fire Service Public Service Ad regarding Provincial Fire Ban

B. Truck Maintenance/Public works

- I. Town Mechanic and Fire Chief are working on the inspection process for our fleet. But due to some emergency repairs things have slowed down.

C. Training Update

- I. The 20/20 Training program is on hold until September, the firefighters would like to enjoy their summer.
- II. Completed some smoke house training with newer members and older members. You can see the difference in Member skills before 20/20 training and after.

D. 911 Communication Cooperation

- I. Fogo island Fire Service have been in communication with Vice President of NL 911 about a new initiative for better communication between Fire Service and 911 Call Center, this will have one member from each station responsible for calling 911 to let the know they received the page. This information was sent out to all stations.

E. Equipment Update:

- I. New Drager Breathing Apparatus have been received and distributed, along with spare cylinders. This greatly improves our Fire Service respiratory protection program. With the upgrade to our breathing apparatus we were able to help out Public Works Department by providing 2 older breathing apparatus, along with training at their convenience.
- II. The new E-Draulic Cutters have been ordered and received.
- III. The new turn out gear was ordered.
- IV. New National Building Code book ordered.

F. Provincial Announcement.

- I. Provincial Government provided \$10,000.00 Grant to go towards the purchases of our new E-Draulic Cutters. Would like to thank MHA Bragg for his continued support to our fire service and wish him the best luck in his new portfolio as Minister of Transportation and Infrastructure.

G. Actions for Council

- I. Award Tender for Jaws-Of-Life Rescue Equipment.
 - a) One (1) Tender Received - Town of Change Islands - \$10,500.00

2020-105

Torraville/W. Hart

Resolved that the Town of Fogo Island award the tender for the Jaws-of-Life Rescue Equipment be awarded to Town of Change Islands for \$10,500.00.

Resolution Carried. In favour 9 Against 0.

- II. Dry Hydrant In The Communities Of Stag Harbour and In Island Harbour and Deep Bay.
 - a) Fire Chief is requesting approval from Council to investigate the feasibility of installing a dry hydrant in the communities of Stag Harbour, Island Harbour and Deep Bay.
 - b) Previous investigations have been done for emergency water supply on those areas before.
 - c) Council requested that Fogo Island Central be added and that a cost analysis be prepared and forwarded to Council for review.

2020-106

Torraville/Langdon

Resolved that approval be given to the Fire Chief to investigate the feasibility of installing a dry hydrant in the communities of Stag Harbour, Island Harbour, Deep Bay and Fogo Island Central.

Resolution Carried. In favour 9 Against 0.

5.4 Public Works Presented by Deputy Mayor Torraville

A. Estimating Works:

- I. Barr'd Islands Water & Sewer
Cecon is currently completing a revised Water Only application for submittal to Municipal Affairs. Cecon to advise once the application has been submitted through the MSIS system.

B. Maintenance:

I. Preventative Maintenance

- a) Lift Stations: No major failures to report. Status checks have been completed on all Lift Stations.
- b) Water Intake Screens: All water intake screens have been pulled and cleaned this past month. Cleaning frequency increased in Seldom and Fogo due to increased water demand.
- c) Road Maintenance: Road shouldering has been completed in all communities. Spreading of Calcium solution has been completed on well-travelled gravel roads. Assessment of other locations ongoing to identify any areas needing additional focus.
- d) Vehicle Maintenance/ Inspections: No major equipment failures occurred this past month. Regular maintenance being carried out across all Town vehicles.

II. Repairs

- a) Paving: PW Team completed cold patch paving repairs in Joe Batt's Arm. Larger areas in the Town requiring paving will be addressed with a paving contractor when available.
- b) Guard Rails: Guard rail repairs have been undertaken and completed in Fogo. Additional assessments underway in other communities to identify damaged rails.
- c) Manholes: In collaboration with the Department of Highways, the PW team lowered 3 manholes in the Tilting area to help improve snow clearing operations and minimize the potential of equipment damages.

- d) Sewer Line Break: A resident of Seldom reported a broken sewer line on their property. The PW team located the broken line and made the necessary repairs. Land remediation to be completed this month.

C. Other

- I. Permit applications being received and field visits ongoing to determine compliance.
- II. Water turn-on/ turn-offs ongoing as requested.
- III. The digital speed sign purchased from Protek Industries Ltd has been delivered and is being assembled. The sign will be stationed randomly in high traffic areas to help reduce driver speeds. Findings will be shared with the RCMP to assist in patrols.
- IV. Advanced Drinking Water Unit (ADWU): A letter has been sent to Minister Derrick Bragg for the proposed relocation of the ADWU from the center of the island to the Fire Hall location in Fogo. Additionally, the Department of Municipal Affairs is submitting a Change Form in support of the relocation.
 - a) A quote has been generated by Terra Nova Water Services for the Fogo installation and it is currently being reviewed to ensure it meets construction criteria and does not exceed budgetary allocations.
- V. Council inquired about culverts that need repairs on Department of Transportation and Works highways especially on the highway leading to Island Harbour and Deep Bay by Western Brook and there are several in Tilting that are rusted at the bottom.
 - a) Staff informed Council that they have only just become aware of this issue and there has been discussion with Public Works Superintendent. Plans are to do some site visits and send correspondence to the Supervisor at Fogo Island Depot for update on when/if repairs are going to be done.

5.5 Finance presented by Councilor Hamlyn

A. Adoption of Cheque Register

2020-107

Hamlyn/W. Hart

Resolved that the Town of Fogo Island accept of the cheque register from July 1st – 31st, 2020 in the amount of \$154,582.62. Further resolved that approval be given for payment of invoice from LW Consulting in the amount of \$9034.69.

Resolution Carried. In favour 9 Against 0.

B. Financial Reports

2020-108

Hamlyn/Jacobs

Resolved that the Town of Fogo Island accept the Financial Statements from July 1 – 31st, 2020 as presented.

Resolution Carried. In favour 9 Against 0.

C. Water/Sewer Tax Exemption Request - 46 Main Street, Fogo

- I. Property owner has requested exemption for Town Water and Sewer Taxes on apartment that is no longer in use. Apartment has not been occupied since 2018.
 - a) Council denied the request for exemption of water and sewer tax on the apartment at 46 Main Street, Fogo on the basis that even though it has not been rented since 2018 it is capable of being rented. However, if the homeowner can provide confirmation, acceptable to the Council, that the apartment is no longer available to be rented, Council will reconsider the request.

D. Water Tax Fee for Shed - Exemption Request – 23B Kelly's Island Road, Tilting

- I. Letter received from the property owners at 23B Kelly's Island Road, Tilting requesting exemption of unpaid Water taxes for 2019 and 2020.

- II. Property owner is contesting the fact that no water line is hooked up to his shed, therefore no water taxes should be applied.
- III. A second follow up site visit was conducted by the Superintendent of Public Works where he had discussions with the property owners on the current water setup in the shed. It was determined from the meeting that the property owner did supply the shed utilizing town water by way of filling a tank with a water hose from his home, however, there was no permanent hookup installed. At the time of the site visit, the tank was dry, with no water available at the shed.
- IV. Shed is used seasonally (3-4 months in the summer), and in fact has not utilized any water from the Town since submitting the letter on May 26, 2020.

2020-109

W. Hart/Langdon

Resolved that the Town of Fogo Island approve the request for water tax exemption for shed located at 23B Kelly's Island Road, Tilitng and that the water tax for both 2019 and 2020 be written off based upon the fact that no water line connection has been made to the shed, it is not capable of being occupied for residential purposes and that no business is being conducted in the shed,.

Resolution Carried. In favour 9 Against 0.

E. Donation Request – Kids Eat Smart Foundation NL

- I. Request for donation from Kids Eat Smart Breakfast Program to help with costs of purchasing healthy foods and equipment for Breakfast Clubs within our School. Donation will be forwarded to Fogo Island Central High.

2020-110

Hamlyn/Torraville

Resolved that the Town of Fogo Island donate \$300.00 to the Kids Eat Smart Program.

Resolution Carried. In favour 9 Against 0.

6. Correspondence

6.1 Municipal Assessment Agency – New Board Representatives

- A. Two new Taxpayer Representatives have been appointed through the Public Service Commission merit-based process.

6.2 Correspondence Acknowledgement – Prime Minister Trudeau

- A. Received email from Prime Minister Trudeau's office acknowledging receipt of correspondence sent from the Town requesting federal government support for municipalities during the COVID-19 Pandemic.

6.3 Central Newfoundland Waste Management – New Curbside Collection Policy & Contract

- A. As of September 1, 2020, Garbage Collection Truck Drivers will no longer be taking garbage out of wooden boxes or other unsuitable containers as they pose a safety hazard.
- B. Residents may use nets, tarpaulins, blankets, portable bins made of plastic or metal and placed at the curbside/roadside on your collection day.
- C. Curbside means a distance of no more than 4.75m (15 feet) off the road right of way as measured from the edge of the pavement or the public road.
- D. The intent of the Memorandum of Understanding is to put in place a Residential Curbside Collection Program that will collect weekly normal residential solid waste that is placed at the curb on collection day. This waste will then be delivered to the Regional Waste Management Site or Transfer Station.
- E. Contract will be in place for seven (7) years. 2020 collection fee will be \$83.00 per household.

2020-111

W. Hart/Rowe

Resolved that the Town of Fogo Island accept the Central Newfoundland Waste Management New Curbside Collection Policy and Contract. Contract will be in effect for a period of 7 years. Resolution Carried. In favour: 9 Against: 0

- F. New policy regulations for Curbside Collection will be placed on the Town's Website and Social Media.

7. New Business

7.1 Municipal Assessment Agency

- A. Council inquired on the process of the Municipal Assessment Agency Representative when they visit a property and the homeowner is not home. The understanding was that the Representative would place a notice of the visit on the door requesting that the homeowner call the Municipal Assessment Agency when they return.
- B. Councilor witness a visit to a home where the property owner wasn't home, he/she notified the Representative that there wasn't anyone at home, the Representative proceeded to measure up the outside of the house.
- C. Council requested that Staff follow-up with the Municipal Assessment Agency to acquire information on site visits.

7.2 Town Water Supply Water Levels

- A. Council inquired to Public Works Superintendent if there has been checks done on water levels in the water supply ponds due to the dry weather season.
- B. Public Works has been monitoring water levels for the past few weeks, especially with Seldom water supply as the Shrimp Plant is processing and using vast amounts of water, approximately 400-500 gallons per minute.
- C. Council inquired if there was a need for a public notice to conserve water. Public Works Staff has been taking measures to keep water in the reservoir and with the upcoming weather, everything will be fine.
- D. Council had some concern with the water usage at the Shrimp Plant as there were saltwater pumps installed several years ago to help lower the water usage. Superintendent has visited the Shrimp Plant and they have done what they can to reduce the water usage.

8. Date of Next Regular Meeting:

Privileged Meeting – September 29th, 2020 (If required) at 6.30PM

Regular Meeting – September 29th, 2020 at 7:00 PM

9. Adjournment:

Before adjourning the meeting, Council would like to thank all the residents of Fogo Island who viewed the meeting on Facebook Live.

2020-112

W. Hart

Resolved the meeting be adjourned at 8:10PM.

Daphne Coles
Acting Town Clerk

Wayne Collins
Mayor

Resolved that the Town of Fogo Island accept the Central Newfoundland Waste Management New Curbside Collection Policy and Contract. Contract will be in effect for a period of 7 years. Resolution Carried. In favour: 9 Against: 0

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2020-112

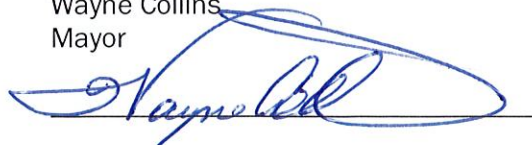
W. Hart

Resolved the meeting be adjourned at 8:10PM.

