

A Regular Meeting of Council was held at the Town Office on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins
Councilor Janet Langdon
Councilor Scottie Hart
Councilor Tracey Hart

Deputy Mayor Paul Torrville
Councilor Samuel Rowe
Councilor Sheldon Hamlyn
Councilor William Hart

Staff:

Amanda McGrath, Clerk/Town Manager

Daphne Coles, Executive Administrative Assistant

Absent:

Councilor Barbara Jacobs

1. Call to Order:

Mayor Collins called the meeting to order at 7:02PM and welcomed everyone.

2. Delegations

2.1 Janet Penton

- The objective of Ms. Penton's presentation was to discuss with Council the effects of the change in hours at the Stadium for seniors. Morning skating has been cancelled due to the stadium not opening daily until 12:00 noon and has now been rescheduled to 1:00PM.
- Benefits of ice skating for seniors include:
 - Provides better balance as falls are ongoing hazards for seniors.
 - Improves joint flexibility and aids in health issues such as arthritis.
 - Good cardio workout.
 - Builds stamina and endurance as the more senior's skate they will be able to do other daily activities.
 - Provides a source of exercise for weight management without the dangers of weather and snow.
 - Combat's stress in a senior's life as it is a social outing for many.
 - Improves coordination.
- With all these benefits for seniors from skating, Ms. Penton inquired as to who on Council did their due diligence in this matter before cancelling seniors skating and has anyone contacted the Health Centre for information regarding the dangers in combining Seniors Skating with General Skating. With these changes it is close to impossible for seniors to skate at all as the risks are greater.
- Many of our youth are experienced skaters and participate in fun activities while on the ice, this normal activity is dangerous for seniors due to higher risks of falling down causing injuries that can lead to devastating life changes.
- There isn't any preschool skating program now, whereas in past year's they were combined with the seniors skating which worked out well.
- The stadium was also used as a walking aerobic area in the mornings which was a good idea as many days in the winter people cannot utilize the outdoors for fear of ice and weather conditions.
- With Fogo Island having a population base of over 50% being seniors, the options for physical activity need to be explored more and would be interesting to know what programs the Town sponsors in the way of healthy lifestyle activities for senior taxpayers during the winter months.
- With skating cancelled is there a plan to replace it with another program. Timing is very important for seniors as many get up early and mornings is when activities are more appropriate. Lunch is usually their main meal for the day so getting out immediately after eating for a 1:00PM skate is highly unlikely.
- Inquired as to what benefits were gained by Council in cancelling the senior and preschool programs, this may help understand the lack of consideration given for senior taxpayers.
- In closing Ms. Penton suggested to name the skating session "50 and Over Skate", it may entice more people to attend and thanked Council for giving her the opportunity to speak on this matter.
- Council thanked Ms. Penton for her presentation and advised that Council will further discuss the Stadium hours taking into consideration her presentation and Staff will follow-up with correspondence.

3. Agenda:

2020-001

W. Hart/Langdon

Resolved that the agenda be adopted as presented with the following additions:

Recreation - Letter from Fogo Island Central Academy

New Business – 8.1 Update on Central Newfoundland Waste Management Meeting

8.2 Update on Air Ambulance Meeting

8.3 Old Well - Little Harbour, Barr'd Islands

Resolution Carried. In favour 8. Against 0.

4. Minutes:

2020-002

W. Hart/ S. Hart

Resolved that the minutes of the regular meeting held on December 17th, 2019 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

5. Business Arising:

5.1 Stadium Hours

- Resolution was made at a previous council meeting held on November 26, 2019 that the Iceberg Arena open at 12:00 noon from Monday to Friday and the Director adjust for any morning ice rentals and work schedules. Due to extenuating circumstances it was not carried out promptly; staff had provided information to council on the effects this resolution would have on stadium activities and how it would interfere with the Director being able to perform the duties required for recreation and stadium management.

- Staff have received phone calls, emails and letters from residents and the School with objections to the change of stadium hours.

- Some councilors stated that they were not aware of the seniors/preschool skate that takes place in the mornings. They had requested information from Staff regarding stadium and gym rentals for review, however it wasn't presented. Staff informed council that an email was sent out with a list of stadium activities.

- Council made this decision based on the stadium not being used in the mornings and with lights being on there wasn't any revenue coming in to cover the costs.

- Council will further discuss the stadium hours within the next few days.

5.2 Drilled Wells

- Council inquired if the water test results from the 3 drilled wells were received.

- Water tests are back and are now at Department of Municipal Affairs and Environment for review by the Engineers.

5.3 PH System Project for Fogo Water Supply

- Staff has been in contact with Municipal Affairs in Gander and the tenders are delayed due to the big snowstorm in St. John's on January 17 and 18, 2020.

5.4 Ambulance Services

- Requested that a copy of the letters sent to Government Officials and Central Health be forwarded to Council.

6. Department Reports

A Department Meeting with Council and Department Heads was held on January 21, 2020 from 7:00PM to 9:20PM at the Town Office with the following in attendance:

Councilors Present:

Mayor Wayne Collins

Councilor Janet Langdon

Councilor Sheldon Hamlyn

Deputy Mayor Paul Torraville

Councilor Samuel Rowe

Councilor William Hart

Staff:

Amanda McGrath, Clerk/Town Manager
Daphne Coles, Executive Administrative Assistant
Evan Parsons, Director, Tourism, Culture & Heritage
Colette Wells-Coish, Director, Recreation & Leisure Services
Mark Penton, Superintendent

Absent:

Tommy Simpson, Fire Chief, Fogo Island Fire Services
Councilor Scottie Hart

Councilor Barbara Jacobs
Councilor Tracey Hart

6.1 Public Works

- Meeting was from 7:00PM to 7:30PM with Superintendent of Public Works, Mark Penton in attendance.

The following items were discussed from the report:

ADWS

- The system has been commissioned and we are awaiting water testing results to open the station to the public. Two samples have been submitted so far, the first sample got broken during handling after it was sent away and the second sample expired before testing could be completed. A third sample was dropped off to Service NL last week and currently waiting on the results.

Tilting Water Leak

- The leak has been repaired on the two-inch service line towards Gus Foleys residence and as a result flows have dropped back between 50-60gpm. Current flows are averaging 45gpm at the pumphouse.
- Screen system has been ordered. Inquiring with government to see if costs can be covered under Gas Tax Funding.

Storm Damage.

- As a result of the recent storm we did experience several issues over the weekend. They are as follows:

- A section of the shingles blown off garage in Fogo. Public Works Staff have looked at the roof and will be doing some precautionary work to avoid further damage. Superintendent is trying to contact the Contractor to check on the warranty before it is sent to insurance.
- Pipes froze in Seldom, Tilting and Joe Batt's Arm firehall. Seldom was the most extensive with pipes breaking, repairs are completed. Water is restored to the other firehalls.
- Boil Orders were placed on the Fogo and Joe Batt's Arm water systems due to water not being chlorinated during the power outage. Chlorination systems are up and running again now with no issues.
- JBA Recreation has reported that the shingles have blown off one side of the roof on the stage, not the side that was repaired last year and the roof is blown off one of the sheds. Superintendent will further investigate to access the repairs needed.

- Council requested that Staff check with insurance policy to determine how these claims will affect the insurance premium. It may be cheaper for the Town to hire a local contractor to do the repairs. Public Works Superintendent is accessing all the damages before any claims are sent to insurance.

New Business**Temporary Call-In, Maintenance Worker**

- Superintendent informed council that a job has been posted for a temporary call-in Maintenance Worker. Deadline for application is Friday, January 31, 2020. There are days when extra help is needed, especially with all this snow, jobs like clearing out fire hydrants.

Stadium

- The new CO-2 System installed at the Stadium last fall is working fine with the current settings during normal operations however on days when the Zamboni is used more than normal the alarm goes off. This happened last week when a worker was cutting down the ice, exhaust fumes are staying in the

building, doors had to be open to help clear the fumes. This may cause problems during larger events as the Zamboni is going to be used more.

- Stadium Manager has been in contact with other stadiums and they are experiencing the same problems with their systems and at times have to keep the doors open to keep air going through their stadium.
- Stadium Manager stated that there are 2 big exhaust fans upstairs at the end of the building by the Common Room, they are accessible but is not sure how they will work. Superintendent is suggesting that more fans be purchased to put around the building to help move the air around. Superintendent and Stadium Manager will further investigate and purchase the fans needed to provide better air circulation.

6.2 Tourism, Culture and Heritage

- Meeting was from 7:30PM to 8:02PM with Evan Parsons, Director, Tourism, Culture & Heritage in attendance.

The following items were discussed from the report:

Maintenance Update:

- The Heritage NL Grant is still in process. We will have a decision after February 15, 2020 as that is the deadline for the grant. Note that since the property is eligible for \$30,000 in total and \$28,600 has been approved to date (\$4,000 was awarded in 2012) the most the approved grant can increase is \$1,400 to \$26,000 total.

Updates:

- Revisions have been completed to the Tourism Map; hoping to have an initial mock-up of what the new map will look like in the next coming week or two.
- The Fogo Heritage Committee has declined to take over the RCMP Building. Council will need to decide whether they want to sell the building and stipulate in the sale that a small area in the building be retained for a RCMP display.

2020-003

T. Hart/Torraville

Resolved that the Town of Fogo Island issue an RFP for the sale of the former RCMP House located at 54 Main Street, Fogo and stipulate in the tender that the new owner must retain a small RCMP display within the building. Further resolved that to stipulate in the tender that the minimum value accepted for the property will be \$50,000.00.

Resolution Carried. In favour 8. Against 0.

- Council requested that the Director arrange a meeting with the Fogo Island Heritage Advisory Committee and other tourism and recreation committees on the island to discuss government funding opportunities. Government agencies is more apt to award funding to a committee rather than a municipality for recreation and heritage uses.
- Contacted AIM Services regarding the wheelchair ramp at the Marine Interpretation Centre. Awaiting on quote to come to the island and do repairs.
- Young Canada Workers application has been submitted. Looking into the Conservation Corp NL grant and waiting for the Canada Summer Jobs application to be released.
- Upland Designs has provided images of what the new trail signage would look like for Lions Den Trail, Brimstone Head Trail, Joe Batt's Arm Trail and Turpin's Trail. They want to make sure that all the information on the images are accurate and up to date. Director has emailed Council members and community members to review the trail signage. Council suggested that the Director contact Mr. Andrew Shea to do a final review for the trails in Fogo.
- The Trails Project has been completed by both Fogo and Change Islands for this year. We are waiting on final payment claims to be processed and to see how what can be budgeted for next season as we did receive an extension for Summer 2020.
- TRACS has informed the Town that they are ready to take over the operational expenses of both the Reardon House and Jennifer Keefe Studio. Larger projects will be funded under partnership funding. They have also requested to take over the building located next to the playground (maintenance shed).

Council recommended to proceed with transferring those buildings to TRACS and prepare a partnership agreement.

2020-004

Langdon/Hamlyn

Resolved that the Town of Fogo Island transfer ownership of the Reardon House, Jennifer Keefe Studio and the Maintenance Shed located near the playground in Tilting to TRACS. TRACS will be responsible for all operational expenses of these buildings.

Resolution Carried. In favour 8. Against 0.

- Council requested that Staff prepare the transfer contracts and send out to council for review before presenting out to TRACS.

- TRACS has also asked if the Town would consider entering a Corporate Partnership with a private company. Details include looking at the possibility of the Dwyer House and Twine Store as the new home for the Rooms exhibition which is presently in storage in St. John's. The stage would remain as is. The exhibition would be scaled down and would tell the Tilting Story. TRACS would approach a corporate funder for funds to move this project forward.

- TRACS will be entering into a Memorandum of Understanding with Parks Canada, the MOU was received today and has been forwarded to Council for review.

New Business

Downhome Expo

- This is the largest consumer show in the province and attracts an average of 14,000 visitors.

- Event is taking place in St. John's on April 24-26, 2020 and municipalities can exhibit within the Adventure Central Booth.

- Town has never participated in this event before. Director feels that this is a great opportunity to promote Fogo Island tourism and cultural heritage. It will provide excellent networking experiences distribute Town brochures, promote island made crafts and Town brand items. Director is requesting permission to attend, along with another worker either the Director of Recreation or one of the Tourism Co-Ordinator's. Cost will be minimal to include cost of booth and travel.

2020-005

T. Hart/Langdon

Resolved that the Town of Fogo Island approve for the Director of Tourism, Culture & Heritage and another individual attend the Downhome Expo in St. John's on April 24-26, 2020.

Resolution Carried. In favour 8. Against 0.

6.3 Recreation and Special Events

- Meeting was from 8:02PM to 8:44PM with Colette Wells-Coish, Director, Recreation & Leisure Services in attendance.

The following items were discussed from the report:

Business Arising from Council Meeting

- There was a change in hours at the stadium, effective November 26th, 2019. A motion was made by council to delay the stadium opening daily from Monday – Friday at 12noon. Weekends will remain the same. The decision has been made as a cost savings measure. The Director has concerns about the change for several reasons and would like this issue discussed further. This past week there were concerns from the electrician who had to wait until mid-day to do work. There were calls regarding the common room, which I'm certain we lost one rental due to not being available in the morning and they booked space elsewhere. It is also very challenging to shift the office duties around to evenings and continue them when hockey starts with the noise and distractions. Also, the time to do this work is now technically from 1:00 - 2:30 pm. Many other staff are closed or out of the office from 12:00 noon -1:00 pm, and hockey starts here at 3:20 pm. The school skating program will be at 2:00 pm when it resumes. This change now prevents me from associating with colleagues during staff luncheons or other plans.

- Staff informed Council that they have received phone calls, emails and letters regarding the change of hours at the Stadium.

Letter from Fogo Island Central Academy

- Letter was addressed by Council.
- School Principal has concerns that time is severely limited now for the Director of Recreation to work with the School to coordinate programs and activities such as K-6 Skating, Alumni Game, Fun & Fitness Days, etc. Also, their ability to collaborate with the Director is now reduced to 2 hours a day, limiting their opportunities to utilize and promote the recreational resources available.

Maintenance Update:

- The new frequency drive was installed but was discovered by the Electrician that the wrong drive had been sent.
- The Director is recommending that the double gate entrance area near the Zamboni have all the necessary adjustments made in the spring. Presently staff must place ramps/skids on the ice surface in order to enter and exit the ice surface. The step down to the ice/floor requires ramps otherwise the bottom of the bottom of the Zamboni will get hit. This has been discussed before but not resolved. As a safety concern the Director would like to see this changed and completed in the spring of 2020. There have been several suggestions as to how this can be corrected. Staff will further review the work needed to be done to lower the double-gate entrance and when the ice surface is removed on the Spring Staff will proceed with the work.

Events Update:

- Fireman's First responder's hockey game – date to be announced – in conjunction with Fogo Island Fire Services.
- Annual Iceberg Cup Men's Hockey Tournament– February 28th - 29th
- Fundraiser for School breakfast program- date to be determined.
- Valentine Event for ALL - Seniors – craft and social time – Wednesday, February 12th from 10:30am – 12noon. Similar activity for toddlers/parents 1:00 pm - 2:30 pm.
- Valentine Skate: Thursday: February 13th 7pm. (donation box for CUDDLE BED)
- Snowshoe group
- Pink at the Rink –proceeds from Daffodil place will be around Valentine's.
- Fundraiser for New "CUDDLE BED" for the hospital.
- Weekly Treasure Chest Fundraiser
- National Flag Day in Canada is February 15th – We will advertise this and promote it as much as possible. We will get a coloring contest out for youth to participate. Also encourage all residents to display their Canadian flag on February 15th.

Programs and Applications:

- The CEEP program will continue until mid-March.
- Various applications have been submitted for Recreational activities and programs pending their approval.
- Contact has been made with the Fogo Island 50+ Club executive to partner and plan regular recreational activities for them. Developing a plan for our aging population is important. With many funding opportunities and initiatives available it is important our town include this age group in our services.
- The Rug Hooking group are continuing with new members since Christmas.
- A group has responded to the snowshoe and winter activities idea, but most would like to meet in the morning if possible.

Other Business:

- At present there is no canteen service available at the stadium. This issue should be discussed. There are several weekends with special events planned and this service should be available. Minor hockey has expressed an interest in using the space for use as a hospitality venue during tournaments.
- Council requested that Staff advertise another "Expression of Interest" for the canteen. A new "Expression of Interest" has been advertised with the deadline being January 30, 2020.
- Director is recommending that Council look at upgrading the canteen to be able to use fryers whether it be with an exhaust system or an approved fryer unit. Council requested that the Director investigate the

costs of installing a new exhaust system for the stadium canteen and explore fundraising options to aid in the purchase and installation of a new exhaust system.

- Weekly rentals are going well. The weekends are relatively slow in comparison to previous years. The scheduling of minor hockey is done by their divisions specifically, and not by the Director.

- KRAFT HOCKEYVILLE – this is a competition/contest that is out every year and some town will benefit, with \$250,000.00 in arena upgrades. I encourage everyone to go online to Kraft Hockeyville 2020 and it ask you to select your province, then arena. You can then add photos and share your comments. This is graded by points, and everyone 13 years of age and older can do this. There is a town gathering planned to take some photos to put on twitter and Facebook for Monday January 20th at 4:00 PM. We encourage everyone to come and rally together in front of the stadium for one large photo to submit as we declare we are HOCKEYVILLE. Director informed Council that the Manager of Twillingate Stadium contacted her today, their building is getting old and is in dire need of repairs that the Town cannot afford. Twillingate is ahead of Fogo Island in the competition and is requesting that Fogo Island help support their community.

New Business

Email from Community Enhancement Project Workers

- Clerk/Town Managers received an email from the project workers stating how the change in stadium hours is affecting their ability to do the work needed at the stadium before it opens to the public and the safety issues involved.

- Staff informed Council that Stadium Workers have concerns that there is not adequate time between 1:00 and 3:00PM to do the cleaning required, especially with mopping the bleachers and all the floors in an unheated stadium. The main safety concern is there is not enough time for the floor to dry and this is a slipping hazard for stadium workers and the public that the Town can be held liable for.

Call-In Workers

- This past Fall the Director was working at training 2 extra Call-In Workers, however she did not get the chance to train them on the Zamboni. There is currently 2 regular Call-In Workers.

- Director would like to stress the importance of having these 2 extra workers to Council as she had to cancel a medical appointment for tomorrow that she has been waiting for 6 months due to not have a Call-In Worker available. The day in question is the regular Maintenance Worker's scheduled day off, one Call-In Worker is off the island and the second Call-In Worker only returned her call today.

6.4 Finance

- Meeting was from 8:45PM to 9:15PM. Finance report and draft budget was submitted previously for Council review.

Financial Reports

A review was completed of the financial reports accounts receivable, accounts payable and bank balances.

2020-006

Hamlyn/Langdon

Resolved that the Town of Fogo Island accept the Financial Reports as presented.

Resolution Carried. In favour 8. Against 0.

Approval to Pay Regular and MCW Invoices over \$10,000

2020-007

Langdon/W. Hart

Resolved that approval be given to Senior Staff to approve payment of regular invoices and project invoices over \$10,000.

Resolution Carried. In favour 8. Against 0.

2020 Municipal Budget

- Council reviewed the budget highlights and tax rates for 2020.

2020-008

Hamlyn/W. Hart

Resolved that the Town of Fogo Island approve the 2020 Municipal Budget as presented with the various tax rates, fees, due dates and expenses including pay rates as presented in the budget.

