

A Public Meeting of Council was held at the Town Office on February 27th, 2024, with the following in attendance.

Councillors Present:

Mayor Andrew Shea

Councillor Mark Budden

Councillor Damian Roebbotham

Councillor Adam Young

Deputy Mayor Alexander Crawford

Councillor David McKenna

Councillor Lary Roebbotham

Staff:

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

1. Call to Order:

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:10PM.
- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

2. Agenda:

2024-018

Crawford/Budden

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

3. Minutes:

2024-019

D. Roebbotham/Young

Resolved that the minutes of the Regular Public Meeting held on January 30th, 2024, be adopted as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

4. Business Arising:

- No business arising from previous meetings or minutes.

5. Department Reports

5.1. Economic Development & Special Projects presented by Councilor Young

A meeting of the Economic Development & Special Projects Committee was held at the Town Office on February 21, 2024, at 6:00 PM with the following present: Chairperson, Councilor Adam Young, Councilor Lary Roebbotham, CAO Pauline Payne, and EDO Cheryl Gardner.

A. Assistant Project Coordinator Role:

- I. The economic development department has proposed a new role to assist with a special project that the town has received funding for and which is yet to be officially announced.
 - a) The Assistant Project Coordinator will be a full-time position and will report to the Economic Development and Special Projects Coordinator
 - b) The term will be ending January 31st, 2025, with an opportunity to renew with demonstrated project success and continued funding.

2024-020

Young/McKenna

Resolved that Council approve the Assistant Project Coordinator position and allow the Economic Development and Special Projects Coordinator to begin the recruitment process.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

B. The Department of Municipal and Provincial Affairs opened the 2024 Special Assistance Grant application window this month.

- I. The fund will contribute 90% of project costs to a maximum of \$20,000.00.
 - a) The Town of Fogo Island has applied for this funding to complete our accessible Central Park project around Town Hall
 - b) To date, we have resurfaced the trail with accessible surfacing, developed a viewing platform at the pond's edge and developed a parking area. To date, the park development has been completed with the Provincial Accessible Communities Grant that we were awarded in 2023.
 - c) The current funding application is for solar lighting for the parking lot, solar bollard lighting along the trail and for benches along the trail for rest periods.
 - d) The project budget is \$22,117.00. The grant contribution of 90% of the project costs is \$19,905.00 and the Town on Fogo Island contribution will be \$2,212.00.

2024-021

Young/D. Roebbotham

Resolved that Council approve the Special Assistance Grant application's scope of work costing \$22,117.00 on a cost shared basis of 90/10 with the Town of Fogo Island's contribution of \$2,212.00, should our application be successful.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

C. The Gander and Area Chamber of Commerce and the Fogo Island Chapter

- I. The Fogo Island Chapter of the GACC was successfully formed on February 6th.
 - a) The Fogo Island Chapter currently has eighteen members and is growing.
 - b) The GACC Executive Director, Jennifer Mills, has committed to working on Fogo Island a minimum of one day a month, to continue to nurture and support the Fogo Island business community.

D. Business Community Learning and Workshop Series

- I. The Economic Development Department released its second quarterly Business Newsletter on February 1st.
- II. The Economic Development and Special Projects Coordinator is planning to roll out the program in April 2024

E. Business Inventory, Value-chain, and Labour Market Analysis

- I. Planning is underway to begin a business inventory, value-chain, and labour market analysis.
- II. The goals of this project are:
 - a) Identify market gaps and opportunities.
 - b) Identify opportunities for new industry development.
 - c) Identify opportunities for current industry diversification.
 - d) To understand our labour market needs to support business and industry growth.
- III. The Economic Development and Special Projects Coordinator will be finalizing the scope of work, identifying industry partners and funding partners.
 - a) Once the project is fully developed, it will be reviewed with Council for final approval.

5.2. Recreation & Tourism presented by Deputy Mayor Crawford

A meeting of the Recreation and Tourism Committee was held at the Town Office on February 20th, at 2:00PM. In attendance were Chairperson, Councillor Alexander Crawford, Councillor Adam Young, Pauline Payne, Chief Administrative Officer, and Colette Wells – Coish, Director of Recreation, and Tourism.

A. Recreation

- I. The Family Resource Centre has funding to do a winter story walk. However, with the Park Project not completed, we cannot permit any public activities. We will suggest they use another location until the area is officially open.
- II. World Ocean Day is scheduled for June 8th at the stadium. Planning started with our first session was February 01, with Shorefast GIS Programmer, Gabbie Ledesma. We have also met with Dr. Bill Montevecchi, PH.D University Professor who will be participating this year.
- III. The Annual Men's Recreation Hockey Tournament took place February 2-3 at the iceberg Arena. During the opening ceremony there was a dedication to well-known committee member Neville Penney, who passed away in 2022. His hockey jersey was hung in his memory.
- IV. A Fire Emergency Escape Plan and Policy for the stadium is being developed.
- V. Fundraising initiatives for Heart and Stroke are ongoing and there are many ways to fundraise, support and get involved. We are registering the Town to participate again this year, but as a new event we will be planning a Councillors Walk in the spring. All funds go directly to the Ronald McDonald House in St. John's.
- VI. Staff attended the regular CAC- Community Advisory Committee of Central Health on January 16th. This meeting includes a virtual presentation on topics such as
 - a. Addictions and Substance Abuse
 - b. Dementia
 - c. Poverty in our province and area
- VII. The Director participated in Recreation NL VIRTUAL WORKSHOP January 31, this included topics such as arena operators training that will soon be announced, insurance and rental policies that are changing and vandalism in dressing rooms, and other operational topics.