Daphne Coles
Acting Town Clerk



Wayne Collins
Mayor



A Regular Meeting of Council was held via ZOOM on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins	Deputy Mayor Paul Torrville
Councilor Barbara Jacobs	Councilor Janet Langdon
Councilor Samuel Rowe	Councilor Sheldon Hamlyn
Councilor Scottie Hart	Councilor William Hart (7:30PM via Telephone)

Staff:

Allan Hewitt, Chief Administrative Officer
Daphne Coles, Acting Town Clerk
Gerard Lewis, Interim Town Manager, LW Consulting
Don Noseworthy, LW Consulting
Colette Wells-Coish, Director of Recreation and Tourism

Absent:

Keith Penton, Superintendent of Public Works
Tommy Simpson, Fire Chief
Councilor Tracey Hart

1. Call to Order:

- Meeting was called to order at 7:00PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live and introducing Mr. Allan Hewitt, Chief Administrative Officer to the Town of Fogo Island.

2. Appointment of Chief Administrative Officer

2020-113

Jacobs/Torrville

Resolved that the Town of Fogo Island appoint Mr. Allan Hewitt as Chief Administrative Officer effective September 21, 2020, with the statutory authority of Town Manager and Town Clerk as per Sections 53, 54, 59 and 61 of the *Municipalities Act, 1999*.

Resolution Carried. In favour 7 Against 0.

3. Agenda:

2020-114

Langdon/Jacobs

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 7 Against 0.

4. Minutes:

2020-115

Hamlyn/S. Hart

Resolved that the minutes of the Regular Public Meeting held on August 25, 2020 be adopted as presented.

Resolution Carried. In favour 7 Against 0.

5. Business Arising:

- No business arising from the minutes of the Regular Public Meeting held on August 25, 2020.

6. Department Reports

6.1 Recreation/Tourism Report presented by Councilor Langdon

A. Maintenance:

- I. The main doors at the stadium have been replaced.
- II. Modification has been done to the entrance of the Zamboni room. Staff will no longer have to use ramps while driving on and off the ice surface. This was completed by Public Works.
- III. Staff are doing all necessary checks and requirements of the ice plant.
- IV. The arena floor is being painted and an extensive cleaning must be done.
- V. The stadium parking lot has been sealed and we are pleased with the results.

B. Tourism / Museum update:

- I. There are very few visitors the past couple of weeks at the museums. Staff have started shutting down sites and preparing seasonal reports and recommendations.
- II. Contractors have started work at the Bleak House and will continue for the next couple of weeks. The weather has been a factor. The contractor for the Brett House is waiting on supplies but has been on site.
- III. Application has been submitted to ACOA for extensive repairs to the Marine Interpretation Centre.

C. The Trail Crew:

- I. This crew has done great work to our trails this summer. The upgrades have improved the safety for our residents and visitors. The trails remain open and are used regularly. There have been several new bridges put in place, stone placed in areas, and brush trimmed in areas of high growth.
- II. This crew began placing the signage for the Brimstone Head trail but due to high winds it has been difficult. It has been decided they stop with the signs for the fall. The trail crew has finished work for this season.
- III. Since this was the final phase of the trail project a new application will have to be submitted this fall/winter. The walking trails on Fogo Island are extremely important to our Tourism industry. It has brought many visitors, kept locals active and created employment for many. The designated trails will require regular maintenance every year. This will be followed closely, and consideration given to other possibilities.

D. Recreation

- I. The fundraiser for the "Ronald McDonald House" is ongoing. Paper hearts are being sold at local businesses. The Director would like to thank all businesses who are involved. Staff also participated and we remind everyone they can continue to buy the hearts until September 30th at various businesses on Fogo Island.
- II. The user groups have agreed they want to return to play at the Iceberg Arena. The Director has prepared a list of guidelines for re-opening our stadium. We must follow guidelines set by the province and the Chief Medical Officer to ensure the safety of all participants and Staff is protected. These guidelines are subject to change. A meeting was held on Thursday September 24th with representatives from our Minor hockey Association and the Men's Rec League. The groups agree with the recommendations and want to proceed with opening the stadium. The actual numbers cannot be determined until registration takes place. It has been stated the stadium is the only facility our youth have, and we want to do everything possible to provide them the opportunity to skate and play hockey this season.

E. Other

- I. Figure Skating Instructor needed for our Area. As requested by a resident, asking if we could post an add to see if there is anyone in our area who would travel and teach figure skating on a weekly basis, An ad has been placed on the town Web site.

F. Actions for Council Approval:

- I. Crosbie Engineering
 - a) Council approved for Crosby Engineering to come to the Iceberg Arena and do a site visit to determine what we need for our stadium with regards to a new H-VAC System, Dehumidifier and Air Exchange System and provide options we move forward.

- II. Opening of Community Town Halls
 - a) Council discuss opening our community halls following the provincial guidelines. Cleaning and rental rates are a concern as the Town has to follow all the cleaning and sanitization procedures for COVID-19.
 - b) Residents have been inquiring from different communities, especially for dart groups.
 - c) Job Ad has been posted for Janitorial duties, deadline for submissions is tomorrow, September 30th.
 - i. Council requested that Staff provide them with the information gathered from the janitorial duties advertisement and a decision will be made at a later date.
- III. Victory Sprayer
 - a) Council approved the purchase of 1 "Victory Sprayer" at the quoted cost of \$1300.00 plus HST to assist with cleaning at the stadium.

6.2 Fire Services presented by Deputy Mayor Torrville

- A. Fire Calls – 1
Building Inspections - 2
- B. Community Education/Events
 - I. Fire Service Public Service advertisement pertaining to "Return to School Safety for Drivers", 9/11 memorial tribute and Recruitment for Firefighters Campaign.
- C. Building update.
 - I. Cecon was out to review the Seldom Fire Station and is developing an updated floor plan for the renovations.
- D. Truck Maintenance/Public works
 - I. Town Mechanic and Fire Chief have completed the inspection process for our fleet.
 - II. Fire Chief and member of Public Works Staff have begun developing a data base for our hydrants throughout Fogo island. The information collected will be
 - a) Size of Watermain
 - b) Type of Fire Hydrant
 - c) Water Pressure
 - d) Water pressure when flowing
 - e) Fire flow rate
 - f) Year installed
 - g) Any issues arising from inspection and corrective action.
 - III. All this information will be available on the mapping system which will benefit both fire service and public works, and while collecting the information we have also flushed the system.
- E. Training Update
 - I. Training program started again this month, the firefighters have been working with Search and Rescue techniques and will start on Auto Extrication in the coming weeks.
- F. Communication
 - I. Fogo Island Fire Service have been in communication with the province regarding the new Provincial Radio Communication System, more information will be provided when it becomes available,
 - II. Fire Chief have investigated a communication system for our dispatch system, which utilizes cellular phones and pagers. This is important because our paging system does not work all over the island and has poor range due to the topography of our island, Fire Chief has

gathered information on the Fire Q system. This type of system is being used throughout Newfoundland and Labrador.

G. Equipment Update:

- I. Breathing Apparatus have been serviced, and all equipment has been checked.
- II. Cecon is working on the Dry Hydrant design plan for communities on Fogo Island that do not have a Town Water Supply.

H. Actions for Council

I. Acceptance of Tender for New Fire Truck

- a) Acceptance Letter from Department of Justice and Public Safety, Fire Services Division for Town's acceptance of the tender from the province awarding the contract to Camions Carl Thibault for the new Fire Truck. This tender meets the minimum specifications from the province.

2020-116

Torraville/Langdon

Resolved that the Town of Fogo Island accept the tender from Camions Carl Thibault for the new Fire Truck in the amount of \$387,194.65. Costing will be done on a 80/20 cost-shared basis with the Provincial Government. Government being responsible for \$309,755.72 and the Town of Fogo Island responsible for \$77,738.93.

Resolution Carried. In favour 7 Against 0.

6.3 Public Works Presented by Councilor Sheldon Hamlyn

A. Estimating Works:

I. Barr'd Islands Water & Sewer

- a) Cecon completed the revised Water Only application and submitted to Municipal Affairs August 28th.

II. Seldom Fire Hall Modifications

- a) Cecon is currently developing construction details for the Seldom Fire Hall modifications. A site visit was completed September 16th, 2020 in support of design development.

B. Maintenance:

I. Preventative Maintenance

- a) Lift Stations: No major failures this past month. Semi-annual cleaning of all Town Lift Stations have been completed. Sewage outfall cleaning to begin in the next 10 days.
- b) Hydrant Flushing: Semi-annual hydrant flushing has commenced and is near completion. Tilting, Joe Batt's Arm and Seldom have been completed, with Fogo to be addressed once water demand is reduced for fish plant operations.
- c) Water Intake Screens: Water intake screens have been pulled and cleaned in Tilting and Seldom this past month. Fogo screens to be addressed once hydrant flushing is completed.
- d) Vehicle Maintenance/ Inspections: Regular maintenance being carried out across all Town vehicles. Fleet preparations commencing this week to have all snow clearing equipment ready for Winter snow clearing.
 - i. The Case backhoe has been out of service for 10 days due to a sensor failure and subsequent de-rating of the unit. Case representative to reset computer

this coming Monday, Sept 28th. Unit expected to be back in operation thereafter.

II. Repairs

- a) Silver Street, Fogo: Upon inspection of a reported area of heavy erosion on Silver Street in Fogo, the Public Works team completed installation of armour stone along the roadside. This will prevent further damage and will protect Town buried utilities in the area.
- b) Foley's Lane, Tilting: From previous recommendations and agreement to address the condition of Foley's Lane in Tilting, the Public Works team completed all road upgrades. The road is now substantially improved, which will greatly enhance snow clearing abilities and improve safe operations in the area.
- c) Stadium Board/ Floor Modifications: The Public Works Team completed all concrete works and board modifications to allow better accessibility during zamboni operations. The use of ramps has been eliminated.
- d) Stadium Main Door Replacement: The Public Works Team completed the new installation of a double door/ door frame at the front entrance.

C. Other

- I. Permit applications being received and field visits ongoing to determine compliance.
- II. Water turn-on/ turn-offs ongoing as requested.
- III. The digital speed sign is activated and continues to be stationed randomly in high traffic areas to help reduce driver speeds. The RCMP is updated on the installation and will coordinate with the town to access data in real time to aid in patrols.
- IV. Advanced Drinking Water Unit (ADWU): A Change Form letter is being submitted by the Department of Municipal Affairs to government for the proposed relocation of the ADWU from the center of the island to the Fire Hall location in Fogo. Once approval is received the Town can proceed with construction activities.
- V. Fogo Ph System: H&R Enterprises have received all shop drawings from Harty Engineering and have subsequently ordered all materials for the project. The Town is currently awaiting details on a start date to complete installation this Fall.
- VI. Town Office: The Prime Consultant Agreement between Wood Environment & Infrastructure Solutions and the Town of Fogo Island has been signed and agreed upon as of September 17th, 2020.
- VII. RFP's: Public Works has issued two (2) RFPs pertaining to the purchase of a Hydro Vac/ Sewer Jet Trailer Combo Unit and a Backhoe. Closing date for both RFPs is Oct 16th, 2020.

D. For The Action Of Council

I. Purchase of New Snow Tires for Komatsu Loader

- a) In support of Winter fleet readiness, it has been determined that new winter tires are required on the Komatsu Loader. Current tires are aged (>10yrs) and pose as a great safety hazard to the operators and community itself.