2020 Tax Rates

Residential Property Tax: 7.75 mills, minimum \$340

Commercial Property Tax: 7.75 mills, Min. \$415

Non-Residential – Small Structure Property Tax: 7.75 mills, minimum \$100

Vacant Land Property Tax (additional property): 7.75 mills, minimum \$150

Business Tax Rate: Minimum \$410, per business

Class mil Rate:

- 12 mills Accommodations 1– B & B's, Air B & B's, Boarding Homes, Vacation Home Rentals, Efficiency Units, Campgrounds
- 17 mills Accommodations 2 – Hotels, Motels, Inns, Personal Care Homes, Other Fishers
- 22 mills Personal and Consumer Services - Crafts/Arts/Textiles, Museums, Consumer Services, Hairdressers, Taxation Office, Personal Services, Daycares, Dental
- 27 mills Taxis, Boat Tours, Bus Companies
- 32 mills Food/Beverage Services – Restaurant, Take out, Grill, Bars, Lounges, Cafeteria, Bakeries, Coffee Shop, Ice Cream Shop, Mobile Food Services, Fish Processors
- 37 mills Retail - Hardware, General Stores, Furniture/Clothing, Pharmacies, Convenience Store, Grocery Store, Convenience Store & Gas Bar; Service Station/Auto Repair
- 52 mills Construction Companies, Small manufacturing, Freight Companies, Contractors & Road Transport, Funeral Homes
- 62 mills Utilities - Propane Services, Oil Delivery Companies, Electrical Contractors, Plumbing & Heating
- 132 mills Oil Company - Tank Farm
- 232 mills Banks
- Business with no fixed address: 2.5% Gross Revenue
- Utility Tax: 2.5% Gross Revenue
- Peddlers: \$20 per day / \$125 per Season
- Direct Sellers: \$25 - Consultants/Representative's such as Tupperware, Mary Kay, Avon, Scentsy, etc.

Small Home-Based Business

Minimum business tax of \$25, maximum of \$400, at 2.5% of Gross Revenue. Individuals are asked to please advise the Town of your Gross Sales and your appropriate taxes will be applied.

A small Home-based business is defined as an undertaking supplying a product or service for a fee, on a continual or ongoing basis, that has not or cannot be assessed under the Municipal Assessment Agency.

Residential Water/ Sewer Tax: \$410.00 per Unit

- i. Water only, 60% of rate
- ii. Sewer only 40% of rate
- iii. Churches, Church Halls & Lion's Club
- iv. Subsidiary Apartments \$410.00 per year
- v. Apartment Bldgs. Up to 20 units \$410.00 per unit
- vi. Cottages & vacation homes - Residential rates
- vii. B & B's and Vacation Rental Properties - \$410.00 per year for first three (3) rooms, \$130 per every additional room thereafter.

Commercial Water/Sewer Tax

- i. Basic: \$460.00 per unit per year
- ii. Water only 60% of rate
- iii. Sewer only 40% of rate
- iv. Senior Care residences \$460.00 per 4 restrooms
- vii. Efficiency units \$460.00 per year for first unit, every additional unit \$140 per unit
- viii. Hotels & Motels \$6,000.00 per year
- ix. Fish Processors: \$110,000.00 per year
- x. Fish offloading facilities: \$3,000.00 per year

Poll Tax: \$275.00 per Year

Business Licences (Non- Resident Businesses and outside contractors): 2.5% of Contract, Minimum \$400

Property Tax Discount:

10% Property Tax Discount - All prior year's taxes, including Water and Sewer Tax must be paid in full; Current property taxes must be paid by May 31st of current tax year; Applies to one property within the Town, in which the resident lives: permanent place of residence.

Effective January 1, 2020**Permit Fees:**

- | | |
|--|---|
| a. Residential Permit – New Construction or Moved to new lot | \$150 |
| b. Residential Shed, Fence, Deck | \$25 |
| c. Renovations/Extension over \$10,000 | 100 |
| d. Renovations/Extension under \$10,000 | \$25 |
| e. Demolition Permit – Residential or Commercial | \$25 |
| f. Subdivision Permit | \$25 |
| g. Commercial Permit - New Construction or Moved to new lot | \$250 Minimum, plus \$5 per \$1,000 of construction value |
| h. Commercial Permit – Renovations/Extension/Fencing | \$100 Minimum, plus \$5 per \$1,000 of construction value |
| i. Ditching and Relocation and hard surfacing of driveways | \$25 |
| j. Landscaping | \$25 |
| k. Curb Stop Installation: | \$100 |
| l. Occupancy Permit | \$50 |
| m. Permit to Operate | \$50 |
| n. Witnessing of Documents (unrelated to Town Business) | \$25 |

Curb Stop Fees:

- | | |
|---------------------------------------|-------|
| i. During Business Hours | \$50 |
| ii. After Business Hours and Holidays | \$100 |

- | | |
|--------------------------------|-------|
| Fire Inspection's - Commercial | \$300 |
| - Residential | \$100 |

Tax Certificate \$50

Signing of Legal Documents (Commissioner for Oaths) \$25

Cutting of Pavement (Town Roads) Cost Recovery

Other Fees and Charges:

All other fees remain unchanged or at cost recovery and are subject to change within the year.

Resolution Carried. In favour 8. Against 0.

7. Correspondence

7.1 Department of Municipal Affairs & Environment – 17-MCW-17-00009 – Engineering Design Initiative-Town Hall/Fire Hall

- Request for extension to the project completion deadline was approved with a new completion date of June 13, 2022.
- Staff has been in correspondence with Municipal Affairs regarding the location of the new Town Building, Engineering Services, Septic Design and Drilled Wells.
- Municipal Affairs said that the RFP for Engineering Services should be completed by next week.

7.2 Department of Municipal Affairs & Environment – Budget 2020 Deadline

- Deadline for submission of 2020 Municipal Annual Budget to Department of Municipal Affairs was December 31st, 2019.
- 2020 Municipal Budget was approved at this meeting and will be forwarded to Department of Municipal Affairs & Environment.

7.3 Government of Health & Community Services – Food Safety Training

- May 1, 2020 changes to the Food Premises Regulations will come into effect that will require owner/operators of certain types of licensed food premises to have at least one employee who has current approved safety training to be present in the food premises while it is in operation.
- List of approved food safety courses were provided. Staff will post the information of the Town Website and send to all groups affected.

7.4 Deep Bay Community Committee – Tax Exemption Requests

- Request for property tax exemption for Deep Bay Community Hall and Old School for 2020. 2020-009

W. Hart/T. Hart

Resolved that Town of Fogo Island approve exemption of property taxes to Deep Bay Community Committee for the Deep Bay Community Hall and Old School for 2020.

Resolution Carried. In favour 8. Against 0.

- Deep Bay Community Committee will still be invoiced for Business Tax for the Deep Bay Community Hall.

7.5 Deep Bay Community Committee – Fire Services for Deep Bay

- Committee has concerns regarding the new developments for Fire Stations on Fogo Island with the November 27, 2019 decision to extend the closing date of Tilting, Island Harbour and Stag Harbour Fire Stations to March 31, 2020 at which time they will transfer to their designated Fire Stations of Joe Batt's Arm, Fogo and Seldom. As there wasn't any mention of Deep Bay in this decision, they are wondering which Fire Station they are now designated to join.
- Deep Bay Volunteer Fire Department folded and discontinued its services to the community approximate 8 years ago, at that time Deep Bay Fire Services were transferred to the Fogo Fire Station as Island Harbour Fire Station was not capable of providing services to the community and this has not changed with the new developments.
- Council requested that Staff respond to the letter informing them that Deep Bay Fire Services are still with the Fogo Fire Station.

7.6 Letter - Concerned Citizen – MNL Concerns

- An anonymous letter was forwarded to the Town by mail with concerns in the direction of MNL and where our Municipalities Membership Dues are going and what the Towns get from it.
- Letter was addressed by Council. As this letter was sent anonymously Council will not be responding.

8. New Business

8.1 Update on Meeting with Central Newfoundland Waste Management

- Mayor Collins recently attended a meeting with CNWM.

- CNWM has advised that they will be implementing Curb Side Collection in the coming months, all across the province. This means that residents will have to place their garbage at the curb in a container or have it covered.
- Other items of discussion included delinquent accounts, health issues among workers and shredding of wood fibers.
- Council inquired if the Town could do its own garbage collection as they did years ago. It is mandatory that the Town be a part of CNWM, however they can be responsible for collecting the garbage instead of CNWM picking it up. This can be a costly venture as well, town would need a truck that has separate compartments for waste garbage and recyclables and would have to hire 2 workers. Garbage would still have to be transferred to Norris Arm as well.
- Chairman of the Board, Ed Evans and Chief Administrative Officer, Robert Elliot, CNWM are coming to the island for a meeting with Council on Wednesday February 5, 2020 at 5:00PM for further discussion on these issues.

8.2 Update on Air Ambulance Meeting

- Councillor William Hart attended an Air Ambulance meeting in Gander on January 23, 2020.
- Main focus is to establish a Supplemental Air Ambulance with medical personnel as one unit of operation based in Gander in addition to the current government operated aircrafts based in Goose Bay and St. Johns.
- Want to provide consistent 24-hour coverage, 7 days a week, 12 months of the year. One big concern for Fogo Island is getting people off the island for medical attention. When using the ferry service during nighttime, it disrupts the ferry schedule for the next day and people miss important medical appointments that they have been waiting on for months and there are residents who leave the island for dialysis appointments. Fogo Island has a good air strip and should be able to alleviate of the Air Ambulance when needed.
- It is a slow process; however, progress is being made and the Committee will continue to fight.

8.3 Old Well in Little Harbour, Barr'd Islands

- There is an old well out at the end of Little Harbour in Barr'd Island's that the cover is in poor condition and is a public safety hazard.
- Staff will speak with the Public Works Department to visit the area, speak with some residents in Little Harbour to find the location of the well, determine if the well is still being used by the residents and assess whether to do repairs or have the well filled in.

9. Date of Next Regular Meeting:

Privileged Meeting – February 25th, 2020 (If required)

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

10. Adjournment:

2020-010

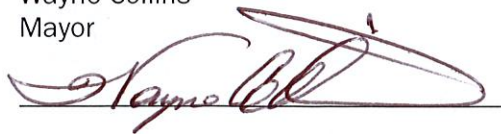
W. Hart

Resolved the meeting be adjourned at 8:25PM.

Amanda McGrath
Clerk/Town Manager



Wayne Collins
Mayor



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

Councillors Present:

Mayor Wayne Collins
Councillor Janet Langdon
Councillor Scottie Hart
Councillor William Hart

Deputy Mayor Paul Torrville
Councillor Samuel Rowe
Councillor Sheldon Hamlyn

Staff:

Amanda McGrath, Town Clerk/Treasurer

Daphne Coles, Executive Administrative Assistant

Absent:

Councillor Barbara Jacobs

Councillor Tracey Hart

1. Call to Order:

Mayor Collins called the meeting to order at 6:48 P.M.

2. Adoption of Agenda:

2020-011

Langdon/W. Hart

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 7. Against 0.

3. Resolution for Overrun Acceptance of MCW Project #17-SCF-18-00048 – PH System – Fogo Water Supply

2020-012

Hamlyn/Torrville

Resolved that the Town of Fogo Island will be responsible for the anticipated overrun in the amount of \$22,138.88 for MCW Project #17-SCF-18-00048 PH System – Fogo Water Supply.
Resolution Carried. In favour 7. Against 0.

4. Adjournment:

2020-013

Langdon

Resolved the meeting adjourn at 6:50 PM.

Amanda McGrath
Clerk/Town Manager

Handwritten signature of Amanda McGrath in blue ink.

Wayne Collins
Mayor

Handwritten signature of Wayne Collins in red ink.

A Regular Meeting of Council was held at the Town Office on the above date with the following in attendance:

Councillors Present:

Mayor Wayne Collins
Councillor Janet Langdon
Councillor Scottie Hart

Deputy Mayor Paul Torraville
Councillor Samuel Rowe
Councillor William Hart

Staff:

Amanda McGrath, Clerk/Town Manager

Daphne Coles, Executive Administrative Assistant

Absent:

Councillor Barbara Jacobs
Councillor Tracey Hart

Councillor Sheldon Hamlyn

1. Call to Order:

Mayor Collins called the meeting to order at 7:02PM and welcomed everyone.

2. Delegations

2.1 Owen House – Manager, Fogo Island Co-operative Society Ltd

- Mayor Collins welcomed Mr. House to the meeting and introductions were done.
- Mr. House has previously met with the Mayor and Clerk/Town Manager and was glad to be given the opportunity to speak with Council as a whole.
- Mr. House gave a brief overview of the Fogo Island Co-op and its operations. The Fogo Island Co-op has been in operation for 53 years and it still going strong with over 400 members. The Co-op provides a viable and sustainable future for the people of Fogo Island. There are 11 Board Members who develop the strategic plan for the operation of the business. The Co-op is comprised of 3 plants: /Shrimp Plant in Seldom, Crab and Cucumber Plant in Fogo and Groundfish in Joe Batt's Arm, the Marine Centre and the Quiet Canon Hotel. They sell their products all over the world with over 90% being sold in Europe, Asia and the United States. One of the major issues today is how to maintain and attract more product. Cucumbers is the more viable product in today's market. Now working with Conne River to develop a long-term commitment.
- In December 2019 Mr. House met with representatives from the Town and Shorefast through the Economic Development Partnership for Fogo Island. He feels that it is important to have a close relationship as a group to grow and work as a team to look out for the best interests of Fogo Island.
- With the Social-Economic Development Plan for Fogo Island prepared in 2008, there were 4 major issues outlined and these still exist today. Mr. House feels that it is very important to revive the Economic Development Partnership between the Town, Shorefast Foundation and the Fogo Island Co-operative. As a group we can development the objectives set forth, however it would be difficult to deliver without hiring an Economic Development Officer. This would be an approximate cost of \$100,000; approximately \$33,000 per partner. Mr. House has already met with Ms. Zita Cobb and is requesting the Town to make the same commitment. Mr. House feels that there is a lot of passion to want to move forward. He is aware that as separate entities, everyone has their own issues to deal with daily, but the need is there to think about the island as a whole and to put Fogo Island before your own community. If Fogo Island succeeds, every community will succeed.
- Council inquired if there has been any interest shown on the Airstrip Certification with respect to the Co-op. Mr. House stated that this is not something that has been discussed as a Co-op perspective since he took the position as Manager. This would have to be a benefit for the whole island, possibly through Economic Development.
- Council asked if there was any difference in the production quota, whether there was an increase or decrease for the past years production. Overall production was down approximately one million pounds from last year with the biggest loss being in the cucumber production. With competition being so high some fishermen left and shipped their product to other buyers. Hope to get most of it back for next year with the new relationship with Conne River.

- Mayor Collins thanked Mr. House for his presentation and promised to correspond again, especially on the Economic Development.

2.2 RCMP

- Mayor Collins welcomed Constable Peter Connors to the table and introductions were done.
- Constable Connors came to the island in February 2018 and have found that there are some issues on the island, although not a lot. Approximately 300-400 calls per year.
- Constable Connors wanted to speak on some of the issues that they are facing on Fogo Island. One of the biggest concerns is impaired driving especially with ATV's and skidoos. People don't realize that the same penalties apply for impaired driving on ATV's and skidoo's as driving a vehicle. RCMP are planning on doing skidoo patrolling on the trails. Drivers will be asked to show proof of insurance, registration, and license plate number; insurance is needed if you are crossing a road. Council asked if the patrols would be advertised as to where they would be taking place. No notice is given on road patrols so if they are just out patrolling the skidoo paths they may not be advertised.
- RCMP have visited the school and done a safety talk. Students don't seem to grasp the danger involved with driving fast on skidoo. Legal age for driving a skidoo unsupervised is 13 years old.
- In 2019 there were a few impaired driving charges. They are aware that people are doing it 24/7. People get upset as the RCMP is not always present, however they cannot be everywhere at the same time. Even though people think it's ok to drink and drive if they are only going a short distance whether it be in vehicle or on skidoo, a lot can happen in that short distance.
- People need to report incidents if they see something wrong and the RCMP can't force them to report if they don't want to.
- Land disputes are another big concern. The RCMP will go and check it out, however they are unable to do anything for the residents unless assault or uttering threats occurs.
- Council inquired about speeding in the communities. It can be very dangerous with kids playing games on the roads and sliding, especially now with so much snow piled up on the sides of the road. Another dangerous area for speeding is in Man O' War Cove by the ferry line-up, at times there are 3-lanes of traffic on a 2-lane highway. Town have made requests to the Department of Transportation & Works to widen the road with no success. Constable Connors stated that it is hard to monitor the speeds in some communities as speed limits are different in each area, some communities have 40kms and others have 50kms and there are communities with no speed sign posted.
- Crime-Stopper signs are erected; one on the stadium building and the other is at Man O' War Cove. Haven't received any tips, however this is all over Canada.
- House civic numbering is another concern as the RCMP change locations every 3 years, they do not know where residents live. Town has posted in the newsletter to residents the need to have your civic address on your home. Will correspond with the Fire Chief on this.
- Council asked Constable Connors if he would be interested in participating in a skating or basketball program during lunchtime for the students, Stadium Manager has been in contact with Corporal Skinner in arranging the program. Constable Connors was not aware of the program however he would definitely be interested in participating and working with the students.
- RCMP is also aware that drugs are present on the island, this is hard to monitor and arrest someone for as they would need solid information and a warrant to search the properties. No robberies or break and enters have occurred due to drugs. Trying to combat drug use as best as they can. Again, if the public has information on drugs, they need to call the RCMP.
- Mayor Collins thanked Constable Connors for his attendance to the meeting.

3. Agenda:

2020-014

W. Hart/S. Hart

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 6. Against 0.

4. Minutes:

2020-015

Langdon/Rowe

Resolved that the minutes of the Regular Meeting held on January 28, 2020 and the Special Meeting held on February 18, 2020 be adopted as presented.
Resolution Carried. In favour 6. Against 0.

5. Business Arising:

5.2 Advanced Drinking Water System in Seldom

- Unit is operational and open for public use. Building is open 24/7.
- When Public Works Staff checked the building this morning, they found that one of the water nozzles in the filling station was twisted. This may have been done when a resident was using the filling station. Worker managed to get the filling nozzle back in place.
- Main entrance door doesn't close properly, there is tape across the lock to stop the door from locking and it is preventing the door from latching. Staff will speak with Public Works and have it checked on and repaired.

6. Department Reports

A Department Meeting with Council and Department Heads was held on February 18, 2020 from 7:00PM to 8:35PM at the Town Office with the following in attendance:

Councillors Present:

Mayor Wayne Collins
Councillor Janet Langdon
Councillor Scottie Hart
Councillor William Hart

Deputy Mayor Paul Torraville
Councillor Samuel Rowe
Councillor Sheldon Hamlyn

Staff:

Amanda McGrath, Clerk/Town Manager
Daphne Coles, Executive Administrative Assistant
Evan Parsons, Director, Tourism, Culture & Heritage

Absent:

Colette Wells-Coish, Director, Recreation & Leisure Services
Tommy Simpson, Fire Chief, Fogo Island Fire Services
Councillor Barbara Jacobs
Councillor Tracey Hart

Call to Order:

Mayor Collins called the meeting to order at 6:51PM.

6.1 Tourism Report

- Meeting was from 6:51PM to 7:19PM with Evan Parsons, Director, Tourism, Culture & Heritage in attendance.

The following items were discussed:

Maintenance Update:

- AIM Services will complete the service/repair to the wheelchair ramp at the MIC. The closest appointment date is either in March or April, this is the earliest they can arrive in the central region.

Updates:

- Canada Summer Jobs, Student Summer Employment Program – High School (SSEP-HS), and Student Summer Employment Program – Post-Secondary (SSEP-PS) applications have been submitted.
- Trail Signage corrections have been sent to Upland Designs.
- Heritage Week is February 17th – 23rd, 2020 and Heritage Day is February 17th, 2020. They have asked all municipalities to take part in the municipal challenge. Proclamation has been signed by the Mayor and the Director will ensure that the signed proclamation and social media posts are posted on Heritage Day and throughout Heritage Week. Director has received several inquiries as to whether one of the

Heritage Buildings will be open on Heritage Day. No buildings will be open this year, however this option can be further explored at for next year.

- The initial draft of the new tourism map has been completed. As this is a work in progress, we will collaborate to improve the map to the tourists needs.

- TRACs have provided us with the MOU Agreement between TRACs, Parks Canada, and the Town of Fogo Island. They have requested the Town provide a short statement on the Town's mandate to support tourism and culture. Statement to include *"Fogo Island will sustain its rich cultural heritage and use its cultural, human and natural resource assets to develop innovative experiences and market the Island as a global destination of distinction"*.