2020-117

Hamlyn/S. Hart

Resolved that the Town of Fogo Island approve the purchase of new tires for the Komatsu Loader and increase of spending limit for the Superintendent of Public Works from \$5,000 to \$6,000 to allow procurement of the required kit.

Council Discussion:

- Council inquired if there were any spare tires for the loaders.
- There are not any spare tires for our loaders.
- The existing tires on the Komatsu are not completely worn however they are not safe for winter driving and snow clearing. Plan is to switch out the tires during the summer season.

Resolution Carried. In favour 7 Against 0.

- ❖ Councilor William Hart joined the meeting at 7:30PM via Deputy Mayor Torrville's cell phone.

6.4 Finance presented by Councilor Barbara Jacobs

**A. Adoption of Cheque Register
2020-118**

Jacobs/Rowe

Resolved that the Town of Fogo Island accept the attached cheque register from August 1st – 31st, 2020 in the amount of \$201,655.55 as presented.

Resolution Carried. In favour 8 Against 0.

**B. Adoption of Finance Reports
2020-119**

Jacobs/Rowe

Resolved that the Town of Fogo Island accept the attached Financial Statements from August 1st – 31st, 2020 as presented.

Resolution Carried. In favour 8 Against 0.

**C. Payment of Invoices
2020-120**

Jacobs/Rowe

Resolved that the Town of Fogo Island approve payment of the following invoices:

- I. LW Consulting for Professional Services for June 29th – July 26, 2020 - \$5929.69
- II. LW Consulting for Recruitment fees and advertising costs for new CAO - \$5426.85
- III. Terra Nova Water Services – Seldom ADWS - \$23,382.77

Resolution Carried. In favour 8 Against 0.

D. Appointment of Director of Recreation, Tourism and Economic Development

- I. LW Consulting was engaged to conduct an Organizational and Compensation Review of the operations of the Fogo Island Town. One of the recommendations arising from this Report was to combine the positions of Director of Recreation and Leisure Services and the Director of Tourism, Culture, and Heritage into one position to be entitled the Director of Recreation, Tourism, and Economic Development.

2020-121

Jacobs/Torrville

Resolved that the Town of Fogo Island approve the appointment of Colette Wells – Coish as the Director of Tourism, Culture, and Economic Development in accordance with Section 63 of the *Municipalities Act, 1999*.

Council Discussion:

- Councillor inquired about an incident at the Stadium involving a Trail Project Worker and the Recreation/Tourism Maintenance Worker.
- Incident was dealt with by Senior Management.

Resolution Carried. In favour 8 Against 0.

E. Appointment of Deputy Town Clerk

- I. LW Consulting recommended that a position of Deputy Town Clerk be established with some of the authority of the Town Clerk, as contained under Section 61 of the *Municipalities Act, 1999*, assigned to this position including the taking of the minutes of Council meetings, records management, and other duties as may be delegated to this position by the CAO. This position will perform the duties of Acting Town Clerk during the absence of the CAO who has the statutory of the Town Clerk for the Town of Fogo Island.

2020-122

Jacobs/Torraville

Resolved that the Town of Fogo Island approve the appointment of Daphne Coles as the Deputy Town Clerk with the authority specified herein and any additional duties and responsibilities that may be delegated to the position by the CAO and in accordance with Sections 57, 61 and 62 of the *Municipalities Act, 1999*.

Resolution Carried. In favour 8 Against 0.

F. Relocation Assistance

2020-123

Jacobs/Hamlyn

Resolved that the Town of Fogo Island approve a relocation allowance towards the cost of moving from Ontario to Fogo Island, in the amount of \$2,000.00 be paid to Mr. Allan Hewitt, new Chief Administrative Officer for the Town of Fogo Island as previously agreed upon.

Resolution Carried. In favour 8 Against 0.

G. Designation of Chief Administrative Officer as ATIPPA "Head"

- I. In accordance with ATIPPA Council must designate a "Head" by motion of Council in accordance with Section 109 of ATIPPA and the Head is responsible to perform all the requirement of ATIPPA. Council must inform the Minister of Justice and Public Safety of its appointment. It is recommended that a member of the staff be appointed as Head and it is normally the CAO or Town Manager. Following the appointment of the Head by Council, the Head, under Section 110 of ATIPPA must appoint a "Coordinator" who is normally the Town Clerk.

2020-124

Jacobs/Rowe

Resolved that the Town of Fogo Island appoint the CAO, Mr. Allan Hewitt, be appointed as "Head" as required by Section 109 of ATTIPPA.

Resolution Carried. In favour 8 Against 0.

H. Reduction of Number of Councillors for Town of Fogo Island

- I. LW Consulting recommended that the number of Councillors be reduced for the next municipal election in 2021 from the current complement of nine (9) to seven (7) to be in line with that of similar size municipalities within the Province of Newfoundland and Labrador.
- II. Section 13 of the *Municipalities Act, 1999* states that the number of Councillors cannot be less than five (5) or more than nine (9) as prescribed by the Minister of Environment, Climate Change and Municipalities.

2020-125

Jacobs/Langdon

Resolved that the Town of Fogo Island approve that the current complement of nine (9) Councillors be reduced to seven (7) to take effect for the September 2021 Municipal Election.

Resolution Carried. In favour 8 Against 0.

- III. Council requested that Staff forward a letter to the Minister advising him of Council's decision and requesting that he approve the reduced number of Councillors to seven (7) to take effect for the September 2021 Municipal Election.

I. Taxes on Businesses not Operating during 2020

- I. In an earlier letter to Fogo Island seasonal businesses the Town advised that any seasonal business that did not operate in 2020 will be eligible to make a written arrangement to pay their 2020 business tax and their 2021 business taxes, without interest, subject to both the 2020 and 2021 business taxes being paid in full on or before December 31, 2021. To be eligible, businesses would have to contact the Town and make such arrangements. This position was taken based on the Town's initial review of a summary of a legal opinion obtained by Municipalities Newfoundland and Labrador (MNL) and circulated to all municipalities in the Province.
- II. At the time the letter was written, the Town was not in possession of the actual opinion, only a summary received through a Regional Conference Call with MNL.
- III. After receiving concerns from some business owners, a copy of the complete legal opinion was requested and obtained. Our review of the legal opinion clearly shows that any business that ceases operation for an entire year is not liable for business tax for that year.
- IV. As a result of this review Council has decided that any seasonal business that did not operate during 2020 will be eligible to have their 2020 business tax exempted. Seasonal business owners will have to complete a form certifying that they did not operate to date in 2020 and will not be reopening for the duration of 2020. Upon receipt of the signed document the Town of Fogo Island will exempt seasonal businesses from all charges for 2020 business tax and any applicable interest levied on these accounts, in full. Business owners can contact the Town for the forms to be completed.
- V. Formal motions to write off the 2020 seasonal business taxes and applicable interest, if any, will be made by Council upon receipt of the required form.

2020-126

Jacobs/Torraville

Resolved that the Town of Fogo Island approve that the 2020 Business Taxes for 24 Main Street, Fogo and 31 Main Road, Deep Bay be written off as both businesses have provided the required written confirmation that they did not operate to date in 2020 and will not be operating for the remainder of 2020 due to COVID-19

Resolution Carried. In favour 8 Against 0.

J. Town Council of Fogo Island Standing Committee Structure and Terms of Reference

2020-127

Jacobs/Langdon

Resolved that the Town of Fogo Island adopt the Fogo Island Standing Committee Structure and Terms of Reference as presented and become effective October 1, 2020.

Resolution Carried. In favour 8 Against 0.

2020-128

Jacobs/Langdon

Resolved that the Town of Fogo Island approve the following appointments to the Town of Fogo Island Standing Committees:

- a. Finance and Administration Committee
 - i. Chairperson Councillor Barbara Jacobs
 - ii. Member Councillor Sam Rowe
 - iii. Alternate Member Councillor Janet Langdon
- b. Planning and Public Works Committee
 - i. Chairperson Councillor Sheldon Hamlyn

- ii. Member Councillor Scottie Hart
 - iii. Alternate Member Deputy Mayor Paul Torrville
- c. Recreation and Tourism Committee
 - i. Chairperson Councillor Tracey Hart
 - ii. Member Councillor Janet Langdon
 - iii. Alternate Member Councillor Scottie Hart
- d. Public Safety Committee
 - i. Chairperson Deputy Mayor Paul Torrville
 - ii. Member Councillor Willie Hart
 - iii. Alternate Member Councillor Sam Rowe
- e. Transportation Committee
 - i. Chairperson Deputy Mayor Paul Torrville
 - ii. Member Councillor Wille Hart
 - iii. Member Councillor Sam Rowe
 - iv. Alternate Member Councillor Tracey Hart

Resolution Carried. In favour 8 Against 0.

**K. Town of Fogo Island Rules of Procedure
2020-129**

Jacobs/Hamlyn

Resolved that the Town of Fogo Island in accordance with Section 24 of the Municipalities Act, 1999, adopt the Rules of Procedure for its Council Meetings as presented and become effective October 1, 2020.

Resolution Carried. In favour 8 Against 0.

7. Correspondence

7.1 Department of Environment, Climate Change & Municipalities – Call for 2021-2022 Municipal Infrastructure Applications.

- A. Deadline to submit applications for Municipal Capital Works and Investing in Canada Infrastructure Program for 2021-2022 is November 13, 2020

7.2 Municipal Assessment Agency – New Board Representatives

- A. Board of Directors for the Municipal Assessment Agency held a teleconference meeting on August 21, 2020. Some of the issues addressed included:
 - I. Two new Taxpayers Representatives were appointed through the Public Service Commission: Ms Carol Ann Smith of Torbay and Mr. Gerald Thompson of Grand Falls-Windsor.
 - II. Fifty-three applications received for Clar Simmons Scholarship.
 - III. Municipal Assessment Agency Learning and Development Program continues to meet its objectives
 - IV. Business process review and mapping project is continuing to make progress
 - V. Agency's OH & S Program is under review to include a harassment prevention plan and a comprehensive working alone program.
 - VI. 2021 assessment notices were mailed out on June 1, 2020. A total of 830 appeals were received. Work has started on the 2022 tax year values.
 - VII. Regional offices are now open and fully staffed however due to COVID-19 offices are open to the public by appointment only.

8. New Business

8.1 Stadium Incident

- A. Mayor reiterated the Stadium incident previously mentioned by Council.
- B. Senior Management informed Council that this incident should have been reported to the CAO and not at a public meeting especially with naming individuals. Incident will be dealt with at a Senior Management level.

8. Date of Next Regular Meeting:

Privileged Meeting – October 27th, 2020 (If required) at 6.30PM

Regular Meeting – October 27th, 2020 at 7:00 PM

Next Regular Public Council meeting to be held at the Stadium Common Room with Council and Staff present pending the internet service is capable of providing a Live FaceTime for public viewing. Due to COVID-19 the public will not be permitted to attend.

9. Adjournment:

On behalf of Council, Councilor Jacobs expressed thanks to Management and Staff for doing a wonderful job for the Town of Fogo Island especially during the absence of a CAO. Would like to recognize the Public Works team as in reviewing the Financial Statements over the past few month's expenses for Repairs and Maintenance on town infrastructure have lowered.

Before adjourning the meeting, Council would like to thank all the residents of Fogo Island who viewed the meeting on Facebook Live.

2020-130

W. Hart

Resolved the meeting be adjourned at 7:56PM.

Daphne Coles
Deputy Town Clerk



Wayne Collins
Mayor



A Regular Meeting of Council was held via ZOOM on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins
Councillor Barbara Jacobs
Councillor Samuel Rowe
Councillor Scottie Hart
Councillor William Hart

Deputy Mayor Paul Torrville
Councillor Janet Langdon
Councillor Sheldon Hamlyn
Councillor Tracey Hart

Staff:

Allan Hewitt, Chief Administrative Officer
Daphne Coles, Deputy Town Clerk
Tommy Simpson, Fire Chief

1. Call to Order:

- Meeting was called to order at 7:00PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live.

2. Delegation

2.1 RCMP

- A. Mayor welcomed members of the RCMP to the meeting and a brief introduction of Council and Staff took place. In attendance from the RCMP Detachment were Superintendent Dan Austin, Staff Sargent Roger Flynn and Inspector Richard Marshall.
- B. Purpose for the meeting was to discuss some ongoing policing issues on Fogo Island. Staff Sargent Flynn began the presentation with a brief overview of the detachment and the district it covers. The following concerns were addressed:
 - I. Staffing with Fogo Island Detachment
 - II. Speeding
 - III. Youth loitering in former Park Area
 - IV. Drugs and School Education Programs
 - V. ATV Usage
 - VI. Lowering Speed Limit in School Zone
- C. New Corporal position has been filled, and hope to be on Fogo Island in the near future. RCMP requested that Council prepare a priority list of concerns early in the new year, 2021 and forward to the new Corporal for his attention.
- D. Mayor thanked RCMP for attending the meeting and giving Council an update on their concerns.

3. Agenda:

2020-131

Torrville/S. Hart

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 9 Against 0.

4. Minutes:

2020-132

W. Hart/Langdon

Resolved that the minutes of the Regular Public Meeting held on September 29th, 2020 be adopted as presented.

Resolution Carried. In favour 9 Against 0.

5. Business Arising:

- No business arising from the minutes and action report of the Regular Public Meeting held on September 29, 2020.

6. Department Reports

6.1 Recreation, Tourism & Economic Development Report presented by Councilor Tracey Hart

A meeting of the Recreation, Tourism and Economic Development Department was held on Tuesday October 20, 2020 at 7:00PM. In attendance were Councillors Tracey Hart, Chairperson, Councillor Janet Langdon, Staff, CAO, Allan Hewitt, Director of Recreation, Tourism and Economic Development, Colette Wells- Coish.

The following items were discussed:

A. Business Arising from Last Meeting:

- I. Crosby Engineering has completed their site visit and a report will be prepared for review. This will be forwarded as soon as it becomes available.
- II. New signage "CLOSED FOR THE SEASON" has been ordered for museums as well as "NO LOITERING".
- III. A thank you is extended to The Fogo Island Co-operative for delivering our trail signage from St. John's.

B. Repairs and Maintenance:

- I. The stadium is preparing for this ice season and the refrigeration unit will start soon.
- II. Museums are all closed for the season and have been shut down.

C. Recreation:

- I. The "Return to Play" guidelines as developed in conjunction with user groups and with provincial guidelines being followed were approved by Hockey Newfoundland and Labrador. This set of guidelines is subject to change.
- II. There is a qualified can skate/figure skate instructor available here on Fogo Island. A notice has been posted looking for parents and guardians to form a club to proceed.
- III. The Director would like to add any decision can be monitored and subject to change. There must be consistency and accountability.
- IV. Events planned:
 - a) "Haunted Park", this is a first time event. Individuals and groups are encouraged to participate. All social distancing requirements will be followed.
 - b) Bonfire Night will be done by designated groups.
 - c) Remembrance Day activities will be advertised as more details unfold.
 - d) "Christmas - Town tree lighting, and Santa's workshop

D. Other:

- I. The CEEP - Community Enhancement Employment Program has been posted for 2020 -2021.
- II. The Town vehicle fleet must be reviewed soon to ensure departmental needs are met.
- III. Various funding applications are being reviewed and submitted at this time.

E. Actions for Council

- I. Ronald McDonald House
 - a) The fundraiser for Ronald McDonald House went well. Thank you to ten businesses who helped. A total of \$361.15 was collected.

2020-133

T. Hart/Langdon

Resolved that the Town of Fogo Island match this amount raised for the Ronald McDonald of \$361.15 and forward the amount of \$722.30 to the Ronald McDonald House in St. John's, NL. Resolution Carried. In favour 9 Against 0.

II. Community Hall Rentals

- a) No decision has been made on the rentals of Community Halls.

- b) Advertisement was out for a part-time Janitor position. Interviews will be done by Management tomorrow.
- c) Council discussed the opening of the halls and requested that Staff provide further information with the costs for cleaning of the buildings and janitorial position. A decision will be made at the next council meeting.

F. New Business

I. Email from Men's Hockey League

- a) Council was informed that the Men's Hockey Recreation League had sent an email to Staff requesting extra time in the dressing rooms before and after their hockey game. Fifteen (15) minutes before and after the game is not sufficient and other municipalities are extending their time limits.
- b) Management informed Council that the email was only received today and it is being reviewed by Staff and will be responded to with recommendations.

6.2 Fire Services presented by Deputy Mayor Torrville

A meeting of the Fire Services and Public Safety Committee was held in the Council Chambers 6:30PM on **October 20th, 2020**. The meeting was chaired by Deputy Mayor Paul Torrville and others in attendance were Councilor William Hart, Fire Chief Tommy Simpson, CAO Allan Hewitt.

The following items were discussed:

A. Fire Calls – 1

B. Inspection - 1 follow up inspection 1 inspection

C. Community Education/Events

- I. Fire Service Public Service pertaining to fire Prevention Week
- II. Community Scavenger Hunt
- III. Elementary school Fire Prevention Week material
- IV. Nutrition break at the School.
- V. This Fire Prevention Week faced many obstacles due to the pandemic, traditional programs were put aside, to keep within Provincial Health Guidelines, and “outside the box” ideas were put in place to keep our community thinking about fire safety.

*Thank You to the Director of Recreation for her assistance during Fire Prevention Week.

D. Public works

- I. A data base for our hydrants throughout Fogo island has been compiled. This information was shared between departments of Fire Service and Public Works.
- II. During this time spent with Public Works the Fire Chief discovered the present way we are flushing Hydrants, by using hose (running them across the road ways -over banks) pose a great risk to property damage and personal injury, this is caused by the whipping of the 2 ½ inch hose, and by not having any control over the end of the hose. A hydrant diffuser would greatly reduce the potential risk. and would increase the number of Hydrants flushed.

E. Membership update.

- I. Our department is going through many changes and declining numbers in members is one. This issue is not specific to Fogo Island it is an issue faced all over North America. We have recruited 2 new members in Fogo and lost 3 in JBA and 1 in Seldom.

F. Training Update

- I. All Stations have begun training with new rescue techniques for auto extrication with focus on vehicle stabilization/ and cutting. Fire Chief will begin cross training departments. So, everyone gains confidence in each other's ability to perform the task.

G. Communication

- I. Fogo Station paging system was down for two days. Arrangements were made with 911, and Joe Batt's Arm for communication. The issue with our communication is faced in all stations, Fire Chief have sent out the information regarding the Fire Q system. With this system, information can be sent via cell phone, and increase coverage area. This system is much more affordable than the cost to revamp the current system of approximately \$136,751.04.

H. Equipment update

- I. Seldom Station has given \$12,500.00 to go towards the upgrades to the new pumper.

I. Emergency Management Plan

- I. Due to the Changes on Fogo Island Town staff and a change in the RCMP staffing the Emergency Management Plan needed to be updated. Currently the plan is being reviewed by CAO. Once completed it will be sent to EMO for approval.

J. Actions for Council

I. Upgrades to New Fire Truck

- a) To improve fire ground safety for our firefighters, Fire Chief has recommended that the new Fire Truck have the following additions
 - i. Command light tower 12V LED - \$20 015.00 plus HST
 - ii. Ladder for the back to advance to the top of the hose bed to replace steps - \$1140.00 plus HST.
 - iii. Slide out tray for rear compartment - \$610.00 plus HST
 - iv. Backup camera - \$1495.00 plus HST
 - v. Traditional Q-siren - \$3450.00 plus HST
 - vi. White over red paint for cab - \$2925.00 plus HST

2020-134

Torraville/W. Hart

Resolved that the Town of Fogo Island approve the upgrades for the new fire pumper for \$29,635.00 plus HST using the funding arrangement of \$12,500.00 from Seldom Fire Station, \$3,000.00 from the Fire Department fundraising budget and \$14,135.00 from the Town.
Resolution Carried. In favour 9 Against 0.

II. Hydrant Diffuser

- a) Fire Chief requested that the Town purchase a hydrant diffuser to aid Public Works Staff with flushing fire hydrants. It will help prevent property damage and personal injury, that can be caused by the whipping of the 2 ½ inch hose, and by not having any control over the end of the hose. Cost is approximately between \$900.00 - \$1200.00.

2020-135

Torraville/Langdon

Resolved that the Town of Fogo Island purchases a hydrant diffuser and the cost shared with the Public Works and Fire Service Departments.
Resolution Carried. In favour 9 Against 0.

III. Fire Q System

- a) With this system, information can be sent via cell phone, and increase coverage area for all departments.

2020-136

Torraville/T. Hart

Resolved that the Town of Fogo Island approve the purchase of the Fire Q System at \$2760.00.
Resolution Carried. In favour 9 Against 0.

K. In Remembrance

- I. It is with regret that we share the passing of Fire Captain Donald McGrath of the Tilting Station, Captain McGrath was a 26 year member in the Fire Service, we are grateful for his service, Fogo Island Fire Service is sending our deepest condolences and thoughts to his family.

❖ Fire Chief Simpson departed the meeting at 8:15PM.

6.3 Public Works Presented by Councilor Sheldon Hamlyn

A meeting of the Public Works Committee was held at the council chambers on October 19th, 2020 at 3:30pm with the following present: Councilor Sheldon Hamlyn, Councilor Scottie Hart, Superintendent of Public Works – Keith Penton, and CAO Allan Hewitt.

The following items were discussed:

A. Estimating Works:

I. Seldom Fire Hall Modifications

- a) Cecon is currently developing construction details for the Seldom Fire Hall modifications. Once design is completed, construction works will be scheduled based on priority needs.

B. Maintenance:

I. Preventative Maintenance

- a) Hydrant Flushing: Semi-annual hydrant flushing has been completed in all communities. Minor repairs being completed on multiple hydrants (i.e. puck replacements, ceased/ stiff components, stripped threads, etc).
- b) Water Intake Screens: Water intake screens have been pulled and cleaned in Fogo, Seldom and Tilting.
- c) Joe Batt's Arm Water Tower: Annual inspection/ cleaning completed by Public Works. Greatario was onsite for the inspection and identified several items needing repairs and made some recommendations. The repairs included damaged flooring, roof paneling and riser pipe damage. A temporary repair to the floor panel was also made onsite to stop some minor leaking at the tank base due to ice damage. To complete the roof and floor repairs necessary, the cost is estimated at ~\$90,000. In addition, Greatario recommended the new installation of a water tank heater and mixing unit to address ice buildup in the tank. It was also noted that the communications system currently in place at the tank area and pump house should be reviewed. These repairs/ recommendations are currently under review and a proposal will be put forth in the coming weeks.
- d) Lift Stations/ Sewage Outfalls: Electrical issues found with a Lift Station (LS) in Fogo causing one of two pumps to be inoperable. The LS is still operable and is being monitored, with parts being sourced for repair. All town sewage outfall locations have been cleaned, with no issues identified.
- e) Vehicle Maintenance/ Inspections: Regular maintenance being carried out across all Town vehicles. Fleet preparations underway to have all snow clearing equipment ready for Winter snow clearing. The Case backhoe was put back in service by the Case Rep on 28-Sept due to the unit being de-rated (sensor failure). The backhoe went out of service again on 13-Oct due to another sensor failure. Parts are on order for installation.

C. Repairs

- I. Stadium Cladding: The Public Works Team completed repairs to a section of damaged cladding.