2020-016

Langdon/S. Hart

Resolved that the Town of Fogo Island accept and sign the Memorandum of Understanding to enter into an agreement with TRACS and Parks Canada to protect and preserve Tilting's cultural landscape and historic heritage.

Resolution Carried. In favour 6. Against 0.

- TRACs has inquired if the Town of Fogo Island is able to enter a Corporate Partnership if a private company is willing to upgrade and provide sustainable funding for The Rooms exhibit in the Dwyer Premises.

- Council discussed the partnership and agreed to approve so long as no financial liability is incurred by the Town or liability issues.

2020-017

Langdon/S. Hart

Resolved that the Town of Fogo Island enter into a Corporate Partnership with TRACS and a Private Company to upgrade and provide a new sustainable experience for the Dwyer Premises.

Resolution Carried. In favour 6. Against 0.

RCMP Building – Fogo – designation as Heritage Structure.

- At a previous meeting a resolution was passed to proceed with an RFP for the sale of the RCMP house. It was suggested to designate this property as a Municipal Heritage Building; therefore, the posting of the RFP was delayed until a decision could be made by Council. Designating this building as a Heritage Structure can place restrictions on what repairs can be done to the building and may interfere with the sale; Councillors were not in agreement to place the Municipal Heritage Designation on this property. The RFP has been advertised.

New Business

Meeting with Fogo Island Heritage Advisory Committee

- Council and staff recently held a meeting with members of the Fogo Island Heritage Advisory Committee.

- Committee inquired if Council would allow to use the funds in their bank account for island-wide repairs on heritage buildings. Committee will meet to discuss and decide which buildings need repairs and forward information to the Director to ensure that funds are not all spent on just one building.

2020-018

Langdon/W. Hart

Resolved that permission be given to the Fogo Island Heritage Advisory Committee for use of the funds in their bank account for building repairs and maintenance under the stipulation that the Committee correspond with the Director and Council before any work commences. Also requested that they provide a detailed working plan for any major repairs to a building for approval from Council.

Resolution Carried. In favour 6. Against 0.

- Committee requested the individual committees have keys to the Heritage Buildings in their area. This would allow them to do routine checks on the buildings during off season and do repairs needed without having to come to the Town for keys.

- Council approved their request.

Marconi Site

- Staff was informed that some of the shingles have blown off the roof of the Marconi Building. Staff have assessed the roof and taken some pictures. A small area on the roof has shingles missing and the roof boards are showing. This area will probably leak when it rains. Staff has been talking with a Contractor and due to the cold weather, the shingles cannot be replaced at this time. It was suggested to cover this area with tar until repairs can be done. Staff will make arrangement to get this work completed as soon as possible to prevent water from leaking inside the building.
- Council inquired if the Marconi building was insured all year round. If a fire occurred during the winter the road is not plowed going up over the hill and the Fire Department cannot access the area with the Fire Truck. Staff advised that the building is insured all year round, as a seasonal building. Staff has spoken with former town staff and this road was never plowed and sanded as the road is too steep and narrow, with turns in the road going up over the hill. This is a major safety issue for Town Workers while plowing the road and the public as once the road is plowed there will be vehicles using it.
- A resident has proposed that a gate be placed at the entrance to the road leading up to the Marconi Site. During the night there is a lot of vehicles going back and forth the road when the building is closed. Resident would see that the gate is closed nightly.

2020-019

Torraville/S. Hart

Resolved that the Town of Fogo Island have a gate erected at the entrance to the road leading up to the Marconi Site.

Resolution Carried. In favour 6. Against 0.

ATV for Trail Project

- Council inquired about the status of purchasing the ATV for the Trail Project. Director has obtained some quotes for review and is currently having staff look at another ATV before a purchase is made.

6.2 Recreation and Special Events Report

- Meeting was from 7:19PM to 7:40PM. Report was submitted previously by the Director of Recreation & Leisure Services for Council review.

The following items were discussed:

Business Arising from Council Meeting

- Effective November 26th, 2019. A motion was made by Council to delay the stadium opening daily from Monday – Friday at 12:00 noon. The working hours of staff were not cut but changed. The Director met with council on January 21st and stated her concerns. There were several questions asked none of which have been answered as to why this change was made. The Director has since indicated in emails, and discussion with the Clerk/Town Manager the impact this is on completing work, the deadlines, activities planned, and revenue lost. The canteen has closed, one school rental per week was lost, no sessions for seniors or preschoolers, and no other morning possibilities. The gym is not available in the morning, and the office in general is closed. This decision was made less than one month of skating, with no prior discussion with staff. This also affects the Directors family life and it is felt reasonable cause should be given for the change. The Director is again asking for some explanation as to why this change was made, how long it is planned for and what the benefits are to the Town and the recreation program on Fogo Island.
- Council discussed the reasoning for the changes in stadium hours. In addition to the expense of having the lights on for 1 - 2 weekly morning, Council felt that the Director should be in the building during the evening to supervise staff. Incidents are being reported to Councilors that are taking place with equipment and residents during evening rentals that senior management isn't aware of. When council requested to be provided with the number of people attending and the income figures for the morning skate, walking area and fitness room there was very little information submitted to support having the building open. Staff advised Council that income figures can be provided however cannot provide the number of people attending each session as this was not noted. Staff provided the weekly rental schedule and revenues to Councilors for review.
- There has been discussion with the Fire Chief on fryers for the canteen. It has been recommended due to the length of our operational time, and activities, and budget the AutoFry would best meet our needs.

Furthermore, it is a piece of equipment that can be cost shared between other town groups and transported easily and effectively to various locations. This would be done between staff, fire chief and chairpersons. Individuals would have to be in charge and responsible for the item. Fundraising has started for the canteen fryer and the Director feels this tabletop fryer will be suitable for our needs. This type of fryer is becoming very popular in fast food services. The Town of Glovertown has one. After some investigation by Staff there are 2 types of the Autofry that are available to purchase with the costs being \$6400 and \$6900. The estimated cost of a new Exhaust System is approximately between \$20,000 - \$30,000. In addition to the Arena in Glovertown, it was noted that Rocky Harbour Stadium has the AutoFry as well. Council requested that Staff check with Glovertown and Rocky Harbour for information on the capacity and use of the AutoFry.

Maintenance Update:

- On January 27th we experienced no water for the entire building. The deep well pump was replaced as well as a control box on the wall in the ice plant. This resulted in no activities for that day. This problem was identified shortly after lunch when staff opened the stadium. However, if the staff were in earlier in the morning it would have provided more time to identify the problem and resolve it.
- The new LED lighting project will start very soon. Funding was received under Farm Credit Canada.

Events Update:

- Fireman's / First Responder's Hockey Game – in conjunction with Fogo Island Fire Services. (no date confirmed)
- Annual Iceberg Cup Men's Hockey Tournament– February 28- 29th
- Fundraiser for School breakfast program- date to be determined.
- Valentine Event for - Seniors – craft and social time – Wednesday, February 12th in morning from 10:30am – 12noon.
- Valentine Skate/ Sweetheart Skate: Thursday: February 13th 7pm. Notes were sent to in bookbags at school.
- Fundraiser for Cuddle Blanket- staff and volunteers will be serving tea, coffee, hot chocolate and water at the stadium canteen for the month of February during rentals.
- Snowshoe group has not met due to little time to plan and organize.
- Pink at the Rink –proceeds from Daffodil place. Last week we received a call from the Cancer Association thanking us for the donations we have made to the Daffodil place and asking if we were interested in doing something a little different. There is an initiative out, through the Cancer Society they are connecting with hockey rinks and introducing the color lavender represents all cancers. They will provide us hockey tape; stickers and we plan an event and instead of pink at the rink we will go with lavender. This is being planned with a tentative date set for March 7th with more details to come as it becomes available.
- There is a great opportunity to host our own cabin party. There is a cost, but a great opportunity to partner with our island wide Firettes and Fire services to help with this. They approached us and wanted to come to Fogo Island. Now is when summer plans are being made. Council reviewed this opportunity and the cost to host a cabin party is expensive; fee is \$6,000.00 + HST, plus accommodations, meals and sound and light production. Staff spoke with the Town of Marystown and they did not host the event, it was done by the hotel in the area, who was only responsible for the bar service. Ticket sales were done by "Cabin Party Live" with only a little over 100 people in attendance. Council requested that the Director obtain further information before a decision is made.
- Weekly Treasure Chest fundraiser – this has started with a good response from users/customers at the stadium.
- National Flag Day in Canada is February 15th – we did advertise this and encouraged it. Coloring sheets were sent home through the school to all primary and elementary kids. Also encouraged all residents to display their Canadian flag on February 15th and this was mentioned at the seniors Valentines Social and the Sweetheart Skate.

Programs and Applications:

- The CEEP program will continue until mid-March an amendment was required as we hired another individual and secured \$32,000.00. There is a contract involved in this project that has strict guidelines to follow.
- Student summer jobs applications need to be completed now, however there has been no time to do them. This is a process you need to start and complete once you open the application. They can require approximately 4-5 hours to complete. Canada Summer Job deadline is February 25th. Update: The application was completed and submitted by the Clerk/Town Manager.
- The Director met with the Fogo Island 50+ club Executive on Tuesday, February 4th. The purpose was to see what services and programs this group would like the Town to offer in our recreation program for their age group. Having a plan for our aging population is important since there is a large percent of our population in this category. There were individuals who looked forward to the indoor walking, and the occasional morning skate. Other would love to see snowshoeing from time to time and would like to see scheduled outings and activities such as gardening and even bingo. I did ask them to forward me a written request as well.
- The Rug Hooking group are continuing, on Tuesday afternoons and once our funding has been used, they will be able to participate in the guild if they choose.
- The lunchtime skate and shinny hasn't started yet but there has been discussion with the RCMP, who are really interested. The issue with skates and sticks should not be a problem as we have an area to hand in skates if needed, and like hockey bags many parents drop it off if needed the day before to accommodate the kids. This will start very soon. If there are any adults interested in helping who has a code of conduct, please feel free to help.

The Stadium Committee:

- The Committee met on February 11th and are planning to use the canteen space during the weekend of the Iceberg Cup – Men's Hockey Tournament. They plan to organize volunteers and spouses to help with the weekend tournament. These activities are essential in helping with the operational cost, and services at the stadium.

Other Business:

- The 49th Annual Recreation AGM & Conference is scheduled for May 29-30 in St. John's – registration is \$375.00 for members. The Director encourages the Town to send representation. There is much to learn and share about stadiums and year-round facilities. The keynote speaker this year is Dr. David Scott. Council approved for the Director of Recreation and Leisure Services, Colette Wells-Coish and Councillor Scottie Hart to attend the Annual Recreation AGM & Conference in St. John's for May 29-30.
- There are several Recreation committees which exist on Fogo Island. These committees have done great work for their areas and the Town, however there should be more communication between them and the Town's Recreational plans. They are all affiliated in some way with the Town of Fogo Island and we cannot be in conflict with each other. Our small Town need to work together as a team and realize that all committees depend on each community and their support in order to be successful.
- Clarification has to be made on the revenue provided from rentals and usage at the stadium. The daily remittance sheets changed to weekly as requested and set up on excel. The skating sessions and hockey games are combined showing what happens per week based on the scheduled activities rather than per individual session. Staff provided the weekly rental schedule and revenues to Councillors for review.

6.3 Fire Services

- Meeting was from 7:40PM to 8:00PM. Report was submitted previously by the Fire Chief for Council review.

The following items were discussed:

Fire Calls – 3

Inspections - 1

Community Education/ Events

- Fire Service Public Service Announcement was posted in the newsletter regarding adopt a hydrant, the 911 service, and safe ice thickness

Merging of Stations

- Tilting and JBS are meshing well together, Stag Harbour and Seldom have not merged due to Stag Harbour members resigning, Fogo and Island Harbour will begin the process but are aware of the automatic aid agreement.

Truck Maintenance

- Island Harbour truck has been repaired, with a complete rewire of emergency systems, pump repaired, all equipment in place and truck back in service.
- Tilting truck will receive its servicing this month.

Training Update

- The 20/20 program has started for FIFD with training in JBS, Seldom, Fogo, we have good attendance so far, I understand the work commitments in the coming months but will work with members, so they don't get far behind. The training I am developing is for Adult learning, and group discussion, later in the course we will do the practical parts.
- Training will be a long process with doing sessions during the evenings especially now with the fishing season beginning and many will be getting back to work.

Equipment update:

- Equipment will be checked the week of February 17th by all depts,
- We took ownership of a new chimney nozzle for Fogo. 1 ½ inch fixed gallonage pistol grip nozzle for Tilting, a pitot gauge to read pressure from hydrants and discharge from truck.
- We received a donation of 5 pairs of fire boots, and hazmat boots
- Purchased a hazmat spill kit and new liquid smoke for inhouse training
- As a result of Stag Harbour's resignation we have retained their equipment which is being itemized and recorded.

Recruitment Retention:

- Stag Harbour Fire Station have submitted their letter of Resignation. All members have resigned, and the station is closed, the community is now under the umbrella of Seldom-Little Seldom Fire Station. Notice was sent out to the residents of Stag Harbour informing them of this change. We thank the members for the time they put into the fire service throughout the years and wish them the best in the future.
- Fire Chief was speaking with the Deputy Fire Chief from Island Harbour Fire Station and they may not be able to obtain the membership required to keep that station open. Confirmation on the number of members will be given to the Fire Chief by the end of the month.
- Fogo Fire Station only has 10 members with 1 member working away from the island on turnaround. An ad for recruitment of new members was sent out and there is plans for a Recruitment Session within the next week. Membership is open to both male and female.
- Council expressed concerns with the number of members leaving the department.

Building Update:

- Cecon was out to go over renovations for the 3 fire stations and is working on the plan (blueprint) and cost associated with the much-needed renovations. Proposal from Cecon for Fire Hall Extensions and Renovations has been received and sent out to Council for review.
- Land request have been sent to Crown Lands for the storage sheds.

Budget 2020

- Plan on purchasing 4 new Breathing Apparatus and a Ground Monitor. This appliance is great for high risk areas and can be set up and left to help with Firefighter safety.

- With the increasing cost of operating a fire service, providing new equipment, training, and a safe facility to house a dept, request that council review the current policy on turning over the former fire stations to community groups. I purpose selling off these properties at fair market value and put the proceeds into the fire service budget to help offset set the rising cost. The buildings were put in the communities to provide fire service to our island. And by selling off the buildings and putting the money back into the fire service, it is still doing what it was intended to do, that is to improve the fire service in our community.

Fundraising:

- The members along with the Central Firette's are working on the chase the ace, along with other ticket draws. And local stations are having winter carnivals.
- Fundraiser is taking place at Seldom Hall. It was noted that this location has very little parking space.

Fire and Emergency Services Update

- Fire Chief has updated Fire and Emergency Services on the progress of our fire service, they are happy with it and explained we are on the right track.
- Waiting to hear back from the Fire Commissioner on the air brake course and instructor availability.

In closing, the Town are losing a very important part of our Fogo Island team, Mark Penton was a great resource for myself when I came here, and a great resource for our community, he is highly respected in our office and by his staff, his ability to work with public is second to none, and his presence will truly be missed by everyone who had a chance to encounter with him as public works superintendent.

Other

- Wharf in Deep Bay blocked with snow this year, most years it is always kept clear. Wharf is supposed to be used to access water supply for fire services and at the meeting with the Superintendent of Department of Transportation and Works it was agreed that they would not push snow out on the wharf intentionally as this is a big area and lots of room to push snow elsewhere.
- Area by the rails swimming pond is also full of snow, this area was designated as a water supply for central.

New Business

- Fire Chief requested permission to purchase 4 new Dragger Breathing Apparatus at a cost of \$2,900.00 each along with 4 spare cylinders. At the initial inspection last year our breathing apparatus equipment was substandard with 10 units being removed, the Town replaced 6 last Fall. This coming year we will run into the same situation, this is a chance to be pro-active and save money. Also requested to start replacing the oldest Bunker Gear with new for our interior firefighters, on a cost shared program with local department. These firefighters are at the greatest risk of developing a firefighter cancer, this gear may look new however it is very old and loses it protective barrier over time. The older gear will be used for non-interior firefighting, where health risks are lower. This will help out Seldom, Fogo, and Tilting Fire Stations and the project will take a few years to complete similar to the Breathing Apparatus replacement program. Also requested to complete the purchase of our firefighter uniforms on a cost shared basis between our fire stations and town.
- A First Aid Course is also needed for the Firefighters who may need recertification.
- As the cost of these items were approved in the 2020 Budget, Council approved the requests, however they felt that it would be more adequate to delay purchasing the firefighter uniforms until membership numbers are confirmed.

6.4 Public Works

- Meeting was from 8:00PM to 8:17PM. No report was presented.

The following items were discussed by Council:

Snow Clearing Request – Oliver's Cove Head Road, Tilting

- Letter was addressed by Council. Property owners address is 140 Main Street however their driveway is located on Oliver's Cove Head Road, not Main Street. Owner is requesting that the Town occasionally snow clear Oliver's Cove Head Road as the snow builds up and blocks access to their driveway.
- This is a town owned bi-road however it is never maintained in the winter months as the road is only used in the summer.
- Council inquired if the driveway was specified when the permit was approved to build the home. Staff checked the permit application and it was not specified on their permit that their driveway would be off of Oliver's Cove Head Road, there were 2 permits issued to the property; one to backfill lot and install town water and sewer and the other to construct the home.
- Council requested that Staff further investigate the area for snow clearing before a decision is made.

Drilled Wells in Central

- Water tests have been received. All 3 wells have shown exceedances in several water parameters and will require further investigation. Staff has been on contact with Department of Water Resource Management and Terra Nova Water Services Inc. regarding ways to remove those parameters from the water.

Hiring of New Maintenance Worker

- This year the Town budgeted for a Maintenance Worker to be hired later in the spring. Staff recommended that the Town post for this position now, to have resumes on file for when the new Superintendent is hired.
- Council advised to post the job position and can be discussed further when the new Superintendent of Public Works is in place.

Other

- Councillors commented on several snow clearing issues that have arose. Country Road in Fogo is built up with so much snow that there isn't any room for 2-way traffic in some places, area needs to be cleared. Also issues with snow clearing on Valley Road in Seldom. Fire hydrants are not being shoveled out, some have so much snow over them that they are not visible, this is not safe. Staff will speak with Public Works staff on these issues, to ensure the work is completed.
- Council inquired about the cost incurred to purchase of a hydraulic hose crimper. Was it warranted and what parts came with it? Staff will forward the information to Council.
- The RFP for the New Town Office is cleared with Municipal Affairs and Environment; however, it isn't uploaded to the web site yet.
- Council inquired if the former Superintendent had completed the job reviews. Staff will check the Superintendents files to see what has been done.

❖ Director of Tourism, Heritage, & Culture Evan Parsons left the meeting at 8:17PM.

New Business

Snow Clearing Request – 36 Main Street, Tilting

- Property owners have always snow cleared their driveway either by shovel or snow blower and had adopted the fire hydrant near their property. Due to health issues they are unable to do this winter season and is requesting that the Town help snow clear their driveway.
- Council discussed the letter. Under the Municipalities Act a Town cannot contract to do work, supply goods or provide a service, if there is a contractor or business within the Municipality that can provide that service; the Town would be in competition with other contractors, therefore the request is denied.
- Council requested that Staff correspond with the homeowner.

6.5 Finance

- Meeting was from 8:17PM to 8:35PM. Finance report was submitted previously by Clerk/Town Manager for Council review, the following items were discussed:

Financial Reports

- A review was completed of the financial reports: Accounts receivable, accounts payable and bank balances.

2020-020

Langdon/ W. Hart

Resolved that the Town of Fogo Island accept the Financial Reports as presented.

Resolution Carried. In favour 6. Against 0.

Community Grant Application – Bleak House Association

2020-021

W. Hart/Langdon

Resolved that the Town of Fogo Island approve a \$500.00 Community Grant to the Bleak House Association for community beautification.

Resolution Carried. In favour 6. Against 0.

7. Administration

7.1 Assessment Review Commissioner

7.1.1 Resignation of Assessment Commissioner

- Letter from the Town's Assessment Review Commissioner informing the Town that she resigned, was addressed by Council.