D. Other

- I. Permit applications: Field visits ongoing to determine compliance as requested.

- II. **Water turn-on/ turn-offs:** Ongoing as requested.
- III. **Advanced Drinking Water Unit (ADWU):** The submitted Change Form letter submitted by the Department of Municipal Affairs for the proposed relocation of the ADWU from the center of the island to the Fire Hall location in Fogo has been approved.
- IV. Construction activities have since commenced and is ongoing. Unit placement is scheduled to be completed by 31-Oct-2020 and operational before year end.
- V. **Fogo Ph System:** All materials for the project have been ordered, with delivery expected ~31-Oct-2020. The Town is currently awaiting details on a start date to complete installation before year end.
- VI. **Town Office:** The Town is currently working with Wood Environment & Infrastructure Solutions to aid in completion of design development for the new Town Office.
- VII. **RFPs:** Two (2) RFPs outstanding for the purchase of a Hydro Vac/ Sewer Jet Trailer Combo Unit and a Backhoe. Closing date for both RFPs is now Oct 21st, 2020.
- VIII. **Tender's:** One (1) Tender outstanding for the pick-up and delivery of Ice Control Materials from Transportation and Works Depot. Closing Date 19-Oct-2020.

E. New Business

I. Snow Clearing in Fogo

- a) Council inquired if Public Works had a plan in place for snow clearing in Fogo for the upcoming winter season. All Public Works Staff live in other communities and snow clearing will have to begin early in the morning after a snowstorm.
- i. Senior Management will follow-up with the Public Works Superintendent to see what will be in place.

6.4 Finance presented by Councilor Barbara Jacobs

A meeting of the Finance Committee was held in the Council Chambers on October 19th, 2020 at 4:00 PM. The meeting was chaired by Councilor Janet Langdon and also in attendance were Councilor Samuel Rowe, Allan Hewitt Chief Administrative Officer and Daphne Coles, Deputy Town Clerk. Absent from the meeting was Councilor Barbara Jacobs.

The following items were discussed:

A. Adoption of Cheque Register

2020-137

Langdon/Rowe

Resolved that the Town of Fogo Island accept the attached cheque register from September 1st – 30th, 2020 in the amount of \$208,823.12 as presented.

Resolution Carried. In favour 9 Against 0.

B. Adoption of Finance Reports

2020-138

Langdon/W. Hart

Resolved that the Town of Fogo Island accept the attached Financial Statements from September 1st – 30th, 2020 as presented.

Resolution Carried. In favour 9 Against 0.

C. Payment of Invoices

2020-139

Langdon/Rowe

Resolved that the Town of Fogo Island approve payment of the following invoices:

- I. LW Consulting for Professional Services - \$14,076.00
- II. LW Consulting – Professional Fees for August 2 – 30, 2020 - \$8639.38
- III. LW Consulting – Professional Fees for September 6 – October 4, 2020 - \$7259.38
- IV. Municipal Assessment Agency, 4th Quarter Fees - \$12,187.50

Resolution Carried. In favour 9 Against 0.

D. Cell Phone Allowance

- I. Committee discussed the Cell Phone Allowance for previous employees that have been working in the same positions.

2020-140

Langdon/Rowe

Resolved that the Town of Fogo Island approve a cell phone allowance of \$37.50 bi-weekly to the Chief Administrative Officer, \$25.00 bi-weekly to the Deputy Town Clerk and \$15.00 bi-weekly to the Labourer position in Public Works.

Resolution Carried. In favour 9 Against 0.

E. Update on LW Consulting Organizational Review Recommendations

- I. Senior Management have reviewed the recommendations contained in the Organizational Review completed by LW Consulting and have begun the process of implementing some of the recommendations.
- II. Some recommendations have been completed and is currently reviewing the office positions with Staff. Some items are on-going, and a timeline has been established for completion of recommendations.

F. Draft Performance Management Document

- I. Committee reviewed and discussed the draft Administrative Performance Objectives and Evaluation document for Employee Performance Review as provided by Senior Management.
- II. This document will allow employees to identify objectives of what they would like to achieve within their position over a specified timeline and will be reviewed periodically by Senior Management and the employee to make sure that goals are met.

2020-141

Langdon/T. Hart

Resolved that the Town of Fogo Island approve the Administrative Performance Objectives and Evaluation form as presented with a plan to roll it out to management staff by the end of the year and to all other staff in the first quarter of 2021.

Resolution Carried. In favour 9 Against 0.

G. Deep Bay Community Committee Inc – Request for Tax Exemption

❖ Councilor William Hart declared conflict of interest and left the meeting at 8:41PM.

- I. Committee submitted a request for exemption of Business Taxes charged for 2019 and 2020. They are charged a business tax under the classification of Food/Beverage Service as they have a bar license for the building.
- II. Council previously requested that the Committee submit a letter for tax exemption each year before budget to be exempt from Property Tax only.

2020-142

Langdon/Rowe

Resolved that the Town of Fogo Island deny the Deep Bay Community Committee's request for exemption of 2019 Business Tax and defer the decision on 2020 Business Tax until council determines if any business tax exemptions will be offered to businesses and organizations who had a reduction in operations due to COVID-19.

Further resolved that the Property Tax be exempt for 2021 for the Community Hall located at 3 Town Hall Lane, Deep Bay as previously agreed upon.

Resolution Carried. In favour 8 Against 0.

- ❖ Councilor William Hart returned to the meeting at 8:47PM.

H. Letter – Purchase of 5 Wild Cove Road, Seldom

- I. Staff previously spoke with the resident and informed him that the Town do not own the building, of which he was already aware of. Also informed resident that if he purchases the building, any taxes owing on the property will become his responsibility if taxes are not paid before the sale is final.
- II. Resident has been in contact with the Owners and they agreed to sell the property. Resident has submitted a letter to Council requesting to pay a portion of the taxes owing on the property as the purchase price and will be responsible for payment of future taxes and upkeep of the property. Building is now in a dilapidated state.

2020-143

Langdon/Torraville

Resolved that the Town of Fogo Island approve for the Chief Administrative Officer to further negotiate an arrangement for tax sale on behalf of the town for 5 Wild Cove Road, Seldom and report back at the next council meeting.

Resolution Carried. In favour 9 Against 0.

I. Business Tax Exemption for 2020

- I. Business did not operate in 2020 due to COVID-19 and Letter of Confirmation has been provided.

2020-144

Langdon/T. Hart

Resolved that the Town of Fogo Island approve that the 2020 Business Taxes for Fogo Island Tours & Charters be written off as the Owner has provided the required written confirmation that they did not operate to date in 2020 and will not be operating for the remainder of 2020 due to COVID-19

Resolution Carried. In favour 9 Against 0.

7. Correspondence

7.1 Department of Transportation & Infrastructure

- A. Received Letter of Approval from the Department of Transportation and Infrastructure to move the location of the Advanced Drinking Water Unit from Central to Fogo on the lot where the Fire Hall is situated.

7.2 Update on Central Newfoundland Waste Management Meeting

- A. Mayor Collins provided an update on the meeting of October 20th, 2020. Some of the topics of discussion included:
 - I. Budget presentation with key areas of concern being that tipping fees will remain at \$136.00 per ton for 2021.
 - II. Issue surrounding accumulation of wood material in our transfer stations are being dealt with as tenders are awarded to haul materials to Norris Arm site for burial. However due to high cost to remove from Fogo Island another option is being explored. Possibility of burial on the Island in existing transfer station or another site is being considered.
 - III. There is a new disposal Cell being constructed costing approximately seven million dollars and this Cell # 3 construction have involved overrun cost due to unforeseen circumstances

7.3 Town of Gander – Request for Joint Partnership for ATV Trail for Kittiwake Coast

- A. Town of Gander is requesting to meet with Council to discuss the feasibility around the possibility of a region-wide ATV Trail System that will link all the towns around the Kittiwake Coast, from Gander West to Lewisporte, north to Twillingate, east around the shore to Gambo and along the TCH back to Gander.

- I. Council decided to defer meeting with Town of Gander and further investigate if this project will have any effect on the Town getting additional funds for our trails. This can be an item of discussion when they have a meeting with ACOA.

8. New Business

8.1 Hydro Lines

- A. Council was informed that some of the hydro lines from the old poles that were moved last Spring in the community of Deep Bay still have lines coming from them and are down on the ground. There are also some poles in Shoal Bay as well. This could be a safety hazard to anyone in the area.
- I. Management will make an inquiry with Hydro.

8.2 Illegal Dumping

- A. Council was informed that someone has dumped an old freezer and some other items on an old road going towards Deep Bay.
- B. It was suggested that maybe the Town could clean it up and put some boulders to block the entrance to the road to prevent further dumping in the area, however this is an environmental issue and if the Town cleans it up we may be setting the wrong precedence for this issue.
- I. Management will speak with the Superintendent of Public Works and check out the area.

9. Date of Next Regular Meeting:

Privileged Meeting – November 24th, 2020 (If required) at 6.30PM

Regular Meeting – November 24th, 2020 at 7:00 PM

10. Adjournment:

2020-145

Langdon

Resolved the meeting be adjourned at 9:08PM.

Allan Hewitt
Chief Administrative Officer



Wayne Collins
Mayor



A Special Meeting of Council was held via Zoom on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins

Councilor Barbara Jacobs

Councilor Samuel Rowe

Councilor Sheldon Hamlyn

Deputy Mayor Paul Torrville

Councilor Janet Langdon

Councilor Scottie Hart

Councilor Tracey Hart

Staff:

Daphne Coles, Deputy Town Clerk

Allan Hewitt, CAO

Absent:

Councilor William Hart

1. Call to Order:

Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live and called the meeting to order at 7:32 P.M.

2. Adoption of Agenda:

2020-146

Langdon/Torrville

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 8. Against 0.

3. Review of RFP's for Town Equipment

A. Superintendent of Public Works issued 2 RFP's for new equipment; a new backhoe and Hydro Vac/Sewer Jet Trailer Combo Unit.

B. Four (4) proposals were received on the Backhoe

I. Harvey & Company Ltd./ NFLD Kubota:

- a) Cost (JCB - 3CX-15 Super) - \$ 149,800 (HST not included)
- b) Delivery - 17wks
- c) Warranty - 2yr Standard Warranty

II. Toromont Cat:

- a) Cost (Cat 450) - \$ 251,453.36 (HST not included)
- b) Delivery - 25wks
- c) Warranty - 12month standard, w/ 60month/ 5,000 hrs EPTW

III. John Deere:

- a) Cost (710L) - \$ 262,200 (HST not included)
- b) Delivery - 17wks
- c) Warranty - 60month/ 2,000 hrs EPTW

IV. Madsen/ Case

- a) Cost (590SN) - \$ 207,000 (HST not included)
- b) Delivery - 7wks
- c) Warranty - 60month/ 4,000 hrs EPTW

C. Four (4) Proposals were received from 3 companies for the Hydro Vac/Sewer Jet Trailer Combo Unit.

I. Hazeland Manufacturing Inc.:

- a) Cost - \$ 124,300 (HST not included)

- b) Delivery – 8-10wks
 - c) Warranty – 1yr Parts and Labour
- II. Saunders Equipment Ltd, Option A:
- a) Cost - \$ 156,000 (HST not included)
 - b) Delivery - 32wks
 - c) Warranty - 1yr on Unit, 2yrs on Machine, 3yr on Trailer/Frame
- III. Saunders Equipment Ltd, Option B:
- a) Cost - \$ 223,500 (HST not included)
 - b) Delivery - 17wks
 - c) Warranty - 1yr on Unit, 2yrs on Machine, 3yr on Trailer/Frame
- IV. Joe Johnson Equipment:
- a) Cost - \$ 166,200 (HST not included)
 - b) Delivery - 14wks
 - c) Warranty – 1yr on Unit
- D. Management Staff reviewed and ranked the RFP's and based on the ranking system. The Superintendent of Works explained the ranking system. Management is recommending that the RFP for the new Backhoe be awarded to Madsen/Cas and the RFP for the new Hydro Vac/ Sewer Jet Combo Unit be awarded to Hazeland Manufacturing Inc.
- E. Management reviewed the financing options from Scotiabank with Council. Three (3) options were provided:
- I. For a 5-year fixed rate term/ 6-year amortization, the all-in-rate would be 2.43%, payment would be \$4,949.63 with a residual of \$58,739.62
 - II. For a 5-year term/5-year amortization, the all-in-rate would be 2.27%, payment would be \$5,846.16
 - III. For a 4-year term/4-year amortization, the all-in-rate would be 2.13%, payment would be \$7,206.41

2020-147

Jacobs/Langdon

Resolved that the Town of Fogo Island award the RFP for the new Backhoe to Madsen Equipment at the cost of \$207,000 plus HST and the additional cost of new winter tires and rims and the RFP for the new Hydro Vac/ Sewer Jet Combo Unit be awarded to Hazeland Manufacturing Inc at a cost of \$124,300 plus HST.

Further resolved to finance the total cost of the Backhoe and the Hydro Vac/Sewer Jet Combo with Scotiabank Option II of 5-year term/5 year amortization, with an all-in interest rate of 2.27%, and a monthly payment of \$5,846.16

Resolution Carried. In Favour: 8 Against: 0

4. **Priority List for Municipal Capital Works and Investing in Canada Infrastructure Program**
- A. Council discussed different projects for Municipal Capital Works Applications for 2021.
 - B. Deadline to submit applications for Municipal Capital Works for 2020 is September 30, 2019.
 - C. Application for Barr'd Island's Water Only – Hewitt's Point was submitted earlier in September as requested by MHA Derrick Bragg and don't need to be reapplied.
 - D. The following priority list was recommended for this year's Municipal Capital Works applications:

1. Water/Sewer - Seldom – Intersection of Harbour Drive to Central
2. Water/Sewer – Seldom to Little Seldom, Phase 1
3. Iceberg Arena Upgrades – Dehumidifier/Ventilation System
4. Water/Sewer – Seldom to Little Seldom, Phase 2

2020-148

Jacobs/Rowe

Resolved that the Town of Fogo Island apply for Municipal Capital Works Funding for 2021 under the following priority list with costs of projects to be determined later in the application process.

1. Water/Sewer - Seldom – Intersection of Harbour Drive to Central
2. Water/Sewer – Seldom to Little Seldom, Phase 1
3. Iceberg Arena Upgrades – Dehumidifier/Ventilation System
4. Water/Sewer – Seldom to Little Seldom, Phase 2

Resolution Carried. In favour 8. Against 0.

5. Extra Funding Approved under the Safe Restart Agreement Funding for COVID-19 from MHA Bragg

- A. Funding was distributed on a per capita basis, Town of Fogo Island to receive \$131,866.00.
- B. As requested by the CAO, Department Heads prepared a priority list of needs for each department for Council's review.
- C. Senior Management suggested that a portion of this money be placed in reserve for 2021 as it is unknown how COVID-19 will impact the upcoming year.
- D. There will be a need to do a thorough assessment of businesses with regards to payment of 2020 Business Taxes. Many businesses will have reduced revenue this year who may request a reduction of business taxes and exemptions have already been provided to businesses that did not operate this year due to COVID-19, this will greatly impact the Town's revenue source from business taxes.
- E. Council requested to defer allocation of these funds until further investigations can be done with respect to town needs and preparation of the 2021 Budget.

6. Resolutions to Approve 2019 Financial Audit and 2019 Gas Tax Audit

- A. ZOOM meeting with Auditor to review 2019 Financial Statements from the Audit Report was held on October 28th, 2020.
- B. Overall, it was a good report and town is in good financial standing, as of December 31st, 2019.
- C. Auditor noted that the Town has difficulty to collect taxes from some individuals and businesses that have led to many aged accounts. Its recommended that the Town become more aggressive with its tax collection to place more emphasis on moving forward.

2020-149

Torraville/Jacobs

Resolved that the Town of Fogo Island accept the 2019 Financial Statements from the Auditor's Report as presented by the Auditor.

Resolution Carried. In Favour: 8 Against: 0

2020-150

Langdon/S. Hart

Resolved that the Town of Fogo Island accept the Gas Tax Financial Audit Report as presented by the Auditor.

Resolution Carried. In Favour: 8 Against: 0

7. 2020 Laurentic Forum – Virtual Conference – November 10th, 12th, 17th & 19th, 2020

- A. Last year the Conference was held in Ireland. Representatives from the Town and Shorefast Foundation attended to represent Fogo Island. This year's conference was to be held in Port Rexton, NL, however due to COVID-19 it is now being done virtual.
- B. Conference is spread over four (4) days with a two (2) hour conference each day. No cost for registration.
- C. Provides a great opportunity to explore ideas for rural economic development and discuss issues that many rural areas have in common with each other.
- D. CAO has already registered. Mayor Collins and Councilor Langdon requested to register as well.

8. Other

8.1 Stadium Startup Update

- A. Management will be meeting with representatives from the Men's Hockey and Minor Hockey later this week or early next week to discuss startup guidelines and resolve any pending issues.
- B. Staff has begun the ice-making process and should be ready for skating early next week.

9. Adjournment

2020-151

Langdon

Resolved the meeting be adjourned at 7.50PM

Allan Hewitt
Chief Administrative Officer



Wayne Collins
Mayor



A Regular Meeting of Council was held via ZOOM on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins
Councillor Barbara Jacobs
Councillor Samuel Rowe
Councillor Tracey Hart

Deputy Mayor Paul Torrville
Councillor Janet Langdon
Councillor Sheldon Hamlyn
Councillor William Hart

Staff:

Allan Hewitt, Chief Administrative Officer
Daphne Coles, Deputy Town Clerk

Also in Attendance:

Minister of Transportation & Infrastructure, MHA Derrick Bragg – Fogo Island – Cape Freels
MP Scott Simms, Coast of Bays – Central – Notre Dame

Absent:

Councillor Scottie Hart

1. Call to Order:

- Meeting was called to order at 7:00PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live.
- Mayor Collins informed the public that Minister of Transportation & Infrastructure, MHA Derrick Bragg and MP Scott Simms would be entering the meeting later via ZOOM to make an important announcement to Council and the residents of Fogo Island.

2. Agenda:

2020-152

Torrville/T. Hart

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 8 Against 0.

3. Minutes:

2020-153

Torrville/Langdon

Resolved that the minutes of the Regular Public Meeting held on October 27th, 2020 and the Special Public Meeting held on November 3rd, 2020 be adopted as presented.

Resolution Carried. In favour 8 Against 0.

4. Business Arising:

- No business arising from the minutes and action reports.

5. Department Reports

6.1 Recreation, Tourism & Economic Development Report presented by Councillor Tracey Hart

A meeting of the Recreation, Tourism and Economic Development Committee was held on Monday November 16, 2020 at 7:00pm. In attendance were Committee Chairperson, Councillor Janet Langdon, Councillor Tracey Hart, CAO, Allan Hewitt, Director of Recreation, Tourism and Economic Development, Colette Wells- Coish.

The Following items were discussed:

A. Business Arising from report:

- I. The CAO indicated contact is being made with a representative from ACOA to discuss future opportunities for trail development.

B. Maintenance:

- I. A new water pressure tank was installed at the arena and staff immediately began flooding the ice.
- II. The Ammonia system has been calibrated.
- III. The gas detection system has been calibrated
- IV. The liquor licensing board recently did inspection of stadium.

C. Recreation:

- I. The "Haunted Park" on October 28th was enjoyed by many. Several community groups participated. This helped individuals, mentally, socially, and physically. Admission was by donation. There was \$368.00 collected that evening with little expenses involved. Treats were given from the stadium canteen outside window. Social distancing and provincial guidelines were followed.
- II. The Recreation Department also helped as needed in preparations for the Community Bonfire that was held on November 5th by Fogo Island Fire Services on the soccer field.
- III. A Revised Remembrance Day Service was held at the Joe Batt's Arm Cenotaph, it went well.
- IV. The Christmas Tree Lighting will be Tuesday December 1st. With restrictions. There will be 2 hours at the stadium for free skating.
- V. A Christmas Carnival with 12 stations, representing the 12 Days of Christmas will take place on Tuesday December 8th starting at 4:30 pm. Cancelled due to increase in COVID-19 cases and Public Health Restrictions throughout the Province.
- VI. The stadium opened for the first rentals on November 10th.
- VII. The Return to Play Guidelines for the Stadium were revised and will be reviewed in two weeks. Operations are working.
 - a) Councilor inquired if it could be possible to extend the time limit in the dressing room for the last booking as this is a time for socializing after their hockey game. With it being the last rental of the day, it would not affect any other groups.
 - b) Management informed Council that an email was sent out to all user groups requesting any recommendations for changes with no response from anyone to date however the stadium worker would have to be paid until the last group leaves the building.
- VIII. Public Relations – The Director encouraged families to decorate for Fall and Harvest and a notice was placed on our Web site and Town Facebook page. In addition, an ad was placed to decorate for Halloween. Asking everyone to light up personal properties and send in photos.
- IX. The opening of Community Halls is being addressed and an update will be provided as it progresses.

D. Other:

- I. The Community enhancement Project has started.
- II. The municipal Capital Works grant has been applied for.
- III. Other grants are being completed – Canada Day, Community Healthy Living
- IV. Fundraising is being reviewed but restricted at this time.

E. ACTIONS FOR COUNCIL

- I. The committee recommends a 24-hr. rental policy must be implemented at the stadium. This policy is necessary when planning a schedule and running an operation. Circumstances will be evaluated but 24 - hour notice must be introduced when booking or cancelling activities.

2020-154

T. Hart/Langdon

Resolved that the Town of Fogo Island implement a 24-hr notice for rental cancellations at the Iceberg Arena.

Resolution Carried. In favour 8 Against 0.

F. New Business

I. Figure Skating

- a) Council inquired about the status of figure skating at the Stadium as a Skating Instructor has shown an interest in teaching children figure skating.
- b) Management informed Council that a public notice was put out for interest in setting up a Figure Skating Committee with no response.
 - i. Management will have Staff prepare another public notice and give Council an update at the next council meeting.

6.2 Fire Services presented by Deputy Mayor Torrville

A meeting of the Fire Services and Public Safety Committee was held in the Council Chambers at 6:00PM on November 12, 2020. The meeting was chaired by Deputy Mayor Paul Torrville and others in attendance were Councilor William Hart, Fire Chief Tommy Simpson, and CAO Mr. Allan Hewitt

The Following items were discussed:

A. Business arising from last council meeting

- I. Fire Q communication system has been ordered and is in the setup phase with the stations.
- II. Agreement letter has been sent to Fire and Emergency Services and Carol Thibault regarding the purchasing of the new fire truck.
- III. Hydrant Diffuser ordered.

B. Community Education/Events

- I. Remembrance Day Service in Joe Batt's Arm
- II. Fire Service Public Service pertaining: winter driving, change your clock change your battery, and have your chimney cleaned for this season.
- III. Guy Faux community bonfire
- IV. Haunted park (fire services and recreation)

C. Building Maintenance:

- I. Furnace Repair in the Seldom station
- II. Floor repair in Fogo station and replaced door handle
- III. All furnaces will be serviced before the winter season.