7.1.2 Appointment of Wayne Mullett as the Town's Assessment Commissioner

2020-022

Rowe/W. Hart

Resolved that the Town of Fogo Island appoint Wayne Mullett as the Town's Assessment Review Commissioner.

Resolution Carried. In favour 6. Against 0.

8. Correspondence

8.1 MNL Central Regional Meeting

- Meeting is taking place in Gander on March 27 & 28, 2020.

- Councillor William Hart and Councillor Tracy Hart expressed interest in attending the meeting.

8.2 MNL Committees – Expressions of Interest

- Letter was addressed by Council. No Councillors could commit to serving on an MNL Committee at this time.

8.3 Dept of Health & Community Services – Response Letter – Centralize Ambulance Services

- This correspondence is in response to a letter sent to Minister Dr. John Haggie on January 15, 2020 regarding the importance of centralizing the ambulance services on Fogo Island.

- Owner of Mercer's Ambulance Service is willing to meet with Council to discuss his company's ambulance service delivery and any improvements that can be made, he would be under no obligation to make further investment in a new ambulance base at the centre of the island.

- Council requested that Staff arrange for a meeting with the owner of Mercer's Ambulance Service.

8.4 Dept of Municipal Affairs & Environment – 17-MCW-17-00009 – Town Hall/Fire Hall

- Letter of approval to the Town's request to use the remaining funding from the above project to construct three storage sheds for the purpose of housing firefighting equipment in the communities of Tilting, Stag Harbour and Island Harbour. Town will be responsible for any costs above the initial approved funding amount.

2020-023

S. Hart/Torraville

Resolved that the Town of Fogo Island accept the amendment for Project #17-MCW-17-00009 to use funds for the construction of three storage sheds for the purpose of housing firefighting equipment in Tilting, Stag Harbour and Island Harbour.

Resolution Carried. In favour 6. Against 0.

8.5 ATIPP Training

- Training taking place in Grand Falls-Winsor on May 20, 2020 for Staff and Councillors.
- Council requested that anyone interested in attending the training to contact Staff.

8.6 SID Action Group – Letter to Minister of Municipal Affairs & Environment, MHA Derrick Bragg

- Committee expressed concerns to the Minister for fire protection for Fogo Island and potable drinking water for Stag Harbour and Island Harbour.
- Letter was addressed by Council.
- Minister Bragg has responded to the letter stating that the operation of the fire department is the full responsibility of the Town. He has discussed the committee's concerns with the Mayor, and he looks forward to assisting the Town meet the needs of their residents through various government funding opportunities.

8.7 Dept of Municipal Affairs & Environment – 17-MCW-20-00007 – Town Office

- No engineering costs are covered in the above noted project, as the design costs for the new Town Office were to be utilized from Project # 17-MCW-17-00009. Now with some of the funding from this project is now being used for the construction of 3 storage sheds for housing firefighting equipment, the Department is requesting clarification as to the maximum amount of funding that will be used for the sheds under Project # 17-MCW-17-00009.

2020-024

S. Hart/Langdon

Resolved that the costs of construction for 3 Storage Sheds funded by Project # 17-MCW-17-00009 is not to exceed \$95,000.

Resolution Carried. In favour 6. Against 0.

8.8 Dept of Municipal Affairs & Environment – Procurement Policy Professional Services

- This policy applies to the procurement of all professional services related to projects funded by the Department of Municipal Affairs & Environment.
- Policy was sent to Council for review.

8.9 Dept of Municipal Affairs & Environment – Approval to Call Tenders - PH System, Fogo Water Supply – 17-SCF-18-00048

- Letter of approval to proceed with the public tender call for the above noted project.
- Staff advised Council that the project is out for Public Tender Call by Government.

8.10 Canadian Network of Asset Managers 2020 Conference

- Conference on Asset Management is taking place in St. John's from May 11-14, 2020.
- Clerk/Town Manager informed Council that Tract Consulting Inc. has requested that she attend the conference to take part in the panel discussion, to be a speaker on Fogo Island Asset Management project.

9. New Business

9.1 Meeting Attendance

- Regular Council meetings are held once a month, normally on the last Tuesday of every month. In addition to the regular meeting, there are many meetings that take place throughout the month; privileged meetings, departmental meetings, meetings to discuss hiring or finances or to meet with other groups, agencies or government officials.
- Council stressed the importance of attending meetings other than the regular monthly council meeting as they pertain to important issues and provide discussion for decisions of council.
- Municipalities Act states that the office of a Councilor becomes vacant where without leave of the Council, a Councillor does not attend 3 consecutive monthly public meetings. As this regulation could be deterrent to run for council, the Town implemented a Remote Meeting Attendance Policy that would allow a member of Council to participate in a meeting by electronic means where the electronic means enables the Councillor to listen and be heard. Remote meeting attendance will be permitted for Committee meetings, Special meetings of Council, and Regular meetings of Council. Remote meeting

attendance will not be permitted for Privileged meetings of Council. This policy allows a Councilor to attend 25% of Regular meetings of Council by remote attendance per year.
- Council requested a review of the Remote Meeting Attendance Policy.

10. Date of Next Regular Meeting:

Privileged Meeting – March 31st, 2020 (If required)
Regular Meeting – March 31st, 2020 at 7:00 PM

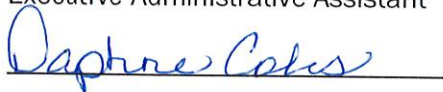
11. Adjournment:

2020-025

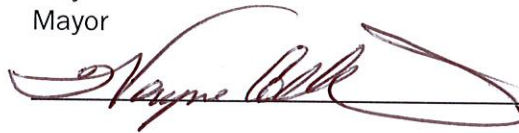
W. Hart

Resolved the meeting be adjourned at 9:05PM.

Daphne Coles
Executive Administrative Assistant



Wayne Collins
Mayor



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

Councillors Present:

Mayor Wayne Collins
Councillor Janet Langdon
Councillor Scottie Hart

Deputy Mayor Paul Torrville
Councillor Samuel Rowe
Councillor William Hart

Staff:

Amanda McGrath, Town Clerk/Treasurer

Daphne Coles, Executive Administrative Assistant

Absent:

Councillor Barbara Jacobs
Councillor Tracey Hart

Councillor Sheldon Hamlyn

1. Call to Order:

Mayor Collins called the meeting to order at 4:41 P.M.

2. Adoption of Agenda:

2020-026

Torrville /W. Hart

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 6. Against 0.

3. Hiring of New Superintendent of Public Works

2020-027

S. Hart/W. Hart

Resolved that the Town of Fogo Island hire Keith Penton as Superintendent of Public Works.

Resolution Carried. In favour 6. Against 0.

4. Appointment of LW Consulting

2020-028

Rowe/Langdon

Resolved that the Town of Fogo Island appoint LW Consulting to perform an Operational Assessment of municipal operations at a cost of \$3500 plus travel and accommodations with \$100/day diem for each person.

Resolution Carried. In favour 6. Against 0.

5. Cold-Water Rescue Equipment

- Fire Chief has requested approval to apply for a Special Assistance Grant for the purchase of cold-water suits and a floating stretcher for cold water rescue equipment.

2020-029

Torrville/Langdon

Resolved that the Town of Fogo Island approve for the Fire Chief to apply for a Special Assistance Grant for the purchase of cold-water suits and a floating stretcher for cold water rescue equipment pending costs involved for the Town.

Resolution Carried. In favour 6. Against 0.


6. Adjournment:

2020-030

Langdon

Resolved the meeting adjourn at 4:56 PM.

Daphne Coles
Executive Administrative Assistant



Wayne Collins
Mayor



A Regular Meeting of Council was held via Teleconference 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:

Daphne Coles, Acting Town Clerk

Absent:

Councillor Scottie Hart

1. Call to Order:

- Meeting was called to order at 7:49PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live and expressed sincere thanks to all the residents of Fogo Island on behalf of the Town for their participation and patience in following the rules set out by the Department of Health to help flatten the curve for COVID-19.

2. Resolution for Meeting Procedures during COVID-19 Pandemic

2020-030

Torrville/Langdon

Resolved that the Town of Fogo Island will hold all meetings of council through Teleconference Calls and will provide public access through forms of social media during the COVID-19 Pandemic.

Resolution Carried. In favour 8 Against 0.

Resolution for Dissolvement of Clerk/Manager's Duties.

2020-031

Torrville/Langdon

Resolved that the Town of Fogo Island give approval to end the current duties and responsibilities of the Town Clerk/Manager of the Town of Fogo Island and that approval be given to the payment of severance in recognition of her twenty-one (21) years of Municipal Service through the payment of the salary for this position for a period twelve (12) months effective April 22, 2020 to which both parties have reached mutual agreement.

Resolution Carried. In favour 6 Against 2 Councillor William Hart and Councillor Tracey Hart were against the resolution.

Resolution for the Appointment of Acting Town Clerk

2020-032

T. Hart/Langdon

Resolved that the Town of Fogo Island appoint Daphne Coles as Acting Town Clerk with the statutory authority of a Town Clerk as provided under section 59 to 62 of the Municipalities Act 1999.

Resolution Carried. In favour 8 Against 0.

3. Agenda:

2020-033

W. Hart/Torrville

Resolved that the agenda be adopted with the following additions:

8.4 Resolution to approve LW Consulting for Organizational Review

Resolution Carried. In favour 8 Against 0.

4. Minutes:

2020-034

W. Hart/Hamlyn

Resolved that the minutes of the Regular Meeting held on February 25, 2020 and the Special Meeting held on March 3, 2020 be adopted as presented.

Resolution Carried. In favour 8 Against 0.

5. Business Arising:

5.1 Sandy Cove Pond Intake Upgrade

2020-035

W. Hart/Rowe

Resolved that the Town of Fogo Island submit a revised Capital Investment Plan to Gas Tax to cover the overrun costs incurred for the installation of a Tee Intake Screen at Tilting Water Supply

Resolution Carried. In favour 8 Against 0.

6. Department Reports

A Department Meeting with Council and Department Heads was held on March 24, 2020 from 7:00PM to 9:35PM through teleconference at the Town Office with the following in attendance:

Councilors Present via Teleconference:

Mayor Wayne Collins

Councilor Barbara Jacobs

Councilor Samuel Rowe

Councilor Tracey Hart

Deputy Mayor Paul Torraville

Councilor Janet Langdon

Councilor Sheldon Hamlyn

Councilor William Hart

Staff:

Amanda McGrath, Clerk/Town Manager

Daphne Coles, Executive Administrative Assistant

Evan Parsons, Director, Tourism, Culture & Heritage (Via Teleconference)

Colette Wells-Coish, Director, Recreation & Leisure Services (Via Teleconference)

Tommy Simpson, Fire Chief, Fogo Island Fire Services

Keith Penton, Superintendent of Public Works

Absent:

Councilor Scottie Hart

Call to Order:

Mayor Collins called the meeting to order at 7:03PM. Council welcomed Keith Penton to the position of Superintendent of Public Works.

6.1 Tourism Report

- Tourism meeting was from 7:04PM to 7:38PM with Evan Parsons, Director, Tourism, Culture & Heritage in attendance by teleconference. Tourism Report was submitted previously by the Director for Council review.

The following items were discussed from the report:

Maintenance Update:

- CECON completed their assessment of the Marine Interpretation Centre. They will visit the Marine Interpretation Centre again during the Spring to investigate any further issues.

- Repairs have been made to the Marconi roof, tar was placed on exposed section. Shingle repairs will commence once we have warmer temperatures.

Updates:

- Summer Job Creation Program (JCP) has been applied for. Requested 6 participants.

- Final Trail Signage corrections have been sent to Upland Designs. He has forwarded the final signage signs to the production team.

- Second draft of the new tourism map will be sent to the Director in the next week or two. As this is a work in progress, we will collaborate to improve the map to the tourists needs. Once this has been reviewed and confirmed it will go to the printing company.
- Marconi sign for bottom of hill has been received. Installation will commence once snow has melted.
- Attended Climate Change in Heritage Places: Learning from Parks Canada's Climate Change Adaptation Workshop webinar offered by Parks Canada & National Trust for Canada.
- Waiting to hear back from Fogo Island Heritage Advisory Committee for next meeting to determine repair prioritization and schedule. Director is thinking it will be best to try and set up a teleconference meeting now with the COVID-19 virus situation
- New Honda ATV has been purchased for the Trail Project. ATV is still in Gander until we can get someone to pick it up and bring it out.
- Regarding the Marconi Gate installation. Director would like to make Council aware of logistics such as:
 - Who will oversee unlocking or locking gate during summer season? 6AM hikers and berry pickers are walking the trails, 9PM-10PM are typical sunset hours in the summer. If left to the Museum Coordinator in Fogo they will have to be compensated for additional hours and when they are scheduled off who will be responsible?
 - Will the gate be locked (padlock, etc.) or bolted? If locked and a vehicle is left at the parking lot, who is responsible for returning to site to unlock the gate and If bolted, how will that deter visitors, residents, etc. if they can unbolt the gate to gain access to the parking lot?
 - With limitations to not only a heritage property but a popular hiking trail how will this affect visitor and residential perception? For example, more complaints about the gate being closed or locked, limiting a public hiking trail by enforcing hours, etc.
 - To ensure transparency, communication, and feedback between all parties there should be more consultation, which in the end, would be beneficial to all.
 - Will signage for hours of operation/limits be attached to the gate informing the public? For example, parking lot only available between xx – xx, the Town is not responsible for vehicles left before or after these hours, etc.
- Council discussed the issues presented by the Director and felt that they were all good points however there are other sites on the island that have a gate like JBA Festival Site that leads to the trail and at Brimstone Head Park without any issues.
- Other options discussed were have the RCMP patrol the area more often however individuals can see vehicles coming up over the hill or install video cameras on the outside of the building, most of which would require internet service.
- Council requested that the Director provide cost figures for installation of internet and video cameras for the Marconi Site before the next council meeting. Director has provided information from Bell on getting the internet to the Marconi Site and the cost of purchasing surveillance cameras. Council requested to defer the decision until the next council meeting to be able to review the information provided by the Director.
- Over the winter season the Director has been working on some new ideas for the upcoming tourism season.
 - Director has completed a rough draft of a new idea for Museums & Hiking Trails which entails a 38-page booklet which can be sold at certain locations. This booklet will have information on all Town-owned heritage properties along with detailed maps of hiking trails and information on hiking trails. Director will reach out to resident's familiar with the trails to gain more insight and information. The Director feels this is a great addition for revenue generation as it doubles as a guide booklet and a keepsake that tourists can take home. This booklet will be professionally printed to ensure quality and proficient standards; suggested sale price is \$4.00. Draft samples were reviewed.
 - 1-2-day excursion posters, these would be able to be viewed either online, at the VIC, or on the ferry so that visitors to the island have a general idea of what they can do on the island i.e. 1-day / 2-day excursions. Draft samples were reviewed.
 - A social media campaign designed to highlight our heritage properties and museums. Each month there will be different heritage properties, tourism specific messages (litter, special thanks, etc.), trails, etc. sent out via the Tourism's social media pages (Facebook, Twitter, Instagram) to help engage visitors to the island and residents. This will be targeted from June – October 2020.

- Council was impressed with the new ideas and requested that the Director prepare the final drafts and present to Council for review before approval can be given.

New Business:

Museum Day NL

- Museum Day NL 2020 is Saturday, July 11th this year. Museum Day is to celebrate local museums and is designated by Museum Association of Newfoundland & Labrador (MANL). The Director suggests having this day a "admission free" day for visitors and tourists to the island. We could also host a screening of a local film (NFB, Fogo Process, etc.) at the Marine Interpretation Centre and have refreshments available during the screening. A way of saying thank you for everyone who supports our heritage properties. This can be marketed and boosted via the Town's tourism's social media accounts, and at the Marine Interpretation Centre.

6.2 Recreation and Special Events Report

- Recreation and Special Events meeting was from 7:38PM to 8:10PM with Colette Wells-Coish, Director, Recreation & Leisure Services in attendance via teleconference. Recreation report was submitted previously by the Director for Council review.

The following items were discussed from the report:

Maintenance Update:

- Scheduled times for Public Skate in the future will be recorded to provide actual numbers in attendance. The Director would like to know if these services will be removed from the schedule if numbers are low. Please keep in mind our population numbers and these essential services are important to those who use them. Numbers have been down during these skating times due to other activities the children are involved in, and population. The skating slots are also a good opportunity to plan a special 'THEME' which this season time has been limited to do so.
- The deep well pump was replaced January 27th. There was no water in the building and the issue was brought to public works and maintenance. Staff investigated the problem and checked the power supply which seemed fine. There are 5 different control boxes that are responsible for supplying water to the building. It was identified after some time that a relay on one caused the problem. It was decided to keep the new pump in the well considering the time of year and trouble it can be to replace. The other older pump is stored and can be used as a spare.
- The Director has spoken to the stadium staff in Glovertown regarding their deep fryer unit. They currently have their canteen operated by private individuals. However, the fryers they had were not brand new. They had no issues but recommend buying a new one. Also spoke to staff in Stoneville gas bar who also have one. They bought it second hand and said theirs is a smaller unit. These units come in different sizes. It seems that depending on your event and demand you can get larger units. A new larger unit cost approximately \$6,900 plus taxes.
- The price quote for the supply and installation of a kitchen fire suppression system is \$26,000 taxes included this does not include the fryer.
- Decision to purchase fryers or install a new exhaust system for the Stadium was deferred until next council meeting until council can further review costs figures of both options.

Events Update:

- Fireman's First Responder's Hockey Game – in conjunction with Fogo Island Fire Services was scheduled for early April. This event was being organized around the schedules of Rangers, and Fire Departments. This event has been cancelled for this year.
- The Annual Iceberg Cup Men's Hockey Tournament went ahead on February 28 – 29. There were four teams participating. The canteen services were provided by the Fogo Island Firettes. A huge thank you to them for providing a service for the customers that weekend. The actual bar cost has not been finalized as invoices are not complete.
- Fundraiser for School breakfast program was held March 05th. There were school snacks dropped off and \$25.00 on the gate was donated to the breakfast program.
- Fundraiser for hospital cuddle bed - Staff and volunteers served tea, coffee, and hot chocolate in the stadium canteen for the month of February during hockey rentals. There was a total of \$212.00 that will

be sent to the Health Care Centre. The Director would like to do other events to support this important community effort. At this time with the isolation and cancellation due to COVID -19 everything is on hold, however in the months ahead we should plan another fundraiser.

- National Flag Day in Canada was February 15th – In partnership with the School coloring sheets were sent home 2 weeks before to all primary and elementary kids. They could complete the sheet and then return them to the stadium for display. Eighteen kids participated in the contest of various ages. Winners were announced and free skate passes, and skate sharpening coupons awarded.

- Due to the COVID-19 Pandemic the stadium closed on March 9, 2020. This has shortened the stadium ice season drastically and many events had to be cancelled, which in turn affected stadium revenues for the season.

Revenue Comparison:

2020

*Men's Rec Hockey: \$8,302.94
*Minor Hockey: \$21,598.67
*School activities: \$1,040.14

2019

* Men's Rec. Hockey: \$10,460.72
* Minor Hockey: \$29,813.13
*School activities: \$2,168.14

Programs and Applications:

- The CEEP program concluded on March 13th. This year 9 individuals secured insurable hours.

- The Tuesday Lunchtime Skate – had its first session March 10th There was seven students who participated. Three others watched and a good response was given from all participants.

- Application has been submitted to the United Way, and the Take Charge Town Program funding opportunities. Other applications are in progress and are to be reviewed to see what is applicable and available.

Cancellations

- Many stadiums have a policy in place where cancellations cannot be done within a minimum of 24 hours unless for medical or weather conditions. This year we have had numerous occasions when activities were cancelled only an hour or two before scheduled time. This issue has been discussed with groups. Revenue is being lost and there are ice slots that may have been rented for birthday parties or other groups. The Director has contacted several stadiums who are enforcing this policy. If groups or individuals cancel a regular rental without 24-hour notice it will be charged to them.

- The Director recommends that a policy be implemented that all scheduled activities require the 24-hour cancellation notice otherwise the group will be invoiced. Council requested that the Director prepare a draft policy for review.

The Removal of the Ramps/skids:

The Director suggested staff review the double door entrance area that opens onto the ice/floor area directly in front of the Zamboni doors. It is necessary to place ramps or skids on the floor to drive onto the surface. This is a safety hazard. There have been several suggestions how to cut the cement and correct this. This issue was to be discussed further with maintenance at the end of the season. Realizing all work is restricted now due to COVID-19 we will discuss these issues at a later date.

6.3 Fire Services

- Fire Services meeting was from 8:10PM to 8:24PM with Fire Chief Tommy Simpson in attendance. Report was submitted previously by the Fire Chief for Council review.

The following items were discussed from the report:

Fire Calls – 2

Inspections - 8

COVID-19

- This is a very uneasy time for first responders and health care providers and our residents, Fire Chief has been in contact with representatives from Central Health and Fire and Emergency Services via email and telephone and explained that if a need arises for help from the municipality, not to hesitate but to

call, we would help any way we can. This is a time to work together, to help flatten the curve of COVID-19, before it has a chance to impact our Island, but we should be prepared.

Community Education/ Events

- Fire Service section in Town Newsletter regarding Firefighters needed in Fogo.
- Change your clock change your battery notice was sent out to residents.

Merging of Stations

- All Fire Departments are working well

Truck Maintenance/ Public works

- Fire service will need the Town Mechanic to start servicing the fire service fleet for regular maintenance.
- Thank the staff in public works for doing their best to keep our hydrants clear.

Training Update

The 20/20 program is moving along well' we have covered the following chapters:

- ✓ Introduction to the fire service and firefighter safety
- ✓ Building Construction
- ✓ Fire Dynamics
- ✓ Fire Hose
- ✓ Firefighter Personal Protective Equipment
- ✓ Portable Fire Extinguishers
- ✓ First aid and CPR are on hold until COVID-19 is over

Equipment update:

- Equipment has been checked by all Stations,
- We purchased 3 hydrant gate valves this allows us to connect other lines to the hydrant without shutting down the hydrant and keeping a continuous flow.
- We received 4 new breathing apparatus with spare cylinders, 5 H2O water extinguishers and 1 high volume hose adaptor.
- I have applied for the Special Assistance Grant for the Water Rescue Gear, that is needed for our island

Recruitment Retention:

- We lost the members of Island Harbor Fire Station. We thank the members for the time they put into the fire service throughout the years and wish them the best in the future.

Building Update:

- Cecon has sent out the blueprints for the building upgrades in Fogo, Seldom, and JBS. It is the Chief's recommendation that Fogo station be priority, followed by Seldom and finish off with JBS I can justify this due to the amount of work needed on Fogo station.
- The Fire Chief also recommend that we begin work on securing funding for this major project through all governments provincial, federal and at our municipal level and keep moving forward on improving the fire service on Fogo Island by providing a safe and healthy fire station.

Fundraising:

- The members of the Central Firette's worked the canteen for the Bud Bowl and raised 975.00. Chace the ace has been put on hold due to COVID-19
- Tickets are moving well for the firearm draw
- We received a cheque from the former Stag Harbor Fire Station in the amount of \$650.00 for our fire department account. Thank you, to the former members from Stag Harbour.

Fire and Emergency Services Update

- FES Has cancelled all training for the province

Community Risk assessments

- As part of our Fire Service review, Emergency Management & Training Inc. spoke on developing a Community Risk Assessment for Fogo Island, I have started that process and have completed 8 risk assessments to date. Due to the COVID-19 I have suspended assessments, I will continue when it is safe to do so.

Letter from Minister Bragg

- Highlights of the letter include the importance of:

- ✓ Fire Chiefs rules and regulations
- ✓ Budgets/estimates/ financial needs
- ✓ Recruitment/retention
- ✓ Community risk assessments (fire and life safety reports)
- ✓ And training gaps

- Fogo Island Fire Service with the cooperation of Council have developed a nice working relationship where we have touched on the financial aspect. Working on budgets and financial needs of the fire service

- We are always working on the recruitment/retention

- We have started on our community risk assessments

- Together with our firefighters, we are closing the training gap, working on having our members trained to a NFPA 1001 standard.

- This will also give our community reassurance that when a fire emergency happens, our Fire Department is properly trained to deal with this event.

Revised Emergency Management Plan

- The Fire Chief was notified by the Regional Emergency Services Division and the revised Emergency Management Plan is now to include a new insert for the Pandemic, a copy of the insert was provided.

Tilting Navigational Light Update

- Fire Chief has received correspondence from NAV Canada

- This tower was reassessed in August 2019, and due to the tower itself not being at or above 90.0 m, it was determine that there was no further requirement for marking and lighting as per *Standard 621 Obstruction Marking and Lighting* - Canadian Aviation Regulations (CARs).

- Residents have stressed the importance of leaving this light on as a safety beacon for both land and sea travel.

- Council requested that the Fire Chief further investigate to see if the Town can take over the cost of keeping the light on.

New Business

Surplus Equipment

- Fire Chief Simpson have done an inventory of Bunker Suits and there is a large number of proximity suits on hand, that is bunker suits that cannot be used for interior firefighting. Fire Chief Simpson has sorted the suits and has kept adequate number for the town's Fire Department. Fire Chief would like permission to help out other Fire Departments who only do defensive firefighting, by giving them the extra suits that we do not need. By doing this we will build relations within our province and most important help our brothers and sisters in the Fire Service stay safe while fighting fires and it won't affect our PPE supply,

2020-036

Torraville/T. Hart

Resolved that permission be given to the Fire Chief to donate the surplus bunker suits that can be used for defensive firefighting only to another fire department in need.

Resolution Carried. In favour 8 Against 0.

6.4 Public Works

- Public Works meeting was from 8:24PM to 9:07PM with Superintendent of Public Works, Keith Penton present. Due to just entering the position, a brief memorandum was presented by the Clerk/Town Manager previously for Council to review.

The following items were discussed by Council:

Town Garage and salt/sand shed

- Estimate cost figures prepared by the former Superintendent of Public Works is approximately \$455,000.

Prefab Steel Buildings:	\$89,500.00
Shed (30X50X16)	
Garage (30X70X16)	
2 Garage Doors	\$6,000.00
2 Ends	\$3,000.00
2 entry doors	\$1,200.00
Cement (165y ³ @ \$3.50)	\$57,750.00
Electrical	\$15,000.00
Insulation	\$12,000.00
Site Development (Cecon Quote)	<u>\$270,250.00</u>
	<u>\$454,700.00</u>

- The Superintendent has visited the town garages in JBA and Fogo. Fogo Garage is the garage that is mostly used by the workers however it isn't a very good work environment with no washroom, no lunch area and with only an oil furnace for heat, there are many days in the winter that it is very cold in the building. If the Town isn't going to move forward with the new garage, JBA garage would be the best option to use as a work area, would only have to install a bigger garage door to accommodate the equipment. Renovations to JBA garage have been done and the mechanic is now working from there.

- Council discussed the cost estimates for the new town garage and different options available. Mayor Collins has been in discussion with Minister Bragg regarding sharing services with the Department of Transportation & Works for sand storage at their garage. Council requested that Staff contact Minister Bragg, to determine if this can be accomplished.

Snow Clearing

- Many residents have been parking in or near turnarounds, parking close to the roadside and the depositing snow into the roads, which is preventing the operators from doing their work properly. In the future the RCMP will be contacted to deal with this, as it is not permitted under the Highway Control Act.

- Fogo Loader, the blade is in disrepair and the Mechanic has removed it and replaced it with the bucket.

- Experienced flooding in some areas over the weekend, all areas have been cleared and are being monitored.

- Fire Hydrants need to be cleared in a more-timely manner.

Sewer

- Lift stations are not regularly being checked, this needs to be done on a regular basis as a preventative measure and cost savings.

- Town needs to look into purchasing a vac truck or trailer, with a sewer jet and pump.

Water

- Tilting intake screen project has concluded. Cost estimates and timelines provided by the engineer were underestimated. Three days was estimated for the divers to do the job; it took nine days before the work was completed. Additionally, equipment was required from a local contractor, this was not in the estimate supplied by the engineer.

- Water checks in Fogo have been lacking and wasn't tested daily due to shortage of staff as most of the time is dedicated to snow clearing and other issues; was informed of last week by Public Works Staff. In addition, a new chlorine water tester is needed, this was ordered.

- Screens at pump house need to be pulled more often and cleaned, along with running the fire hydrants
- Extra supplies have been ordered for the water systems (chlorine, soda ash, chlorine tabs), in the event of shortages or delays due to COVID-19.

6.5 Policy and Human Resources

- Meeting was from 9:07PM to 9:14PM. Policy information was presented by the Clerk/Manager previously for Council to review.

Code of Conduct for Public Attendance at Council Meetings Policy

- Council reviewed the policy information as presented by Staff.
- Council recommends adopting a Code of Conduct for Public Attendance at Council Meetings Policy. This recommendation has been deferred for further review.

Other

- Members of the public who have been attending the regular monthly council meetings have requested to have a copy of the Council Meeting Package distributed for their viewing during the meeting.
- Information was provided to Council regarding the inspection of documents under the Municipalities Act, 1999:

Municipalities Act, 1999

215. (1) *The following documents shall be made available by the council for public inspection during the normal business hours of the council:*

- (a) *adopted minutes of the council;*
- (b) *assessment rolls;*
- (c) *regulations;*
- (d) *municipal plans;*
- (e) *opened public tenders;*
- (f) *financial statements;*
- (g) *auditor's reports;*
- (h) *adopted budgets;*
- (i) *contracts;*
- (j) *orders;*
- (k) *permits; and*
- (l) *Rep. by 2000 c16 s2*
- (m) *all other documents tabled or adopted by council at a public meeting.*
- (2) *A person making an inspection under subsection (1)*
 - (a) *shall not remove the document from the place where it is located or interfere with an employee of the council in the performance of his or her duties; and*
 - (b) *may make extracts from the documents, and may, where the council has copying equipment, have a copy made of the documents upon payment of a fee equal to the actual cost of providing that copy.*

- Under the Access to Information and Protection of Privacy Act, 2015, there is information that must be withheld from the public.
- Public documents may contain various types of personal information such as names, addresses and opinions of residents. It is the responsibility of the municipality to balance the need for access with the need to protect personal information.
- Public documents are important for ensuring that municipalities operate in an open and transparent manner. The need for transparency must be balanced with the need to protect personal information contained in these documents. In some situations, it will be appropriate to redact personal information from public documents.
- The general rule is that information can be left in public documents if it would not be an unreasonable invasion of privacy to disclose it.

6.6 Finance

- Meeting was from 9:14PM to 9:35PM with Clerk/Town Manager Amanda McGrath in attendance. Finance report was submitted previously for Council review.

Meeting with Small Home-Based Business Group

A meeting of the Finance Committee was held in the Council Chambers on March 10, 2020 at 4:11 PM, with members of Small Home-Based Business Group. The meeting was chaired by Councillor Janet Langdon, also in attendance were Councilor's Sheldon Hamlyn and Samuel Rowe, Amanda McGrath, Clerk/Town Manager and representative's M'Liz Keefe and Lee Danish. Councillor Scottie Hart was absent.

Summary of Items discussed:

- M'Liz Keefe and Lee Danish, representative from the Committee for Small Home-Based Business group were present as a follow up to the previous meeting held last fall.
- Their group have been having monthly meetings and came up with the attached proposal to present to Council
- Highlighted in their proposal, the wish to have the following exempted from business tax:
 - o Hobbyists as defined by CRA (No reasonable expectation of profit)
 - o Home Based Businesses (HBB) with gross revenue under \$8,000
 - o HBB where no owner/employee is over 17 years of age
 - o HBB be exempt in the first few years of operation
 - For a business not exempted: 2.5% of gross revenue; maximum of \$400. For exempted businesses, there is no minimum or requirement to register/report.
- Under the Municipalities Act that business can be charged business tax whether or not it is for profit.
- Regarding gross revenue under \$8,000, how can the Town verify this if the business is not registered with CRA.
- Discussed what other Town are doing, it has been verified with many Town's that they do tax small home-based businesses.
- Councillors did say that if the business were to register with the Town, then the Town could possibly advertise their business.

Financial Reports

- A review was completed of the financial reports: Accounts receivable, accounts payable and bank balances.

2020-037

Hamlyn/Langdon

Resolved that the Town of Fogo Island accept the Financial Reports as presented.

Resolution Carried. In favour 8 Against 0.

Letter – 60 Main Street, Fogo

- Letter submitted regarding 2020 business tax requesting justification for the high taxes and why the town increased the business mil rate and the property tax at the same time.
- Letter was addressed by Council. Business tax rates for Fogo Island are comparable to other municipalities in NL. Council requested that Staff review business taxes charged to the business for last year and respond to the business owner.

Approval to Pay Invoice – R & K Construction

- Due to conflict of interest for a member of council, invoice was deferred until the end of the meeting for discussion.

New Business

Community Grant Application – Codversations

2020-038

W. Hart/T. Hart

Resolved that the Town of Fogo Island approve a \$500.00 Community Grant to the Codversations Newspaper to assist in the yearly costs of leasing a proper computer program to produce the paper. Resolution Carried. In favour 8. Against 0.

CECON Invoices

2020-039

W. Hart/Rowe

Resolved that the Town of Fogo Island approve payment of Invoice #20201 for the preliminary engineering services for renovations to the 3 Fire Halls located in Fogo, Seldom and Joe Batt's Arm in the amount of \$15,357.50 HST included.

Further resolved to approve payment of Invoice #20104-1 to CECON for the Appraisal Report for 7 town properties in the amount of \$20,125.00 HST included. Properties included in the appraisal are:

1. 19 Garrison Road, Fogo
2. 23 Garrison Road, Fogo
3. 222A Main Road, Joe Batt's Arm
4. 222B Main Road, Joe Batt's Arm
5. 155 Main Street, Tilting
6. 57 Harbour View Drive, Island Harbour
7. 110 Main Street, Seldom

Resolution Carried. In favour 8. Against 0.

7. Correspondence

7.1 Municipal Assessment Agency Update

- Letter was address by Council.
- Board of Directors held a meeting in Gander on February 21, 2020.

7.2 Central Newfoundland Waste Management – Curb Side Collection

- Letter was addressed by Council.
- Due to ongoing issues with Collectors such as waste being left on personal property, instead of being at the curb/roadside and garbage bins being in poor condition, CNWM has introduced a new collection policy that effective May 1, 2020 all waste will be collected from portable bins made of plastic or metal only and must be placed at the curbside/roadside by 8:00am on collection day.
- Due to COVID-19 the new collection policy has been delayed until September 1, 2020.

7.3 Dept of Municipal Affairs & Environment – Sandy Cove Pond Intake Upgrade

- Letter was addressed by Council.
- Approval for funding under the Gas Tax Capital Investment Plan to cover the costs for Sandy Cove Pond Intake Upgrade.

7.4 Dept of Municipal Affairs & Environment – COVID-19 Municipal State of Emergencies

- Letter was addressed by Council.
- As per the Municipalities Act, 1999 a state of emergency can only be called during times of a disaster, a snowstorm or flood, or a shortage of water.

7.5 Miles for Smiles Foundation

- Letter was addressed by Council.
- April 2020 is proclaimed as Child Abuse Prevention Month for Fogo Island. Proclamation will be signed by the Mayor and circulated on the Town Social Media.

7.6 Mental Health Week Proclamation

- Letter was addressed by Council.
- May 4 -10, 2020 has been proclaimed as CMHA Mental Health Week for Fogo Island. Proclamation will be signed by the Mayor and circulated on the Town Social Media.

7.7 Letter from Concerned Citizen – Changes to Garbage Collection

- Resident of Barr'd Island expressed concerns with Central Newfoundland Waste Management new policy for Curb/Roadside Collection. Issues with keeping garbage containers by the roadside on windy days and during the winter, problems with getting the heavy containers up to the roadside on collection day especially for older seniors and problems with using nets or blankets to covers the garbage if you don't use the recommended containers as the blankets get very dirty and the nets allow the birds to get at the exposed bags causing the garbage to be all over the road.
- Council requested that Staff respond to the resident explaining that these policies are put in place and enforced by Central Waste Management.

7.8 Volunteer Week

- April 19 – 25, 2020 is recognized as Volunteer Week.
- The Town of Fogo Island would like to acknowledge the numerous volunteers around the island to thank them for their time and dedication that go into volunteering and for the excellent job they are doing.
- Council requested that Staff prepare a Thank You notice and distribute on the Town Website and Social Media.

8. New Business

8.1 Update on MNL COVID-19 Conference

- Update was provided by Mayor Collins
- There were in excess of thirty Municipalities represented. Areas of concern were:
 - Advanced Drinking Water Units – Some Towns has closed the units however others were grappling with finding a safe way to operate them. A directive was received from Municipal Affairs to leave them open during the pandemic.
 - The annual Municipal Operating Grants and Gas Tax Funding were discussed, and a consensus was reached where request would be sent to Government to have funding provided earlier and allow Towns to use all for operational expense.
 - Representation will be made to Government for wage subsidy for Municipalities.
 - Some discussion centered around tax reprieve for our residents and businesses. The idea of the date being extended before interest on account was discussed.

8.2 Update on Central Newfoundland Waste Management Meeting

- On April 9/2020 Mayor Collins attended a conference call meeting with CNWM. This was a regular monthly meeting and some of the issues discussed included:
 - Delay in audit being done due to COVID-19.
 - The issue with wood in transfer stations and main site at Norris Arm is continuing to be a problem. Tender call for processing of this material came in too high. It appears the only option is to have all material trucked to Norris Arm and placed in land fill.
 - There is an extension for discontinued use of wooden garbage boxes until September 1/2020.
 - The discontinuation of receiving recyclable material for processing will be implemented as now all material will go to land fill. Storage of this type of material is not a viable option due to contamination occurring over a period of time.
 - Enforcement officer— Last year there was a pilot project where an individual was hired to monitor illegal dumping. There is again a suggestion to continue this under the following financial agreement with government. Seventy five percent paid by Government first year, fifty second year, and twenty-five third year.
 - Capital projects are being put on hold until there is some reprieve in the COVID-19 virus.

8.3 Email - Corporal Shawn Skinner – COVID-19

- With the COVID-19 Pandemic, Detachment is closed to the public, however the RCMP are still working.
- With regards to enforcement for the COVID-19, the RCMP can only issue summary offence tickets for 2 scenarios. Gatherings of more than 5 people and those that fail to self-isolate for 14 days when arriving from another province.

- The RCMP have made a few trips to the ferry speaking with the residents leaving the island reminding them of the COVID-19 restrictions that are in place.
- Council requested that Staff send a letter to the Nova Scotia Police Detachment to express the Town's condolences on the shooting of Veteran RCMP Constable Heidi Stevenson, and to all the victims involved in the mass shooting.

8.4 LW Consulting

2020-040

Jacobs/Langdon

Resolved that the Town of Fogo Island give approval for the appointment of LW Consulting to do an organizational review for the Town of Fogo Island.

Resolution Carried. In favour 6. Against 2. Councilor William Hart and Councilor Tracy Hart were against the resolution.

8.5 Approval to Pay Invoice – R & K Construction

- ❖ Due to conflict of interest Councilor Rowe departed the teleconference meeting at 9:02PM.

2020-041

W. Hart/Hamlyn

Resolved that the Town of Fogo Island give approval for the payment of invoice# 4544 in the amount of \$18,963.50 (HST included) for Water Main Repairs in Tilting.

Resolution Carried. In favour 7. Against 0.

9. Date of Next Regular Meeting:

Privileged Meeting – May 26th, 2020 (If required)

Regular Meeting – May 26th, 2020 at 7:00 PM

10. Adjournment:

- Before adjourning the meeting Council would like to thank all the residents of Fogo Island for their determination and vigilance to help flatten the curve for COVID-19.

2020-042

W. Hart

Resolved the meeting be adjourned at 9:06PM.