D. Membership update.

- I. New Membership flyers for each station are ready and will be going out after the Fire Chief and fire station members have a meeting to discuss possible methods of delivery.

E. Training Update

- I. Drafting and pumping training for all stations has begun. This is drafting and pumping water from the ocean into the fire trucks in communities that don't have fire hydrants.
- II. All Stations are training for "Calling a Mayday" and "Fire Fighter Self-Rescue. This is a very strenuous exercise for our members, but it teaches them how to react and stay calm during these situations.
- III. Training attendance have improved greatly over the last two months.
- IV. The Fire Chief is planning a Fogo Island Fire Service Water Shuttle. All stations will be required to take part.
- V. Education on the Fire Q system had begun. This system will be a great addition to our communication system, in addition it provides all fleet information, along with more efficient training record.

F. Equipment Update/Vehicle Maintenance

- I. Seldom Station - New gas line for the tanker and 2 new batteries

- II. Joe Batt's Arm - Primer switch for the pumper replaced
- III. Fogo - Cube Van driver's side door and hand brake repaired

G. Personal Protective Equipment

- I. New sets of bunker gear were passed out to Fogo, Seldom, Tilting stations.

H. Emergency Management Plan

- I. Due to the changes in the provincial requirements this document is a work in progress and is going to take a considerable amount of time and teamwork.

I. Fire Underwriters Survey

- I. This document has been requested to provide pertinent information about Fogo Island Fire Service and the capabilities of the department.

The Fire Chief would like to thank Fire Station Members and the Firettes along with the community volunteers for taking part in the last two community events the "Haunted park and the Community Bonfire".

6.3 Public Works Presented by Councilor Sheldon Hamlyn

A meeting of the Public Works Committee was held at the council chambers on November 17th, 2020 at 3:30pm with the following present: Councillor Sheldon Hamlyn, Councillor Scottie Hart, Superintendent of Public Works – Keith Penton, and Town Manager/ CAO Allan Hewitt.

The following items were discussed:

A. Estimating Works:

I. Seldom Fire Hall Modifications

- a) Cecon design substantially completed. Waiting on final documents. Construction works will be scheduled based on priority needs once a determination is made on commencement of work.

II. 2021 MCW Applications

- a) Cecon completed a preliminary review/ estimate for Municipal Capital Works applications to be submitted to the Government. Areas of consideration included Seldom/ Little Seldom for possible Water & Sewer expansion.

B. Maintenance:

I. Preventative Maintenance

- a) Hydrants: Minor repairs completed on several hydrants (i.e. puck replacements, ceased/ stiff components, stripped threads, etc). Work to be completed on remaining 3 hydrants upon arrival of materials from supplier.
- i. Meeting update – Some of the hydrant parts have arrived. Superintendent has been in contact with the Supplier for an update on the arrival of the remaining parts.
- b) Water Intake Screens: Water intake screens have been pulled and cleaned in Fogo, Seldom and Tilting.
- c) Lift Stations/Sewage Outfalls: Electrical issues found with a Lift Station (LS) in Fogo causing one of two pumps to be inoperable. Parts have been received this past week and repairs are being scheduled.
- d) Vehicle Maintenance/ Inspections: Fleet preparations undertaken on all snow clearing equipment to be ready for Winter snow clearing. The Case backhoe was put back in service by the Case Mechanic on November 4, 2020. The unit is now in working order.
- e) Snow Clearing: Snow clearing fleet is ready for operations. This past month both the Cat and Komatsu Loaders have had all fluids/ oil changed and new coats of paint applied.

- i. For the information of all residents, snow clearing operations will be like last season's setup, at least until January 2021. Upon arrival of the newly purchased Backhoe, the new unit will be utilized in Seldom to enhance clearing capabilities. The Town will then be able to utilize the existing Case backhoe to aid in clearing by-roads in Fogo, which should improve our efficiency and quality of work. Note: Due to the amount of road surfaces to cover in Fogo, 2 operators will be assigned to the area, when available.
- ii. In addition, the Town will also be equipping its 3/4t pickup with a plow and sand spreader to allow greater flexibility in targeted areas. This is anticipated to create a more responsive and agile snow clearing fleet.

C. Repairs

I. Joe Batt's Arm Water Tower:

- a) Greatario issued a Tank Repair Proposal to address damaged floor and roof panels. Tank repair cost estimates are as follows:
 - i. Tank Repairs: \$47,640
 - ii. Roof Repairs: \$41,757
- b) Another consideration as an add-on would be the installation of a 16kW immersion heater to address ice buildup in the tank. Estimated cost is \$18,000.
- c) Existing communications currently in place at the tank area and pump house are currently under review. The Town is awaiting a proposal to correct/ improve on existing conditions to address loss of communications during poor weather conditions.
- d) Funding options for the proposed repairs and recommendations are being reviewed by the Town for execution this coming year.
 - i. Council inquired about the installation of the 16kw heater in the Water Storage Tank. Requested that Staff inquire about the effect that this heater will have on hydro costs especially during the winter months.
 - ii. Managements plan is to provide a report to Council in the first quarter of 2021 and will include the cost estimates to run the heater if they decide to install it.

D. Other

- I. **Permit applications:** Field visits ongoing to determine compliance as requested.
- II. **Water turn-on/ turn-offs:** With the Summer Season over, turnoffs are being requested daily.
 - a) As a reminder to all residents, each property owner should be aware of where their curb stops are physically located and have them cleared. Town employees typically have as-builts to help locate these valves, but in many instances the valve may be inaccessible (buried, covered over, etc) or difficult to pinpoint. Once the ground freezes and/or snow falls, it becomes increasingly difficult to respond to emergency situations.
 - b) If any resident requires assistance to locate a particular curb stop, please call the town office and someone from Public Works will conduct a site visit as soon as time permits.
- III. **Advanced Drinking Water Unit (ADWU):** Construction activities are still ongoing. Unit placement has been completed. A Technical Assessment is to be conducted by NL Hydro on November 19th, 2020 to determine hookup requirements. Once a physical connection has been made, remaining construction activities should be approximately one (1) week.
 - a) Meeting update – Hydro hasn't done site visit to date however Staff have been in contact with Hydro and the plan is to be on the island in the next day or so to determine if a new pole is needed for hookup. Staff has impressed the importance of getting the pole in the ground before it gets too cold as the Town wants to get the drinking water system operational as soon as possible, timing is of the essence with winter rapidly approaching.
- IV. **Fogo Ph System:** Subcontractor H&R has received partial delivery of materials for the project, with the remainder of the materials expected in the next 2 weeks. The Town is awaiting details on a start date to expedite installation before year end.
 - a) Superintendent has been trying to communicate with the Engineer and Subcontractor for a start date with no response.

- b) Council requested that the Superintendent try to make contact again with the Engineer to find out information on arrival date of remaining parts and start date for project and provide an update to Council via email.
- V. **Town Office:** The Town is currently working with Wood Environment & Infrastructure Solutions to aid in completion of design development for the new Town Office. Clearing and grubbing of the area expected to commence before the end of November.
 - a) Council requested that the CAO contact the Engineer for an update on the tender for clearing and grubbing of the land and email Council with an update. Management has already emailed the Engineer yesterday for update with no response. Last update was that the Engineer was hoping to award the contract for the grubbing and clearing of the land before the ground froze however CAO will do another follow-up and report back to Council.
- VI. **RFPs:** Two (2) RFPs for the purchase of a Hydro Vac/ Sewer Jet Trailer Combo Unit and a Backhoe w/ Snowplow have been awarded.
 - a) Hydro Vac/ Sewer Jet Trailer Combo Unit awarded to Hazeland Manufacturing. Delivery time approximately 10wks.
 - b) Backhoe w/ Snowplow awarded to Madsen Equipment. Delivery time approximately 8wks.
 - i. Meeting Update – Superintendent has been contacted by Madsen Equipment and the new Backhoe won't be available now until mid-March however they have committed to supply the Town with another Backhoe comparable to what is awarded at no cost to the Town.
- VII. **Tender's:** One (1) Tender for the pick-up and delivery of Ice Control Materials from Transportation and Works Depot was completed. Awarded to R&K Construction Ltd.

- ❖ Minister of Transportation & Infrastructure, MHA Derrick Bragg entered the meeting at 7:25PM MP Scott Simms at 7:29PM via ZOOM to make an important announcement to Council and the residents of Fogo Island.

Public Announcement by Government Officials

- A. Mayor Collins welcomed Mr. Simms and Minister Bragg to the meeting and thanked them both for their time.
- B. MP Scott Simms announced that the Municipal Capital Funding for Barr'd Islands Water Project has been approved on the Federal level in the amount of \$356,000.00. Request for this funding has been applied for by the Town for many years.
- C. Minister Bragg announced that the Provincial portion for the project will be approved when his office receives the confirmation of approval from the Federal Government.
- D. Mayor Collins thanked Mr. Simms and Minister Bragg for the approval of the funding and that it was greatly appreciated that they both took the time to make the announcement at the public meeting.
- E. Both Mr. Simms and Minister Bragg thanked Council for all their work over the last few years to get this project applied for and they should take some of the credit for the approval as well.
 - I. Council requested that Management follow-up on the funding approval as soon as possible.
 - II. Also requested that Staff issue a public notice to the residents of Hewitt's Point with notification of the project funding approval.

- ❖ Minister of Transportation & Infrastructure, MHA Derrick Bragg and MP Scott Simms departed the meeting at 7:38PM.

6.4 Finance presented by Councilor Barbara Jacobs

A meeting of the Finance Committee was held in the Council Chambers on November 17th, 2020 from 4:00 – 5:30PM. The meeting was chaired by Councilor Barbara Jacobs and also in attendance were Councilor Samuel Rowe, Allan Hewitt Chief Administrative Officer and Daphne Coles, Deputy Town Clerk.

The following items were discussed:

A. Business Arising from Previous Council Meeting

I. Water/Sewer Tax Exemption – 46 Main Street, Fogo

- a) Business Owner previously submitted a letter to the Town in August 2020 requesting an exemption for Town Water and Sewer Taxes on a small apartment located in the building.
- b) After receiving correspondence from Town with decision of Council Meeting held on August 25th, 2020 that their request was denied, owner called the Town Office with information that the space is no longer able to be rented as they are in the process of removing all furniture and bathroom utilities with water and sewer lines being capped off and requested that Council further review their decision.
- c) Public Works Staff visited the space on October 26th, 2020 and met with the business owner to confirm. Owner was in the process of removing utilities and furniture from the space. Pictures were taken.

2020-155

Jacobs/Torraville

Resolved that the Town of Fogo Island approve the request for Water and Sewer Tax exemption for the apartment located at 46 Main Street, Fogo effective November 1, 2020.

Resolution Carried. In favour 8 Against 0.

B. For Council Approval

I. Adoption of Cheque Register

2020-156

Jacobs/Rowe

Resolved that the Town of Fogo Island accept the attached cheque register from October 1st – 31st, 2020 in the amount of \$174,892.63.

Resolution Carried. In favour 8 Against 0.

II. Adoption of Finance Reports

2020-157

Jacobs/Rowe

Resolved that the Town of Fogo Island accept the attached Financial Statements from October 1st – 31st, 2020 as presented.

Resolution Carried. In favour 8 Against 0.

III. Payment of Invoices

- a) CECON LTD – F.U Trading Centre Buildings & Wharf - \$6641.25
- b) Wade Dwyer – CAT Loader Blade Repairs - \$6785.00

2020-158

Jacobs/Torraville

Resolved that the Town of Fogo Island approve the above invoices for payment.

Resolution Carried. In favour 8 Against 0.

IV. Community Grant – Fogo Island Central Academy – Mental Health & Wellness Committee

- a) Request funding in support of creating a safe space to promote mental health and wellness for students and teachers.
- b) Planned expenditures are Soft Rocker, Weighted Worm, Fitball Reflex Roll, Sensory Shapes, Bean Bag Chair and Fidget Toys.