Daphne Coles
Acting Town Clerk



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	Deputy Mayor Paul Torrerville
Councillor Janet Langdon	Councillor Samuel Rowe
Councillor Scottie Hart	Councillor Sheldon Hamlyn
Councillor William Hart (via Telephone)	

Staff:

Daphne Coles, Acting Town Clerk	Gerard Lewis, LW Consulting
Dan Noseworthy, LW Consulting	

Absent:

Councillor Barbara Jacobs	Councillor Tracey 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 7:12 P.M.

2. Adoption of Agenda:

2020-043

W. Hart/Langdon

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 7. Against 0.

3. Business Arising from Last Council Meeting

3.1 Iceberg Arena Canteen Fryer System

2020-044

W. Hart/Langdon

Resolved that the Town of Fogo Island purchase an AutoFry Unit for the canteen at the Iceberg Arena.

Resolution Carried. In favour 7. Against 0.

3.2 Marconi Site – Gate vs Camera Surveillance

- Camera surveillance would prove to be the best option as there may be issues to ensure that someone is available to close the gate every evening.

- Management will further explore the cost of purchasing and installation for surveillance cameras for the site and correspond with Council on a final recommendation.

3.3 Museum Repairs

- Federal and Provincial Government have announced that there will be Job Creation Funding awarded to municipalities for maintenance and upgrading of museums and trails.

- Management requested that this decision be delayed until further funding opportunities be explored.

4. Appointment of Interim Town Manager

2020-045

Torrerville/Langdon

Resolved that the Town of Fogo Island appoint Gerard Lewis of LW Consulting as Interim Town Manager from May 6, 2020 to June 30, 2020 unless further approval is given by Council.

Resolution Carried. In favour 7. Against 0.

5. Spring Cleanup

- With ongoing COVID-19 restrictions remaining in place, and for the protection of the Public Works employees, residents will be permitted to transport their own garbage/waste to the transfer station with dumping fees being transferred to the Town Account. This would eliminate any risk to Town employee's and it would also still provide a benefit to residents by allowing free drop-off at the waste station.
- The duration of the cleanup would be over a 4-week period, May 26th to Jun 20th. Hours of operation will be **Tuesday-Friday: 8:30am- 4:30pm and Saturday: 8am-12pm.**
- A notice will be sent out to residents through social media, town web page and faxed to all businesses on the island. Notice will include the duration date and time that residents can take cleanup items to the Transfer Station, CNWM regulations and a list of items that are not accepted by the Town's account.

6. Purchase of iPads for Public Works

- Provide the crew members of the Public Works team with 2 iPads to support day to day operations and call-out situations. Current practice by the field team when they are put into a situation whereby further investigation is required to solve an issue is to contact the Main Office for further direction.
- The downtime caused to the crew, combined with the resources/time required to field the call at the Main Office, before sending back relevant information pertaining to the issue via phone/text, puts an unwanted strain on resources, wastes valuable time, and leads to inefficient work in the field. Additionally, during call-out times, little or no information is readily available due to the need to have the Main Office open, which can be critical during emergencies.
- Requesting that 2 iPads, loaded with as-built information with potential access to a data network, be issued to the PW team to advance their ability to quickly diagnose an issue, and have information readily available outside of normal operating hours. Further to this, there will be an ability in the future to have the iPads possibly linked to Town Suite Mapping as well, streamlining up to date data, and allowing instant updating of as-built data from the field level.
- The quoted price/unit for an iPad is \$34.25/month over 24months (or purchase price of \$822).
- Council approved to purchase 2 iPads at \$822.00 for Public Works Department for use out in the field.

7. Rehiring Tourism/Recreation Maintenance Worker

- Director is recommending rehiring the Tourism/Recreation maintenance staff for the season. Even with the Tourism season closed due to COVID-19 pandemic there is still the need to carry out regular repairs and preventative maintenance to our Tourism buildings and town properties.
- LW Consulting is requesting that since this information was compiled prior to Council's meeting with Minister Bragg and the information provided with respect to available funding to undertake upgrades to municipal facilities it is recommended that a further assessment be undertaken to determine an approach maximizing the amount of work to be accomplished with this new revenue source.

8. Update on Municipal Capital Works Projects

8.1 Town Office

- LW Consulting will be having a meeting with Government Officials to determine the process and a timetable to follow with regards to a start date and a date for completion so that the Town can get what they want from this project within the specified time frame. Will consult with Council with more information within a week.

8.2 Hewitt's Point Water

- Staff is currently exploring another option for installation and there is not sufficient information gathered to make a recommendation to council at this time.

8.3 Fogo PH System

- Town have received letters from Department of Municipal Affairs & Environment to award the tender for the project however LW Consulting has requested additional information from Municipal Affairs and it is not received yet so a recommendation cannot be brought forward for Council's approval at this time.
- With regards to the overrun amount for the project, LW Consulting is still waiting on the information from Municipal Affairs for review before recommendations are made for approval. Once information is received and reviewed a briefing note will be prepared for Council to review for the next council meeting.

8.4 Second Advanced Drinking Water Unit (Central)

- LW Consulting has been in discussions with Environment and the concern is that the unit was purchased over 2 years ago and won't treat the water correctly to remove the minerals in the water contained in the well for the location chosen at the centre of the island. Environment is now going back to the company providing the unit to confirm that it can properly treat the water to make it potable and safe for human consumption.
- Normally the unit that the Town has is intended for use that would be connected to a Town Water Supply as opposed to a drilled well.
- Environment is suggesting that another area on the island be identified or connection to another existing town water supply. Area of Shoal Bay Brook was discussed as an alternate location however this area was previously reviewed as a possible water source and Environment would not approve the site due to the amount of cabin's on the pond's inside leading out to the brook. Questions was raised as to whether a report was submitted by Environment on the brook when it was reviewed.
- LW Consulting has requested more time to further investigate the issue before a recommendation to council is presented and will check with Environment to find out if a report on Shoal Bay Brook is available.

8.5 Storage Unit for Tilting Fire Protection Equipment.

- Waiting on approval from Crown Lands application for area of land by Tilting pump house.
- Funding is already provided from Municipal Capital Works left over from the original funding for the new town office. LW Consulting has requested information from Municipal Affairs on this funding and is not yet submitted for their review.
- This is only a small building, with new funding coming out from the Federal Government, the cost to hire workers may be included in that funding.
- LW Consulting will be having further discussions with the Superintendent of Public Works to further investigate the project.

9. Crown Land Applications

- LW Consulting has been in contact with Crown Lands office in Gander and has requested information on all the pending applications submitted by the Town and all applications that are on file from residents that are waiting on Town approval.
- Crown Lands is preparing a list for LW Consulting to review.
- Council informed LW Consulting that the Soccer Field land was formerly owned by the Fogo Island Development Association and is already registered with the Registry of Deeds and is in the process of being transferred to the Town however it requires more information. Staff will review the file and forward the information to the Registry of Deeds.

10. Other Proposed Projects and Options for Financing

10.1 New Central Garage

- LW Consulting is planning to discuss this project with the Superintendent of Public Works and possibly avail of some funding from the Federal Government being introduced with the COVID-19 pandemic.

10.2 Marine Interpretation Centre

- Building is in bad condition, roof is leaking, and the foundation is a major safety concern. If repairs are not done soon, the museum will not be able to open this season. A repair assessment has been completed by CECON with the repair costs being extremely high.
- LW Consulting will gather all the information on the building, including the assessment by CECON and prepare a recommendation for council.
- With new COVID-19 Funding Initiatives coming from the Federal Government for Museums and other Town buildings Council suggested that all museums need to be assessed, especially those that have roof problems before too many damages occur. This is a great opportunity to get most of the repairs completed especially with not many tourists visiting due to the COVID-19 pandemic regulations in place.

10.3 Firehall Upgrades – Fogo, Seldom and Joe Batt's Arm Firehalls

- LW Consulting requested that the Fire Chief prepare an analysis comparison for utilities of the Fire Halls buildings, however due to time constraints they could not review it before the meeting.
- LW Consulting will be preparing a recommendation for Council to submit for funding from the Federal Government under the new COVID-19 Funding Initiative.

11. Other

11.1 Building Appraisals

- LW Consulting will review the Building Appraisal Report from CECON and prepare a briefing note too present to Council.

12. Adjournment

2020-046

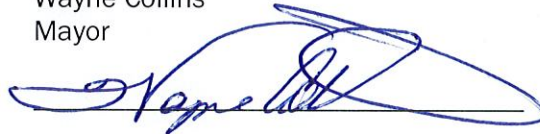
Langdon

Resolved the meeting adjourn at 8:15 PM.

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 (Via Telephone)	Councilor Janet Langdon
Councilor Samuel Rowe	Councilor Sheldon Hamlyn
Councilor Scottie Hart	Councilor Tracey Hart

Staff:

Daphne Coles, Acting Town Clerk	Gerard Lewis, Interim Town Manager, LW Consulting
Don Noseworthy, LW Consulting	

Absent:

Councilor William Hart

1. Call to Order:

- Meeting was called to order at 7:05PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live.

2. Agenda:

2020-047

Jacobs/T. Hart

Resolved that the agenda be adopted with the following additions:

Correspondence – 6.5 Letters – Gate to Marconi Site

New Business – 7.1 Speeding throughout Communities

Resolution Carried. In favour 8 Against 0.

3. Minutes:

2020-048

Rowe/Langdon

Resolved that the minutes of the Regular Meeting held on April 21, 2020 and the Special Meeting held on May 14, 2020 be adopted as presented.

Resolution Carried. In favour 8 Against 0.

4. Business Arising:

Minutes of April 21, 2020

a) Removal of Ramp/Skids at Stadium

Council requested the Public Works Superintendent determine how to lower the concrete floor leading to the Zamboni room to avoid using the ramps/skids to moving the Zamboni on or off the ice and whether it can be done by the Public Works Staff.

b) Building Upgrades to Fogo, JBS and Seldom Fire Stations

Council questioned whether the blueprints submitted by Cecon in their report for the building upgrades to Fogo, Seldom, and JBS Fire Stations are acceptable to commence work if funding were immediately available.

c) Code of Conduct for Public Attendance at Council Meetings

Management was requested to review and provide a recommendation on the Code of Conduct for Public Attendance at Council Meetings prepared by the previous Clerk/Town Manager.

d) Tilting Water Intake System

Management was requested whether the revised Capital Investment Plan for Gas Tax been prepared and submitted for the overrun costs of the project. A revised report for the extra funding will be submitted.

e) Letter of Condolence to Nova Scotia RCMP

A letter of condolence has been sent to the Nova Scotia RCMP expressing the Town's condolences on the shooting of Veteran RCMP Constable Heidi Stevenson.

Minutes of May 14, 2020

f) Marconi Site Surveillance Cameras

The Director has spoken to the company for further information Management on the cost of the camera system for the Marconi Site and further information on costs for camera's and signs will be presented at the next Council meeting.

g) Iceberg Arena Canteen Fryer System

Information on the approved fryer for the Stadium canteen has been obtained but has not been ordered. There are a few sizes that can be purchased, and other arenas are being contacted to determine the appropriate size and suppliers will then be contacted for a price quote under the Public Procurement Act.

5. Department Reports

A Department Meeting was held with Council and Department Heads on May 20, 2020 through ZOOM at the Town Office with attendance as noted in the minutes

5.1 Recreation/Tourism Report presented by the Director

a) **Director's Work Activities from March 23- April 24.**

- I. Two (2) applications for Summer Student programs - one (1) for post-secondary and one (1) for high school students and a JCP application for six (6) employees were submitted
- II. Participated in Webinar by Michelle Bush with CPRA with over 200 in attendance on "Working at home before and after Covid-19" outlining various approaches by staff to adapt to changes for extended periods of time at home.
- III. Completed daily and weekly events including coloring, crafts, games, baking and exercise for families, youth. Keeping individuals active, motivated, and entertained helps them physical, socially, and mentally.
- IV. Placed CLOSED signs on playgrounds, and kept in touch with the office staff daily
- V. Conducted online research for funding opportunities and resources.

b) **Maintenance Update - Recreation repairs**

- I. The Zamboni has been serviced as part of regular spring maintenance and should eliminate previous issues.
- II. The ice plant equipment was shut down and isolated and compressors are not due for an overhaul until 2021. The ammonia and gas detection unit will require calibration before the startup of the next ice season. An exhaust fan must be installed
- III. A heater and hand dryer has been replaced in the dressing room, and all LED lights have been placed throughout the stadium. New lighting has been completed outside the main entrance - (3) on the side of the stadium facing the town office and three (3) on the side facing the school, all dressing rooms, the ice plant, the Zamboni room, common room, office, and canteen. There is minimal plastering and painting required inside as the fixtures are slightly smaller. The old lights will be placed on tender when restrictions allow access to the building. The new lights should lower the building's Hydro costs.
- IV. Signs have arrived to be placed on all trails regarding "Social distancing" and "Keep Dogs on a Leash", and for the Community Garden - "Social distancing". There will be other signs required due to COVID -19 for various sites.
- V. Concerns over eliminating the ramps to access the ice surface with the Zamboni remains an issue. This is a safety concern with staff working alone and is being reviewed and will require busting cement and possibly extending the double rink gate in that area. This may have to be contracted out.

- VI. The issue of an exhaust fan to remove emissions necessary is being researched. One Town was able to bring in a "NO IDLE" Policy and this requirement was lifted by OHS. More research is required on this before a recommendation is made to Council.
- VII. The major priority at this time is to commence summer maintenance and it is recommended that work orders only be authorized by the Director. Transportation to get materials and tools from site to site will have to be addressed and the focus will be on spending sufficient time in each area to complete a job and then move to next site.
- VIII. Playgrounds remain closed to date, however, as restrictions are lifted, plans will have to be made for what Town should do and plan accordingly should be done. There will be restrictions and guidelines that must be implemented. A zoom meeting was held with Recreation NL and representatives from the Central area. Questions on the opening of playgrounds, ball fields, basketball pads and parks were raised together with public swimming areas and whether they should have signage or remain closed. These areas will require extra cleanings throughout the day if opened require additional staff.
- IX. There is work in all five (5) playgrounds that can be done now while closed. There are items to paint, repair, and all pea stone to be spread when and if these sites re-open.

c) Maintenance Update - Tourism repairs

- I. A review has conducted on the final report from last summer's Tourism department and the repair list has been reviewed and contact has been made with the Fogo Island Central Heritage Committee Chairperson and other members. Their committee has been waiting to see what approach council was taking on the repairs and would like to see things started. There are also smaller heritage committees that want to help with these repairs. They have all been advised to provide a list of what repairs they plan. These repairs must follow heritage recommendations and provide safe workplaces for the volunteers. The Director recommends focusing on one community and repairing as much as possible and moving to another community. Fogo has several areas requiring immediate attention and is where work can begin as soon as possible. This is an ideal time with sites closed but as restrictions lift this can change. The Town must decide to what capacity the museums will function. If museums are opened during the next level they will require thorough cleaning, and general water hook ups of all places. The other Heritage committee of Fogo has also been successful in receiving funding from the Green team. If they get interested candidates, they plan to help beautify several sites in Fogo. This includes near the Experience Fogo site, the Bleak House, the Town Square, and others.
- II. All other museums have repair lists that will be dealt with. There are roof repairs needed on the Bleak house, Brett House, and the Marconi site. This will be discussed, and careful consideration given due to safety requirements.
- III. The tourism maps have been postponed for this year. No changes made to the content and an order can be made, if needed.
- IV. LW Consulting suggested that most of the maintenance work can be included in the proposed Federal Funding COVID-19 Initiative for Town Buildings and Museums. The Director has been requested to prepare an extensive detailed list of all the work that needs to be done in both the Recreation and Tourism Departments including project and labor costs. If the funding is approved the Town may be able to hire qualified workers to complete this work.

d) Programs and Applications:

- I. There have been summer jobs approved under the provincial government, however, we will have to wait until the next phase to know what restrictions will be in place. Our summer camps are in the stadium, and stadiums remain closed. Other concerns include placing students responsible for small kids at camps and we need further information from the Department of Health. Virtual cooking classes for kids, online arts, and crafts can be considered. It will not be possible for any sports at this point. Park areas and fields must be monitored close and are to be used only for walking, biking, and jogging. This responsibility is with groups and towns to place signage around all areas and close these sites. The RCMP

are then responsible to remind and implement the restrictions put in place by the Department of Health.

e) The Trails Project

- I. The trails project can continue with some restrictions and by practicing social distancing. ACOA is now preparing the financials and other information for this year. This is scheduled to be the last section of "Phase One". Contact been made with the foreman. Arrangements will be made to bring the newly purchased ATV from Gander, however a trailer approximately 4' wide is necessary for storage.
- II. The Director was research to obtain the cost of the Trailer for towing behind the ATV.
- III. Councilor Langdon informed the Director that the Courting Trail in Deep Bay has incurred some damages over the winter. The handrails need's repairs.

f) Community Garden in Seldom

- I. Scheduled to be tilled next week. A notice is on the Town site and farmers are eager to start planting. This area may need some work in the future as every year there are new people wanting a plot. It was suggested a culvert be placed in the road to help with water issues. There is a culvert crossing the main highway that may be blocked and contact has been made with the Department of Transportation & Works to investigate this matter.
- II. Heritage NL are optimistic of Shovel Ready Capital Projects under ACOA, but these announcements may take a while longer. There are several options to consider once this is announced. Suggestions are:
 - The Marine Interpretation Centre
 - The Dwyer Premises stage/wharf
 - A Skateboard park/area
- III. Repairs to museums should commence soon as they display a vital part of Fogo Island history and heritage especially with the Marine Interpretation Centre on the history of the formation of the Fogo Island Co-op.
- IV. Management will follow-up to determine if this work can be included in the COVID-19 funding program and try to expedite the process.
- V. Funding has been approved for Canada day. This can be postponed to a later date. No decision has been made on plans. More information will be provided

5.2 Fire Services presented by the Fire Chief

Fire Calls - 3
Medical - 1
Inspections - 2

a) COVID-19

- I. This past month all stations have received decontamination and were closed to the public, members could enter only for emergency calls or equipment checks.

b) Community Education/ Events

- I. Fire Service Public Service Announcements regarding, chimney fires, flooded basements, fuel safety regulations were posted on the Town's Social Media sites.
- II. Efforts with the RCMP were made to develop a public service announcement for the importance and safety of having a Civic Address posted on your house. The Ambulance Department has also been requested for their input. This will be posted to the Town Web Page and Social Media.

c) Truck Maintenance/ Public works

- I. Fire service is working with the town mechanic and has completed inspections on the following Fire Service Vehicles –Tilting $\frac{3}{4}$ ton Truck, JBS $\frac{1}{2}$ ton Truck and JBS Cube Van, Seldom Cube Van, and the Fire Tanker.

- II. Public Works are currently working at flushing our fire hydrants in Fogo, Seldom, Tilting and JBA. Fire Chief will get water pressures in each community on the fire hydrants for firefighting purposes.
- d) **Training Update**
 - I. The 20/20 program was put on hold due to COVID-19 but will start the end of this month with self-distancing rules in place, and classes cannot exceed 9 students and 1 instructor, and each member will need to do a self-check before the class secession.
- e) **Equipment update:**
 - I. Equipment has been checked and decontamination has been completed in all Stations,
 - II. The provincial funding grant was applied for the list of equipment provided earlier.
 - III. A complete inventory of equipment in our stock room has been complete.
 - IV. 2 new batteries for portable pumps were purchased along with a trickle charger.
 - V. 2-man down alarms (PASS)
- f) **Building Update:**
 - I. The siding needs repair on the Seldom station and the Tilting station and should be undertaken and quotes obtained on materials costs.
 - II. Fire Chief provided the hydro/oil cost for fire stations for Jan, Feb, March for the years 2019-2020 for Council review.
- g) **Fundraising:**
 - I. The ticket draw was put on hold due to COVID-19 but will be held when restrictions are eased.
- h) **Fire and Emergency Services Update**
 - I. A meeting was held with Linus Tremblett of Fire & Emergency Services in Grand Falls on May 13, 2020. Topics of discussion included training with COVID-19 regulations, funding, and equipment.
- i) **Community Risk assessments**
 - I. Two (2) community risk assessments were completed; these assessments were of an emergency nature and could not wait for COVID-19 restrictions to be lifted.
 - II. A Risk Assessment Program has been initiated for Fogo Island for vacant/abandoned properties, that pose a potential risk for firefighter safety and fire spread throughout the community. This project is in the infant stages but will improve fire services on Fogo Island. This will also play a major roll on fire service preplanning.
- j) **Letter from Minister Bragg**
 - I. The Town has been approved for a new pumper; estimated cost of this truck will be \$385,000 at the 80/20 split. The truck specifications will be developed to meet the needs of all Fogo Island and be housed in Seldom.
- k) **Revised Emergency Management Plan**
 - I. The Emergency Management Plan has been updated with appropriate changes and sent to Fire & Emergency Services for approval.
- l) **Tilting Navigational Light Update**
 - I. After speaking to CBC Canada approval was given to have the Tilting Navigational light turned back on, they are working out the details with RCMP regarding this agreement.

Fire Chief Simpson thanked the members of the Tilting Station who responded to a call on May 8, 2020 for their efforts, these members have responded to their share of traumatic calls over the last year. Our community is extremely fortunate to have volunteers who respond to Fogo Islands emergency calls.

5.3 Public Works Presented by the Superintendent

a) Estimating Work Town Garage and salt/sand shed

- I. Town Garage in Joe Batt's Arm (JBA) is now being used as the base of operations, with the Fogo garage used for essential storage. The garage in JBA has since been thoroughly cleaned and is operating at full capacity. After further investigation, no alterations are needed to the main garage door. Highway Enforcement has also been contacted to transfer Inspection Location to the JBA Garage.
- II. Revised estimate, utilizing Cecon, was completed on the cost to install a supplied prefabricated building. The estimate for installation/ site development costs for the new Garage, based on the proposed location adjacent to the stadium is approximately \$548,680.00.
- III. Given the costs associated with the proposed location, the recommendation is to have the new garage located near the new Town Office location. Site development costs required for the Town Office can be used to offset the requirements of the garage. Additionally, the septic field for the Town Office can be sized to allow hookup from the Garage as well. This would see significant cost savings from a Site Development perspective.

b) Barr'd Islands Water & Sewer

- I. Cecon currently working on several options for water and/or sewer construction in Barr'd Islands, based on preliminary designs completed by HECL. Options will include a phased approach to completing Water Only installations, and both Water & Sewer. Estimates and proposed recommendations to be presented next month.
- II. Council briefly discussed the different options with regards to funding amounts, paving, and engineering fees.
- III. Management requested that the Superintendent provide information on the number of households included in each phase.

c) Maintenance - Preventative Maintenance

- I. Lift Stations - All lift stations have been pumped dry and washed down, revealing issues of corroded piping and floats deemed inoperable. With parts now on order, this will avoid potential emergency shutdowns. Going forward, the Public Works team will be completing a full washdown of lift stations twice per year. Further investigation still required to diagnose top mounted lights, as many are not functioning.
- II. Hydrant Flushing - Semi-annual hydrant flushing commenced. Fogo and Seldom have been completed, with Joe Batt's Arm/ Barr'd Islands/ Tilting to be completed in the coming weeks.
- III. Water Intake Screens - Post hydrant flushing, all water intake screens to be pulled and cleaned.
- IV. Vehicle Maintenance/ Inspections - Regular preventative maintenance checks and annual inspections carried out on several of the Town's equipment. Inspections on Fire Department vehicles/ equipment to commence next month.

d) Maintenance - Repairs

- I. Little Harbour Roadside - Resident reported roadside being washed out with paving starting to become undermined. Contractor hired to repair roadside using armor stone and shouldering materials. Work was completed on time and in a safe manner.
- II. Lift Station Repair in Fogo - During inspections, a Lift Station in Fogo was found to have the guide rails corroded off, leaving the pump at the bottom of the LS. Contractor was hired for vac truck services. Upon draining the lift station, repairs were completed and put back into operation.
- III. Paving Repairs - Completing paving repairs with cold patch as weather conditions allow. Several locations in Fogo have been addressed, with ongoing surveying of other communities for problem areas.

- IV. Tilting Water Leak - A resident of Tilting notified Public Works of a large leak near the Fire Hall. Upon investigation it was discovered that an existing 2" line that connected to the water main malfunctioned. The main water supply was subsequently shut off, allowing Staff to expose the connection and reinstate the water main after making the proper repairs. Flow readings have since been reported from the pumphouse ranging from 9-18 GPM, whereas previous averages ranged from 57- 61GPM. Monitoring of the flows to continue to highlight any further water leaks in the community.
- e) **Maintenance - Other**
- I. Permit applications being received, and field visits ongoing to determine compliance.
 - II. Water turn-on/ turn-off requests increasing with more residents preparing summer homes and with new housing construction progressing. Four (4) completed in April.
- f) **Barr'd Islands Culvert Repair**
- I. Resident has issues with backflow of water into home due to blocked culvert. Upon review, other residents in area have concerns of contaminated water getting onto their properties. Department of Environment has been contacted and will advise on path forward in terms of water sampling. Work on hold until further notice.
- g) **Review of Current PW Equipment**
- I. Assessment to be undertaken in the next six (6) weeks on viability of purchasing a vacuum/ sewer jet trailer mounted combo to improve on service capabilities of the Town. Findings to be presented to Council via Briefing Note.
 - II. Assessment to be undertaken in the next eight (8) weeks on current snow clearing fleet and in terms of asset management if some units should be sold/ bought. Information to be presented to Council once completed.
- h) **Road Maintenance**
- I. PW Team to prepare for road maintenance activities over the next 3-4 months. Seasonal activities include road shouldering, cold patching, sign repair, guard rail repairs/ installations, etc.
- i) **Road Safety**
- I. Review on viability of introducing a portable Digital Speed Sign to aid in reducing speeding throughout various communities. Information gathered can also be shared with the local RCMP to help focus on problematic areas.
- j) **Building Repairs**
- I. PW Team to assist with replacing damaged areas of multiple Town Buildings, i.e. Seldom Fire Hall siding.
- k) **Human Resources - New Hires**
- I. Two (2) positions were posted for the Public Works Team: Maintenance and Laborer. Bradley Dawe accepted the Maintenance position, and Bobby Parsons accepted the Laborer position.
 - II. The additional personnel have added greatly to the PW Team in terms of our capacity to complete work in multiple areas.

5.4 Finance presented by Interim Town Manager

a) **Financial Reports**

Payment of 10% Holdback for Advanced Drinking Water Unit in Seldom
2020-049
Hamlyn/Jacobs

Resolved that the Town of Fogo Island approve payment of Invoice #2019-079 to Terra Nova Water Services in the amount of \$5,712.69 (HST included) for the 10% holdback for the Advanced Drinking Water Unit in Seldom.

Resolution Carried. In favour 8 Against 0.

b) Adoption of Cheque Register

2020-050

Rowe/Hamlyn

Resolved that the Town of Fogo Island adopt the Cheque Register from March 1 – April 30, 2020, in the amount of \$396,494.00, as presented.

Resolution Carried. In favour 8 Against 0.

c) Community Grant – Fogo Island Pride

2020-051

Jacobs/Langdon

Resolved that the Town of Fogo Island approve a Community Grant for Fogo Island Pride in the amount of \$500.00 to help facilitate the Food Security Program and monthly operating costs of the group.

Resolution Carried. In favour 8 Against 0.

d) Children's Wish Foundation – Run the Rock

2020-052

S. Hart/Langdon

Resolved that the Town of Fogo Island approve a Community Grant Donation for Children's Wish Foundation "Run the Rock" in the amount of \$500.00 to help grant wishes to the sick children in our province.

Resolution Carried. In favour 8 Against 0.

e) Funding for New Fire Truck – 4 Door Pumper

2020-053

Torraville/Rowe

Resolved that the Town of Fogo Island accept funding for a new 4 Door Pumper Fire Truck under the Municipal Capital Works Program in the amount of \$385,000.00 on a 80/20 cost-sharing basis with the Provincial Government cost portion totaling \$308,000 and the Town of Fogo Island cost portion totaling \$77,000.

Resolution Carried. In favour 8 Against 0.

f) Update on Municipal Capital Works - New Town Hall Project - 17-MCW-20-00007

Discussions have held with Department of Municipal Affairs and Environment on the New Town Building project. The Town needs to decide on weather what they should engage an Owner's Advisory Group to do a Design-Build for the project or allow Municipal Affairs to proceed with the opening of the current RFP. If the Town does not proceed with the current RFP there may be delays in the project. It was recommended that the Town approved proceeding with the current RFP.

2020-054

Torraville/Rowe

Resolved that the Town of Fogo Island advise the Department of Municipal Affairs and Environment that the Town of Fogo approves and authorizes them to proceed with the evaluation

of the RFP's received as a result of the call for Engineering Services for the New Town Hall Project - 17-MCW-20-00007.

Further be it resolved that the Department of Municipal Affairs and Environment be requested that arrangements be made to have the Town consulted during the evaluation phase of all tenders submitted for this project and that the Town be consulting during the design of the new Town Hall to ensure all of its requirements are considered.

Resolution Carried. In favour 8 Against 0.

g) PH System - Fogo Water Supply – 17-SCF-18-00048

Council was updated on efforts to obtain information pertaining to this project.

2020-055

T. Hart/S. Hart

Resolved that the Town of Fogo Island approve the payment of the shortfall in the amount of \$30,648.88 for MCW Project #17-SCF-18-00048 PH System – Fogo Water Supply.

Further be it resolved that the Department of Municipal Affairs and Environment be requested to provide an Approval to Award to the Town so that the contract can be awarded to H & R Enterprises in the amount of \$107,410.00 (HST included).

Resolution Carried. In favour 8 Against 0.

h) Fogo Water Study – 17-MCW-20-00008

- I. Project was awarded in June 2019 in the amount of \$59,800.00 on a 90/10 cost-sharing basis to enhance the water quality within the community.
- II. Management will investigate options for this funding and prepare a recommendation to Council for the next meeting.

6. Correspondence

6.1 Department of Municipal Affairs & Environment – 2020 Tax Exemption, Productive Farmland

- A letter from the Department advised that in accordance with subsection 11SU) of the Municipalities Act, 1999, a list of Productive Farmlands was provided for exemptions that apply to the 2020 taxation year.

6.2 Department of Municipal Affairs & Environment – Fire Protection Services

- Letter from the Minister of Municipal Affairs and Environment, MHA Bragg, requested that Councils meet with their Fire Chief to discuss the provision of fire protection services in their area. It was noted that Council and the Fire Chief are meeting regularly to discuss the Fire Protection Services for Fogo Island.

6.3 Proclamation Letter – Recreation Month, June 2020

2020-056

Torraville/Langdon

Resolved that the Town of Fogo Island declare June 2020 as Recreation Month for Fogo Island

Resolution Carried. In favour 8 Against 0.

6.4 Update on Central Newfoundland Waste Management Meeting

On Thursday May 21/2020 Mayor Collins participated in a conference call meeting of CNWM with the following issues being discussed:

- I. Cleanup of transfer stations (wood). A tender will be called immediately to have all wood material presently stored at transfer stations trucked to Norris Arm site for burial in storage cell. There will be three (3) separate tender calls 1) Fogo Island, Twillingate, and NWI. 2) Botwood & Bishop Falls area, and 3) Terra Nova and NWV area. This is a fire hazard as well.

- II. Construction of a building to house the Fire Truck at Norris Arm site. Tender will be called over the next few days.
- III. Reopening of the Recycle Plant. Closed previously due to COVID-19 concerns and restrictions.
- IV. Office Staff will be returning to the office on June 1, 2020, as they have been working from home due to the COVID-19 pandemic.
- V. Audits delayed due to COVID-19.

6.5 Letters – Marconi Site Gate

Two (2) Letters were submitted with concerns on a gate being erected at the entrance to the Marconi Site.

Council has decided to not install the gate and are exploring the possibility of surveillance cameras to monitor the area and ask the RCMP for more patrolling by the building. One (1) letter was objecting to both the camera and the gate and the second letter was just an objection to the gate.

7. New Business

7.1 Speeding within Community of Fogo

Council was briefed on problem with vehicles speeding and drag racing over the hill coming into Fogo. Vehicles have also been seen up by the Marconi Site burning rubber on the pavement.

Council recommends the use of Digital Speed Signs so drivers will be able to see how fast they are driving and possibly slow down. More RCMP presence in the community would slow drivers as well.

Management will contact the RCMP and provide further information to Council on the costs of the Digital Speed Signs. Management will email Council to identify areas of concern in each community to make sure all concerns are addressed.

7.2 Update on Crown Lands Applications

- I. Management has inquired with Crown Lands in Gander on status of the Town applications. Crown Lands are not waiting on any information from the Town, all applications are now in the regulatory Department Referral process. COVID-19 Pandemic has slowed the process down. Management will follow-up again next week and provide Council with the information when received.
- II. Council inquired if the information has been supplied to the Registry of Deeds for the land transfer by the Soccer Field. Management will follow-up with the Clerk to further investigate the file and get the information submitted.
- III. Council inquired if the improvements/upgrades have been done with the Fogo Dumping Station as it is pending the approval on the Crown Lands application.
- IV. Council inquired if the surveys have been completed on the areas of land that have been approved yet. Surveyor had contacted office several months ago and informed the Clerk/Town Manager that he would be on the island when the weather permits and most of the snow is off the ground to do those surveys. Staff have not heard anything to date from the Surveyor. Management will follow-up with the Surveyor.

7.3 Update on Appointment of Appeals Commissioner

Mr. Wayne Mullett was appointed as the Appeals Commissioner for Fogo Island at the Regular Meeting of Council held on February 25th, 2020.

Town have several appeals that are ongoing and need to be addressed.

Management will follow-up with Staff, the Municipal Assessment Agency, and the Appeals Commissioner for more information. Appeals are probably delayed due to COVID-19 pandemic as they would need an Appeal Hearing to proceed.

7.4 Domestic Sawmill Permit Request

Resident of Stag Harbour has requested approval from Council to have a Domestic Sawmill on his property.

Area is zoned as Community Development in the Town Development Regulations which does not list the use for a domestic sawmill as either permitted or discretionary, however, the Town can exercise its authority to approve the permit under Regulation 10 which allows the Town to take into consideration all factors pertaining to this particular development. The public would have to be notified before any decision is made to either approve or reject. Staff can notify the resident of the process for a discretionary use approval and if the resident is in agreement, staff can proceed and prepare a notice to place on the Town's Social Media site and bring back to Council any questions or comments received for the next meeting.

2020-057

T. Hart/Langdon

Resolved that the Town of Fogo Island give approval to go through the Discretionary Use process under the Town Development Regulations for the approval of a Domestic Sawmill Permit

Resolution Carried. In favour 8. Against 0.

7.5 Tourism Maintenance

Council requested the Director to check and see what municipalities have town lawn lawnmowers at their heritage sites. Grass will soon need to be cut at some sites and some residents have expressed an interest in volunteering their time and help cut the grass, especially if there are no students working this year.

Management will check on the status of student projects and the liability of residents using town equipment while volunteering with the Town.

7.6 Paramedic Week

Staff will prepare a notice for the Town Social Media in appreciation for all the valuable work that our Paramedics do on Fogo Island.

9. Date of Next Regular Meeting:

Privileged Meeting – June 30th, 2020 (If required) at 6.30PM

Regular Meeting – June 30th, 2020 at 7:00 PM

10. Adjournment:

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

2020-058

Langdon

Resolved the meeting be adjourned at 8:00PM.

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
Councillor Barbara Jacobs	Councillor Samuel Rowe
Councillor Sheldon Hamlyn	Councillor Scottie Hart
Councillor Tracey Hart	Councillor William Hart

Staff:

Daphne Coles, Acting Town Clerk	Gerard Lewis, Interim Town Manager, LW Consulting
---------------------------------	---

Absent:

Councillor Janet Langdon	Don Noseworthy, LW Consulting
--------------------------	-------------------------------

1. Call to Order:

- Meeting was called to order at 7:06PM.
- Mayor Collins opened the meeting by welcoming everyone that were viewing the meeting on Facebook Live.

2. Agenda:

2020-059

S. Hart/W. Hart

Resolved that the agenda be adopted with the following additions:

New Business – 8.4 Fogo Island Trademark Agreement

Resolution Carried. In favour 8 Against 0.

3. Minutes:

2020-060

W. Hart/T. Hart

Resolved that the minutes of the Regular Meeting held on May 26, 2020 be adopted as presented.

Resolution Carried. In favour 8 Against 0.

4. Business Arising:

A. Approval of Action Report

2020-061

W. Hart/T. Hart

Resolved that the Action Report from the Regular Meeting held on May 26, 2020 be approved.

Resolution Carried. In favour 8 Against 0.

B. Approval for Domestic Sawmill Request – 43 Stag Harbour Road North, Stag Harbour

Under the requirement for a Discretionary Use approval and as was requested at the Council meeting held on May 26, 2020 a Public Notice was placed on the Town Social Media, local stores in Seldom and in the Town Bulletin Stand in Stag Harbour. No responses were received from the notice either in favour or against the sawmill.

2020-062

Rowe/S. Hart

Resolved that the Town of Fogo Island approve the request for a Domestic Sawmill at 43 Stag Harbour Road North, Stag Harbour.

Resolution Carried. In favour 8 Against 0.

5. Department Reports

A Department Meeting was held with Council and Department Heads on June 17, 2020 at 7:00PM through ZOOM at the Town Office.

5.1 Recreation/Tourism Report presented by the Director

A. Recreation Update:

- I. All playgrounds and basketball pads remain closed. Signage has been placed and routine checks are being done. When the province reaches level two (2) there will be changes in these areas.

B. Tourism

- I. Summer maintenance has started. There have been sites with vandalism reported and proper action will be taken. Cameras and signage are being placed at various sites.
- II. The trail crew started work in Tilting on Monday June 8th.

C. Trail Project

- I. The trail crew started work on Monday June 8th with the same Forman and crew from last year.

D. Community Garden

- I. The Community Garden is up and running. New markers have been placed in each plot. All plots of land are of different sizes at the same cost to farmers presenting challenges to police without regular staff being in attendance
- II. A grant of \$500.00 was received from the Dept of Fisheries & Land Resources and will help with gardening requirements, tiling, signage, and other maintenance.
 - a) Management will send letter to Minister of Fisheries and Land Resources to acknowledge Community Garden Support Grant.

E. Museums/Playgrounds

- I. Additional COVID- 19 CAUTION SIGNS have been ordered and will be placed at all museum's playgrounds, public swimming areas and other appropriate places.

F. Summer Jobs and Projects:

- I. One (1) student has been approved under Young Canada Works.
- II. Two (2) students have been approved under Federal programs – Lamps – SEEP
- III. Two (2) students have been approved under Community Healthy Living Grant
- IV. Three (3) Labourer's have been approved under JCP with few responses for these positions.
- V. Funding has been approved for Canada Day. Activities have been postponed to a later date.
- VI. Funding has been received for beautification in the Park from Team steers NL.
- VII. Two (2) positions have approved for the Town and two (2) for the Stadium Committee from Canada Summer jobs

G. Actions for Council Approval.

- I. Opening of Museums
2020-063

T. Hart/S. Hart

Resolved that the Town of Fogo Island approve the following museums be opened full time for the 2020 tourism season:

- Marconi Site, Fogo
- Visitor Informaton Centre, Stag Harbour

Further resolved that the following sites/museums be open for the 2020 tourism season subject to appointment or request:

- Marine Interpretation Centre, Seldom – If deemed structurally safe.
- Bleak House – Due to the size and space to clean after each visit (sanitation is required).
- Brett House - Due to the size and space to clean after each visit (sanitation is required which will be reviewed).

- Old School House - Due to the size and space to clean after each visit (sanitation is required) (to remain closed).
- Former United Church – By appointment only.
- Experience Fogo – Outside walk about will be open.

Further resolved that the following sites/Museums be closed for the 2020 tourism season:

- Lane House – no washroom and no water (to remain closed).
- Dwyer Premises – wharf structurally unsafe, signage ordered – will be reviewed
- Old Post Office - no washroom and no water (to remain closed).

Resolution Carried. In favour 8 Against 0.