2020-159

Jacobs/Langdon

Resolved that the Town of Fogo Island approve a \$500.00 Community Grant for the Fogo Island Central Academy Mental Health & Wellness Committee and request that they submitted to the Town accountability of expenditures when grant is spent.

Resolution Carried. In favour 8 Against 0.

V. Closure of Businesses – 63 & 65 Main Street, Fogo

- a) Both businesses are owned by the same individual and letters have been forwarded to the Town with confirmation of permanent closure dates and is requesting an adjustment of 2020 business taxes.
- b) 63 Main Street, Fogo permanently ceased all operations as of September 30, 2020 and 65 Main Street, Fogo has not operated since March 15, 2020 and will not be reopening.

2020-160

Jacobs/Torraville

Resolved that the Town of Fogo Island approve that 2020 business taxes be adjusted for 63 Main Street, Fogo as of September 30, 2020 and 65 Main Street, Fogo as of March 15, 2020.

Resolution Carried. In favour 8 Against 0.

VI. Update Purchasing Policy – Public Procurement Act

- a) Town of Fogo Island Purchasing Policy and Procurement Procedures under the Public Procurement Act has been amended to reflect new staff titles with an increase in approved authority spending limits for Other Department Heads from \$1000.00 to \$3500.00 plus HST. (Other Department Heads would include Fire Chief and Director of Recreation, Tourism and Economic Development).

2020-161

Jacobs/Rowe

Resolved that the Town of Fogo Island approve the amended Purchasing Policy and Procurement Procedures under the Public Procurement Act with an increase in authority spending limits for Other Department Heads from \$1000.00 to \$3500.00 plus HST.

Resolution Carried. In favour 8 Against 0.

VII. Outstanding Accounts Recovery Plan

- a) Senior Management has been reviewing outstanding accounts of the Town focusing on amounts that have been outstanding since 2019 and prior. Tax accounts for the Town include Poll Tax, Property Tax and Business Tax.
- b) Senior Management has developed a Tax Recovery Plan for 2021 that will include three (3) phases:

Phase 1 – Consolidate the outstanding balances of all properties owned by each individual as some own more than one (1) property. First collection letters will go out March 1, 2021 with outstanding amount owed to the Town and a request that they make payment as soon as possible or contact the Town Office by March 31, 2021 to make payment arrangements.

Phase 2 – On April 1, 2021 a second letter will be sent out to anyone who still has an outstanding amount notifying them that if they have not contacted the Town Office by April 20, 2021 we will proceed to next steps which could include, shut off of water if they are on Town water, using a debt collecting agency to collect the outstanding money, or putting a lean on their property.

Phase 3 – On May 3rd, 2021 we proceed with the water shut off of outstanding individuals who are on Town water. We will review the list so that we are starting with the individuals who owe larger amounts and work with the Superintendent of Works so he can schedule this

work around other work his department is responsible for. For individuals who are not on Town water, but we feel could still be collected from we follow up with a debt collection agency and we would get a percentage of what the debt collection agency is able to collect. At this point we should also be able to determine which accounts should be written off.

2020-162

Jacobs/Rowe

Resolved that the Town of Fogo Island approve the Tax Recovery Plan for collection of outstanding accounts since 2019 and prior as recommended by Senior Management. Resolution Carried. In favour 8 Against 0.

VIII. Bylaws for the Town

- a) Currently the Town of Fogo Island does not have any Bylaws in place which make adhering to any community standards challenging.
- b) Bylaws are legal documents that outline the rules, regulations, and guidelines of the Town and are only effective within the boundaries of the Town. Examples of common bylaws include:
 - i. Vehicle parking and stopping regulations
 - ii. Property maintenance standards
 - iii. Animal control
 - iv. Dumping of garbage
 - v. Noise zoning
 - vi. Burning (open air fires)
- c) All bylaws are dependent on the requirements of the Town.
- d) A key component of successful bylaws is enforcement which would have to be included as part of the plan.

2020-163

Jacobs/T. Hart

Resolved that the Town of Fogo Island approve for the Chief Administrative Officer to begin the process of developing a set of bi-laws that would be applicable to the Town of Fogo Island which would be determined by feedback from Council and residents. Resolution Carried. In favour 8 Against 0.

IX. Disposal of Town Vehicle Fleet

- a) Management has been reviewing the Town's vehicle inventory and discussed a plan for vehicle disposal that would include the following vehicles:
 - i. 2008 Sterling Garbage Truck – It was used in the summer of 2020 by the Recreation department, but it was not a good fit for the work it was doing.
 - ii. 2001 Terex TX Backhoe – With the approval of the purchase of the new backhoe at the last council meeting this piece of equipment is no longer required.
 - iii. 2003 International Dump Truck – With the other resources that are available to the Town this piece of equipment is no longer required.
- b) The approach would be to put these three vehicles up on one of the government auction sites with minimum bids attached to them. Once the total return is confirmed a report to Council would be prepared to outline the changes and additions that would be recommended to manage the Town's fleet. Plans are to have all three vehicles disposed off by the end of March 2021 and report back to council on next steps in the Spring of 2021.

2020-164

Jacobs/Rowe

Resolved that the Town of Fogo Island approve for the disposal of the 2008 Sterling Garbage Truck, 2001 Terex TX Backhoe and the 2003 International Dump Truck by Government Auction with minimum bid amounts attached and the funds that come in from the sale of these vehicles should be rolled back into the Town's fleet with recommendations from Management.

Resolution Carried. In favour 8 Against 0.

X. Update on November Conferences

- a) The MNL Virtual Conference took place from November 5th to the 7th, 2020. Town purchased one registration and the CAO did take part in some of the sessions. A wide variety of topics were covered during the three day, topics such as tourism, emergency management, recreation and water issues were presented. Several government Ministers also participated and provided updates on work taking place in their Ministry. One of the benefits of the conference being virtual is that all sessions were recorded, and we have access until December 8, 2020 if Council would like to view any presentations.
- b) The Laurentic Forum 2020 is taking place virtually on November 10th, 12th, 17th and 19th, 2020. The overarching theme for the Forum is set around Sustaining Coastal Communities. Both the Mayor and CAO attended.
- c) On November 20th, 2020, the CAO attended the Professional Municipal Administrators Regional meeting in Gander. The scheduled topics include Writing Effective Policies, Utilizing Social Media to Engage and Inform and a Central Membership meeting.

XI. Fogo Island Trademark – Draft Application and Guidelines

- a) Management Staff met with Shorefast Representative on October 29th, 2020 for discussion and update on Fogo Island Trademark.
- b) Reviewed and discussed the draft “Fogo Island” Trademark Application and Guidelines for use of the “Fogo Island” Trademark.

2020-165

Jacobs/Rowe

Resolved that the Town of Fogo Island approve the “Fogo Island” Trademark Application and Guidelines as presented.

Resolution Carried. In favour 8 Against 0.

6. Correspondence

6.1 Dept of Environment, Climate Change & Municipalities

- A. Received Letter of Approval from the Department of Environment, Climate Change and Environment with approval to reduce the number of Council Membership from the current allocation of nine (9) members to seven (7) for the next municipal election taking place in September 2021.

6.2 Municipal Assessment Agency Update

- A. Municipal Assessment Agency held a meeting via teleconference on October 16th, 2020 and provide an update to Council on issues addressed.

6.3 Central Newfoundland Waste Management – 2021 Budget

- A. Provided a copy of the Central Regional Services Board 2021 operational budget and tipping fee schedule.
- B. No increase in fees for services for 2021 with the collection fee remaining at \$83.00 per household per year and disposal fee will remain at \$136.00 for residential waste collected in the mandatory clear garbage and blue recycling bags.

7. New Business

7.1 Business Tax Exemption for 2020 due to COVID-19 – 642 Main Road, Shoal Bay

- A. Business did not operate in 2020 due to COVID-19.
- B. Signed Letter of Confirmation of Business Closure was forwarded to Council.

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Jacobs/Rowe

Resolved that the Town of Fogo Island approve that the 2020 Business Taxes for 642 Main Road, Shoal Bay be written off as the Owner has provided the required written confirmation that they did not operate to date in 2020 and will not be operating for the remainder of 2020 due to COVID-19 Resolution Carried. In favour 8 Against 0.

7.2 Illegal Dumping

- A. Councilor requested an update about the illegal dumping on an old road leading out to Island Harbour and Deep Bay that was reported to Council at the last meeting.
 - I. Management informed the Councilor that an email was forwarded to him requesting more information on the location of the materials as Public Works Staff have traveled the road several times and cannot find it.

7.3 COVID-19

- A. Councilor inquired about Contract Workers on the island from Grand Bank. With the current outbreak of COVID-19 in that community would there be any restrictions on where they can travel.
 - I. No authority as a Town to impose COVID-19 restrictions. Workers are within the province so they are free to travel unless they have been in direct contact with an individual who has tested positive. Council requested that Management follow-up with Public Health on COVID-19 restrictions on this concern.

7.4 M.V Veteran

- A. Mayor received an email later this afternoon from Lewisporte Office that the M.V. Veteran would be out of service from December 1st – 3rd, 2020 for for required certification servicing, assuming parts arrive as anticipated. Email was only sent to Mayor, Deputy Mayor and Fogo Island Co-op, Mayor forwarded email to Transportation Committee.
- B. Mayor Collins has already been speaking with the Minister of Transportation and Municipalities and the Swing Vessel will be the MV Hazel McIsaac.
- C. MV Hazel McIsaac is a small boat that can only carry approximately 12-15 vehicles. A loaded tractor trailer or fuel truck normally places the boat down below the overload mark in the water. This boat is not big enough to accommodate the travelling public for 2 – 3 days for both islands along with daily priority travel.
 - I. Mayor and Deputy Mayor will contact the Minister of Transportation and Infrastructure tomorrow morning to convey this information and request a larger vessel.
- D. Councilor also questioned the concern of Ferry Workers not wearing face masks at all times on the boat if the MV Veteran is considered to be an enclosed vessel. Rule is that face masks should be worn all the time when entering a public space.
 - I. Councilor was informed that the Minister of Transportation and Infrastructure witnessed workers without their face masks yesterday while traveling to the Island and he approached workers and told them that they should be wearing their face masks but there wasn't any change. Minister will be speaking with Government Officials to determine why they can continue to do this.

7.5 Provincial COVID-19 Stimulus Program

- A. Funding has been announced by Honourable Derek Bennett, Minister of Environment, Climate Change and Municipalities for the COVID-19 Stimulus Program (CST) for communities in Newfoundland and Labrador.
- B. Communities can apply for up to \$150,000.00 in funding on a 90/10 cost sharing basis. Deadline for applications is December 7th, 2020.
- C. Eligible projects include repairs, maintenance and minor upgrades to municipal buildings, fire halls, recreation centers and community property.
 - I. Management informed Council that Staff will be discussing the funding to determine a list of projects and will report back to Council. Possible projects may include upgrades to Stadium, JBA Water Storage Tank and renovations to Seldom Fire Hall.

8. Date of Next Regular Meeting:

Privileged Meeting – December 15th, 2020 (If required) at 6.30PM

Regular Meeting – December 15th, 2020 at 7:00 PM

- ❖ Please note that the above meeting date could change or be cancelled due to Christmas.

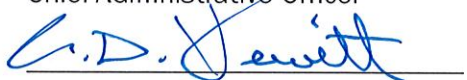
9. Adjournment:

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Torraville

Resolved the meeting be adjourned at 8:20PM.

Allan Hewitt
Chief Administrative Officer



Wayne Collins
Mayor