II. Purchase of Trailer

- a) A trailer is required to house and store the Town's ATV and other tools and supplies necessary for the Trail Team, as well as any Tourism, Recreation Department Tools for storage. The ATV will be used weekly or when necessary but there is no storage area to house this unit. The proposed trailer will be ideal to tow to the designated community of work and set up for work. At the end of the day the ATV and all supplies can be placed in the trailer. Once the work is completed it can be moved neat the Town Garage and remain until the next work is planned.
- b) The Recreation and Tourism Department has little space for storage of any items. This could store the lawn tractor, lawn mowers, wheelbarrows, rakes, and other items.
- c) The following trailer details are provided:
 - 26 ft X 8 ft
 - 2011 model
 - 2 doors for easy access
 - Ramps come down for easy entry
 - It can store a vehicle inside
 - Cab lights inside
 - It has interior shelves
 - It is a shed on wheels

2020-064

T. Hart/Rowe

Resolved that the Town of Fogo Island purchase the trailer at the cost of \$9500.00.
Resolution Carried. In favour 8 Against 0.

III. JBS Recreation Committee

- a) Email received from the JBS Recreation Coordinator requesting permission for the removal of the stage located in the water at Freezers Cove, Joe Batt's Arm and place on the land owned by the Town.
- b) JBS Recreation will be responsible for all costs incurred in the removal of the stage and the costs of maintenance thereafter.

2020-065

T. Hart/Hamlyn

Resolved that the Town of Fogo Island approve the request from the JBS Recreation Committee to remove the stage in Freezers Cove, Joe Batt's Arm and place on the land owned by the Town.

Resolution Carried. In favour 8 Against 0.

IV. Stag Harbour Recreation Committee

- a) Requested permission to transfer the Liquor License at the Visitor Information Centre that was owned by the Stag Harbour Fire Station.

2020-066

T. Hart/Rowe

Resolved that the Town of Fogo Island approve the transfer of the Liquor License at the Visitor Information Centre to the Stag Harbour Recreation Committee.

Resolution Carried. In favour 8 Against 0.

5.2 Fire Services presented by the Fire Chief

A. Community Education/Events

- I. Fire Service PSA were placed regarding displaying of civic addresses,
- II. A Memorial Tribute was provided by each Fire Station for Fisherman who were firefighters at St Lawrence.

B. Truck Maintenance/Public works

- I. Inspections are ongoing on the Department's vehicle fleet and will be completed by the end of June, however, difficulties are being encountered due to the age of the equipment.

C. Training Update

- I. The 20/20 program has started with a maximum of nine (9) students in each class and will follow FES safety protocols.

D. Equipment Update:

- I. All Equipment have been checked and all stations have been decontaminated,
- II. The cascade and BA cylinders have been refilled as required every six (6) months..
- III. A new AED battery and shock pads have been purchased.

E. Fundraising:

- I. The ticket draw will be finalized by June 19, 2020.

F. Community Risk Assessments

- I. Six (6) Fire and Life Safety assessments have been completed with others to be performed.
- II. A Risk Assessment Program (pre fire analysis) has been started on vacant/abandoned properties that pose a potential risk for firefighter safety and fire spread. Stag Harbour, Seldom, Little Seldom, Deep Bay and Island Harbour are completed. In this program the date inspected, vacant or abandoned, community name, civic address, owner or last known owner, type of construction, layout, potential hazard, a picture, water source and type of fire attack needed, whether it be defensive or offensive are all identified. This data will be made available for the fire station assigned in that community.

G. Actions for Council Approval

- I. Fire Fighter PPE
 - a) The purchase of Bunker Suits (PPE) was approved at the Council meeting of February 25, 2020 under cost sharing arrangements of 60/40 with the Fire Stations.
2020-067
Torraville/W. Hart
Resolved that the Town of Fogo Island approve to purchase ten (10) Bunkers Suits for interior firefighting application be purchased at a cost of \$1,630.00 plus HST per suit (Fire Department to pay \$9,780.00 and the Town to pay \$6,520.00 plus HST.
Resolution Carried. In favour 8 Against 0.
- II. Tilting Fire Storage Building
 - a) On November 26, 2019, the Department of Municipal Affairs and Environment approved the use of Municipal Capital funding for storage units for fire equipment subject to the following conditions:
 - i. Merge with neighbouring station and follow their chain of command
 - ii. Take part in training

- iii. Take part in fundraising
 - iv. Maintain a minimum number of eight (8) members
- b) Since that date two (2) fire stations closed due to not being able to fulfill their commitments as a fire service provider. The one (1) remaining is the Tilting Fire Station and it is doing well and meeting the requirements to remain open.
- c) A storage unit has been located as follows:
 - i. Model X
 - ii. 20x24x12
 - iii. Disaster rated
 - iv. 3 x 7 service door
 - v. Rear wall solid steel
 - vi. Industrial base plates
 - vii. Certified engineered drawings and manuals
 - viii. Warranty
- d) The price for this unit is \$18,738.36 plus HST including shipping. The erection of this building can be carried out by the Public Works Department and can be completed in approximately one (1) week. The concrete slab for the building will be installed by a contractor with the formwork/finishing to be completed by the Public Works Department within a period of approximately one (1) week at an estimated cost by the Contractor of \$2,500.00 excluding formwork. A garage door and man door will also be required at an estimated cost of \$2,000.00. The total cost for concrete, labour, doors, electrical, and finishing materials is estimated to be \$16,000.00. The total cost of the Tilting Fire Storage Building is estimated to be \$35,738.36 and will be funded under the Municipal Capital Works (MCW) Program previously approved by the Department of Municipal Affairs and Environment.

2020-068

Rowe/Hamlyn

Resolved that the Town of Fogo Island approve purchasing the Tilting Fire Storage Building and it be erected by the Public Works Department in conjunction with a Contractor for the installation of the concrete slab for the building at a total estimated cost of \$35,738.36

- e) Council discussion on the motion requested more information on the costs to construct a wooden structure for the Fire Storage Building and the effects that salt water would have on the Steel Building with regards to rust deterioration.

2020-069

T. Hart/Rowe

Resolved that Resolution #2020-068 be deferred until more information is provided on the cost to construct a wooden structure for the Fire Storage Building and the effects that salt water would have on the Steel Building with regards to rust deterioration.

Resolution Carried. In favour 8 Against 0.

5.3 Public Works Presented by the Superintendent

A. MAINTENANCE:

I. Preventative Maintenance

- i. Lift Stations
 - a) Investigation underway to diagnose top mounted lights, as many are not functioning.
- ii. Hydrant Flushing
 - a) Hydrant flushing of all communities have been completed.
- iii. Water Intake Screens
 - a) All water intake screens have been pulled and cleaned.

- iv. Vehicle Maintenance/ Inspections
 - a) Annual inspections carried out on several of the Town's equipment, with inspections on Fire Department vehicles/ equipment started and ongoing.
 - v. Road Maintenance
 - a) The road maintenance tender was awarded to R&K construction. Road shouldering to commence mid-June.
- II. **Repairs**
- i. Lift Station Repair in Joe Batt's Arm
 - a) Reported by resident that the pump at the Lift Station (LS) adjacent to 140 Southside Road was running continuously. Upon inspection of the pumps, controls and floats, the repairs were subsequently completed. The LS now operating normally.
 - ii. Hydrant repairs
 - a) Several hydrants found to have operating issues. Repairs have now been completed.
 - iii. Paving Repairs
 - a) PW Team completing paving repairs with cold patch to eliminate problem areas. Both Fogo and Seldom have been regularly addressed, with Fogo having the most observed damage.
 - iv. New Guardrail Installation
 - a) A resident of Joe Batt's Arm wrote a letter highlighting a safety concern with a culvert near 20 Southside Road. The PW team completed the new guard rail installation.
 - v. Tilting Air Relief Valve (ARV) Installation
 - a) A resident of Tilting has had continuous issues over the years with air entrapment following power outages specific to the community. Upon review, an ARV was subsequently installed on the water main going into Tilting.
 - vi. Demolition of Shed
 - a) Residents of Stag Harbour have inquired about the removal of dilapidated buildings in Stag Harbour, which have been previously condemned. After a site visit, the PW team utilized Town equipment and removed the building in question.
 - vii. Fogo Garage Repairs
 - a) The Fogo garage had siding damage as well as significant damage to the back wall of the sand shed. The PW team completed the siding repairs and removed/ replaced a section of the back wall in the sand shed.
 - viii. Tilting/ Seldom Fire Hall Siding Repairs
 - a) Both the Fire Halls in Tilting and Seldom required sections of siding to be replaced. The PW team completed both repairs.
 - ix. Seldom Stop Sign Relocation/ Installation
 - a) After receiving resident concerns of the positioning of 2 Stop signs (Wild Cove Rd & Bullies Cove Rd), it was determined that the signs were to be moved for functionality. The PW team completed the relocations.
 - b) During the site visit it was also observed that there was a Stop sign missing at Fire Hall Rd. The PW team corrected the situation and installed a new one.
- III. **Other**
- i. Permit applications being received and field visits ongoing to determine compliance.
 - ii. Water turn-on/ turn-off requests being completed daily.
- IV. **Human Resources - New Hires**
- i. The final fulltime Maintenance position has been filled.

B. Actions for Council

I. Water/ Sewer Policy – Determination of Town Responsibility

- i. Clarification is required to determine the responsibility of the Town when completing water/ sewer repairs within a resident's property line, but outside of their curb stop. Typically, backfilling is completed only.
- ii. Town Policy "Town of Fogo Island (Water Supply and/or Sewage Disposal) Regulations, 2014", Section 13 b. reads:

"If any work is carried out by the Town for repairs anywhere within a service line, the Town will only be responsible for backfilling and not responsible for the replacement of asphalt, grass, concrete, etc. or perform any landscaping, to the Customers property and/or his/her neighbors property; it shall be the responsibility of the property owner".

Town Policy "Property Damage Due to Snow Clearing and Town Repairs", 2018, under the Policy Statement states:

"It is the policy of the Town of Fogo Island to carry out reinstatement/ repairs to properties when these repairs are necessary because of damage occurring to private property resulting from clearing of snow and repairing of water/ sewer lines or other Municipal Infrastructure".

2020-070

W. Hart/S. Hart

Resolved that the Town of Fogo Island revise the Water and Sewer Policies to include replace topsoil and/or asphalt to the curbstop location when repairs are undertaken resulting from snow clearing and repairs to water/sewer lines or other Municipal Infrastructure.

Resolution Carried. In favour 8 Against 0.

II. Seasonal Curb Stop Installations

- i. At a Regular Council Meeting held on July 30, 2019 Council passed a resolution to the Fire Hydrant Connection Policy, (Resolution #2019-124) regarding the installation of Seasonal Curb Stops that states the Town of Fogo Island discontinue the fire hydrant connection policy and install a seasonal curb stop to the main water line by the fire hydrant for residents to connect and the same fees will apply as per the fire hydrant connection policy.
- ii. Typically, with any new homes being built/ occupied, the resident is responsible for the costs of the installation.
- iii. Water quality is also an issue, there is no guarantee that the water leaving the hydrant is of the same quality once it reaches a resident's home. This introduces a lot of liability to the Town and puts the residents at a perceived unknown risk.

2020-071

Rowe/Hamlyn

Resolved that the installation of a seasonal hook-up to the main water line by a fire hydrant be at the cost of the residents.

Resolution Carried. In favour 8 Against 0.

- iv. Additionally, when a permit request is submitted for a hook-up, the owner should sign to the affect that the Town is only responsible for the quality of the water at the discharge point at the hook-up only. This will remove liability for the Town and serve as a reminder to the resident to ensure their method of water transport maintains cleanliness.

III. Road Safety

2020-072

Hamlyn/S. Hart

Resolved that the Town purchase one (1) digital sign at a cost of \$3,600.00
Resolution Carried. In favour 8 Against 0.

5.4 Finance presented by Interim Town Manager

A. Adoption of Cheque Register

2020-073

Jacobs/Hamlyn

Resolved that the Town of Fogo Island accept of the cheque register from May 1st – 31st, 2020 in the amount of \$211,918.47.
Resolution Carried. In favour 8 Against 0.

B. Financial Reports

2020-074

W. Hart/Hamlyn

Resolved that the Town of Fogo Island acceptance of the financial reports.
Resolution Carried. In favour 8 Against 0.

C. Approval for Payment of Invoices

2020-075

Rowe/Jacobs

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

- I. CECON LTD – Maintenance Garage Site Development - \$7,452.00
- II. Department of Transportation & Works – Ice Control Materials - \$19,758.15
- III. LW Consulting
 - i. Town Clerk/Manager Negotiations - \$1725.00
 - ii. Professional Consultation from April 1 – May 3, 2020 - \$2292.81
- IV. Staff Travel Claims
 - i. Fire Chief – April 1 – June 3, 2020 - \$511.07
 - ii. Director of Recreation/Tourism - \$31.70

Resolution Carried. In favour 8 Against 0.

D. 49 Stag Harbour Road North, Stag Harbour

- I. Letter to the Town requesting that the interest on his account be removed due to waiting on reassessment of property by Municipal Assessment Agency to pay property taxes.
- II. Due to late payment and interest accumulated on the account resident did not receive the 10% Residential Discount for 2019 and 2020.

2020-076

W. Hart/T. Hart

Resolved that the Town of Fogo Island approve request and resident be credited for the for the 2019 and 2020 10% Residential Property Discount and the interest owing on the account for a total of \$172.85.
Resolution Carried. In favour 8 Against 0.

E. Request for Tax Exemption on Businesses

- I. Received requests from businesses who are not opening this year for exemption from business taxes for 2020 due to COVID-19.
- II. The legal opinion obtained by MNL advises that a municipality can charge a business tax to an operator who has chosen not to operate this season due to Covid-19.

2020-077

Rowe/Jacobs

Resolved that the Town of Fogo Island forgive interest and any business not operating this year, extend payment deadline for business tax for 2020 and 2021 to December 31, 2021. Town will provide a written agreement to businesses to confirm payment.

Resolution Carried. In favour 8 Against 0.

- III. MNL has provided a letter template for Town's to support FCM and MNL's request to the Federal and Provincial Government for emergency operating funding for Municipalities due to COVID-19.

- i. Town will send letter of support from MNL to Federal and Provincial Government and post on town social media. Also send template letter to all businesses on the island requesting that they send it to both levels of Government and copy to their MP and MHA.

F. Letter – Tax Concern – 29 Kelly's Island Road, Tilting

- I. Property was registered in brother's name until early May when due to issues with permits for another piece of land, this property had to be transferred to the correct Owner's name. Taxes owed on the property were then sent to them.
- II. Interest owed on the property is \$614.54.

2020-078

Jacobs/T. Hart

Resolved that the Town of Fogo Island write-off interest charges in the amount of \$314.54 upon receipt of the total property tax and remaining interest owed on the property.

Resolution Carried. In favour 8 Against 0.

6. Notice of Motion – Use of Town Vehicles

- A. Concern with Public Works Staff taking town vehicles home after work hours.
- B. This was reviewed previously with the last Superintendent of Public Works and resolution was defeated.

2020-079

Rowe

I hereby give notice that I will introduce a Motion at the next Public Council Meeting 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.

7. Correspondence

7.1 Department of Municipal Affairs & Environment – Community Sustainability Partnership Accountability Measures and Exemptions.

- A. A letter from the Department clarifying the accountability measures required to be eligible for funding under the Municipal Operating Grant and Provincial Gas Tax Revenue programs for 2020-21, as well as identifying the parameters for possible exemptions.

7.2 PH System – Fogo Water Supply 17-SCF-18-00049 – Recommendation to Award Tender

2020-080

Torraville/Jacobs

Resolved that the Town of Fogo Island award the tender for the PH System – Fogo Water Supply 17-SCF-18-00048 to H & R Enterprises Ltd in the amount of \$107,410.00 and that the contract for this tender be executed by the Town of Fogo Island

8. New Business

8.1 Permit Application – Access Road – 19B Hewitt's Point Road, Barr'd Islands

- A. Permit application received to build an access road to land.
- B. Property owner advised that plans were to develop lots with Town water and a central sewage station.
- C. Land is in a Rural Use Zone in the Town Municipal Plan. Residential development will require an amendment to the Town Municipal Plan and can be very costly for the Town.
- D. After further review it was noted that the proposed development area is in the Foster's Pond Heritage area and the Town has plans for development of a trail in this area to begin this year.

2020-081

Roiwe/Hamlyn

Resolved that no amendment be made to the Town Municipal Plan and the permit application for an access road to 19B Hewitt's Point Road, Barr'd Islands be denied and request that the property owner can provide more information on the residential development if they wish to proceed.

Resolution Carried. In favour 8. Against 0.

8.2 Permit Applications – New Shed/Home Extension – 10 Main Road, Deep Bay

- A. Property owner has submitted two (2) permit applications for development. One for a shed and the second one for an home extension.
- B. Site visit by Public Works Staff determined that development in the area is quite dense now with three (3) dwellings and a shed.
- C. Adjacent property owner has submitted a letter of objection to the approval of this development as it will restrict access to their garage and woodshed.

2020-082

W. Hart/Rowe

Resolved that the Town of Fogo Island exercise its authority under Regulation 10 of the Town Municipal Plan and deny the two (2) permit applications based on the proposed location for the shed and home extension and the restrictions they will cause the homeowners of the adjacent dwellings.

Resolution Carried. In favour 8. Against 0.

8.3 Advanced Drinking Water Unit

- Deputy Mayor Torraville requested that Council enter into a Privileged Session for discussion. Item is deferred to the end of meeting to avoid interruption of Facetime Live for public listening.

8.4 Fogo Island Trademark Agreement

- A. Shorefast has contacted the Town regarding the use of the name of "Fogo Island". A beer company is using false information, including Fogo Island's name and image of the Fogo Island Inn, to promote a contest in all Provinces, except Newfoundland and Labrador.
- B. There is no monetary gain to the island in any manner whatsoever as neither the Town, the EDP, or Fogo Island Inn approved the use of these brand uses.
- C. Council approved the use of the "Fogo Island" Trademark on June 25, 2019. This Agreement gives authority to act on the issue as outlined above and wish to act on this matter. An agreement was drafted and agreed to, however, a motion to execute it was not made by Council.

2020-083

Hamlyn/Rowe

Resolved that the Town of Fogo Island approve the execution of an agreement between the Town of Fogo Island and Fogo Island Economic Advancement Partnership on the use of the Trademark of "Fogo Island" as outlined in the Agreement.

Resolution Carried. In favour 8. Against 0.

2020-084

Torraville/S. Hart

Resolved that the Town of Fogo Island close the Regular Council Meeting and Facetime Live to enter into a Privileged Meeting at 8:21PM.

Resolution Carried. In favour 8. Against 0.

- ❖ Privileged Meeting closed at 8:36PM and Council re-entered the Regular Council Meeting. Facetime Live was turned on again for the public.
- ❖ Councilor Tracey Hart departed the meeting at 8:36PM.

8.3 Advanced Drinking Water Unit

- A. Management has had further discussion with the Department of Municipal Affairs and Environment and its confirmed that unit has to be connected to a Town Water Supply to work properly.
- B. It is not recommended that the Town invest in trying to modify the unit so it can treat the impurities in the water supplied by drilled wells. Town is not willing to sell the unit, so they have to decide on a new location.
- C. Fogo has poor water quality and the Town has land at the Fire Hall parking lot. There is adequate space, so the building won't interfere with Fire Calls.

2020-085

Jacobs/S. Hart

Resolved that the Town of Fogo Island relocate the Advanced Drinking Water System for Central to Fogo to be installed at the rear of the Fogo Fire Hall.

Resolution Carried. In favour 7. Against 0.

- D. Management will prepare a letter to forward to the Department of Municipal Affairs and Environment for approval of the new location and request that Superintendent of Public Works further investigate the costs required for installation of the ADWS at the Fogo Fire Hall parking lot and provide a briefing note to Council for review.

9. Date of Next Regular Meeting:

Privileged Meeting – July 28th, 2020 (If required) at 6.30PM

Regular Meeting – July 28th, 2020 at 7:00 PM

10. Adjournment:

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

2020-086

W. Hart

Resolved the meeting be adjourned at 8:49PM.

Daphne Coles
Acting Town Clerk



Wayne Collins
Mayor