B. Tourism

- I. Participated in a virtual session with the Museum Association of Newfoundland and Labrador on January 4th.
- II. The JCP – Job Creation Partnership Program finished on December 31, 2023. There were three individuals working on that project. Duties included digitizing all information from the heritage sites, reviewed signage on the buildings, and we will be replacing broken or faded signs later in the Spring.
- III. The Community Enhancement Program will conclude on February 24. We were able to employ six individuals this year.

C. Other.

- I. Several funding opportunities are ongoing.
- II. Provincial student jobs deadline February 22, 2024
- III. Young Canada Works – student position is completed.
- IV. RCMP – Family Violence Initiative Fund – working with RCMP and other community partners to complete.

5.3. Planning & Public Works presented by Councilor Budden

A meeting of the Planning and Public Works Committee was held in the Council Chambers on February 13, 2024 at 7 PM with the following present: Committee Chairperson Councilor Mark Budden, Deputy Mayor Sandy Crawford, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

A. Business Arising:

I. Delegation to Committee

- a) Owners of the sled and garbage that was removed from the Kelly's Pit area met with committee to request council reconsider the decision to not replace the sled. A third email that was sent to the town was addressed.
- b) Resident has requested in the last email correspondence that the town pay \$600.00 to replace the cost of the sled that was removed from Kelly's Pit.

2024-022

Budden/Young

Resolved that Council deny the residents request to pay \$600.00 to replace the sled that was removed from Kelly's Pit, which is the cost to purchase a new pelican sled as no new information has been presented that would change the outcome since Council's decision made at the public meeting of November 1st, 2023 (Motion #2023-216) and no further correspondence from the owner will be considered in the matter.

Resolution Carried. In favour – 4. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, and Councilor Damian Roebbotham. Against – 3. Councilor McKenna, Councilor Lary Roebbotham, and Councilor Young

B. Maintenance:

I. Water Systems

- a) Routine maintenance has been completed in all pump houses for the month of January.
- b) Newvalve Servicing and Consulting were here from February 7-9 to complete repairs and maintenance to the valves at the Joe Batts Arm water tower.

II. Sewer Systems

- a) All lift stations have been inspected for January, a few minor issues have been detected and parts are on order.

III. Vehicle Maintenance/Inspections

- a) KMR Transport continues to maintain our vehicle fleet as deemed necessary.
- b) Tenders for the 2008 Sterling and 2012 Dodge Ram closed on February 2, 2024. The Sterling sold for \$5200 plus HST. The Highest bid for the Dodge Ram was \$13660 plus HST and is supposed to be picked up this week.
- c) The new 2023 Dodge Ram truck and dump trailer was picked up in St Johns on February 8, 2024, and has been added to the vehicle fleet.

C. Other:

I. Advanced Drinking Water System:

- a) Both units are fully operational.

II. JBA Recreation Committee Request

- b) The Joe Batts Arm Recreation Committee has requested that council approve the installation of a crosswalk in the area of Growlers and Luke's Landing.

2024-023

Budden/D. Roebbotham

Resolved that Staff contact Joe Batt's Arm Recreation Committee to let them know that this is not a town owned road and that the jurisdiction lies with the Dept. of Transportation, therefore Council has no say in this matter.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

III. Biomax Wastewater Monitoring Service Contract

- a) Biomax have informed us of price increases for their wastewater monitoring services and have presented us with some contract options. Annual cost for no contract is \$27144, cost for a 3 year contract would be \$25574.04, cost for a 4 year contract would be \$25046.36. The contract also has allowances for Biomax to increase pricing by up to 2% per year.

2024-024

Budden/Crawford

Resolved that the Town of Fogo Island will not enter into a long-term contract with Biomax at this time.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

5.4. Enforcement/Permitting presented by Councilor Budden

Municipal Enforcement met with the Planning and Public Works Committee on February 13th, 2024, at 7 PM with the following present: Committee Chairperson, Councillor Mark Budden, Deputy Mayor Alexander

Crawford, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan.

A. Business Arising and Updates from Previous Public Council Meeting

I. Update on abandoned vehicles previously listed.

- a) 174A Main Street, Tilting – vehicle has been removed.
- b) 104 Northshore Road – Received an email from the owner stating that the vehicle will be removed by the end of April.

B. Correspondence

I. Letter of Support

- a) The Town of Harbour Grace is asking for support and requesting that we write our members to ask that the Resolution be tabled in the House of Assembly.

2024-025

Budden/Crawford

Resolved that Council approve for staff to write a letter to our members supporting the Town of Harbour Grace with their resolution.

McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

C. Sale of Property for Tax Arrears

- I. Town Staff has compiled a list of eleven properties in various communities that have an outstanding balance of at least two years.

2024-026

Budden/Crawford

Resolved that Council approve that a letter be written to all property owners that have tax arrears beyond 2 years advising them that if the tax arrears are not paid in full or arrangements made with the Town in twenty-one days of the date of the letter, the Town will prepare the required documentation to take these properties to tax sale.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

5.5. Public Safety – Fire Services presented by Councilor McKenna

A meeting of the Fire Services Committee was held on February 20th, at 7 pm at the Town Office. In attendance: Chairperson Councillor David McKenna, Committee Alternate Councillor Damian Roebbotham, Station Chiefs Paul Torraville, Bobby Parsons, and CAO Pauline Payne. Unable to attend Councillor Mark Budden and Station Chief Dion Harnett.

A. Fire Calls Update

- I. Station 1 – 1 Motor Vehicle Accident
- II. Station 2 – 2 Chimney Fires, 1 Medical Assist, 1 Motor Vehicle Accident
- III. Station 3 – 1 Motor Vehicle Accident

B. Training Update – Training has resumed for all stations.

- I. CAO to schedule cold water training.
- II. First Aid training required, stations to provide lists to CAO of members who need to be re-certified.
- III. Naloxone training was done on January 12th for Fire Station members who were able to attend.
- IV. Regular training is ongoing.

C. Items discussed:

- a. A date has been set for Fire Services to review the Town’s Emergency Plan on Saturday, March 16th.
- b. Years of service awards - we are in the process of documenting which Fire Service members are due for service awards and will be presenting those at the Fire Services Ball in September.

- c. New signage is being ordered for each Fire Services Station which is being paid for with funding we've received.

5.6. Transportation Advisory Committee presented by Councilor McKenna

A meeting of the Fogo Island Transportation Advisory Committee was held at the Town Office on February 21, 2024 at 7:00pm. Present at the meeting were Chair Councillor David McKenna, Councillor Damian Roebbotham, Amanda Decker-Penton by Zoom, John Greene, Clifford Rowe and CAO, Pauline Payne. Absent was Councillor Mark Budden.

A. Schedule Changes and Cancellations

- I. Since the M.V. Kamutik has been in service there have been many trip cancellations which led to some changes in the ferry schedule.
- II. Timeline of interactions with the Department of Transportation had by the Mayor, CAO and the Chair of the Transportation Committee are outlined below:
 - a) Communications began on February 9th to discuss the cancelled 4:30 pm crossing on days when there were 5 crossings. We were told the Kamutik was having difficulty keeping up with the schedule and that their management would be proposing a schedule change.
 - b) Further that day we received the proposed schedule from the government which had 3 crossings a day for Monday, Tuesday, Wednesday, Thursday, and Saturday, and 4 crossings on Friday and Sunday. This was reviewed and it was decided it was unacceptable.
 - c) On February 13th the Mayor, CAO and Chair of the Transportation Committee spoke with Mr. John Baker, Assistant Deputy Minister, Air and Marine Services, regarding the cancellation of the 4:30 pm crossing and the difficulty the crew were having to keep up with the schedule along with the proposed new schedule. That is when we suggested making the 3:30pm and the 4:30pm crossing direct to make up time.
 - d) On Feb. 16th we received an alternate suggestion from the Dept. of Transportation that would make the 11:30 and the 2:00pm crossings direct as there was a person that works on Change Islands but lives on Fogo Island that needed to travel back and forth and waiting till the 6pm crossing was too late and we agreed with this suggestion.
 - e) There were some concerns regarding freight delivery to Change Islands to which we suggested that the Wednesday schedule stay the same as our regular schedule and if the ferry runs a bit later then so be it.
 - f) The Transportation Committee fully endorses the suggestions that were put forward on behalf of Fogo Islanders.
- III. Council held a brief discussion on the protests held by Change Islands residents of stopping the ferry twice this past week and its affects to the travelling public.

B. Committee discussion

- I. Questions the Committee would like answers for:
 - a. What is happening with the Veteran now regarding repairs and the generator?
 - b. When is she expected to return?
 - c. What is the plan for September as we understand the ferry needs to go back to St. John's for more work and what is the replacement vessel?

5.7. Finance and Administration presented by Councilor Roebbotham

A meeting of the Finance and Administration Committee was held at the Town Office on February 22, 2024, at 5:30PM. In attendance were Chairperson Councilor Lary Roebbotham, Councilor Adam Young, CAO Pauline Payne and Deputy Town Clerk Daphne Coles.

A. For Council Approval

I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during January 2024

2024-027

L. Roebbotham/Crawford

Resolved that Council adopt the cheque register from January 1st – 31st, 2024 in the amount of \$325,563.77.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

II. Adoption of Finance Reports

- a) Committee reviewed the following reports for January 2024
 - i) Breakdown of Receipts
 - ii) Quick Statistics Summary
 - iii) Detailed Income Statement
 - iv) Bank Reconciliation

2024-028

L. Roebbotham/Young

Resolved that Council adopt the Financial Reports for January 2024 as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

III. Request for Donation – FICA Senior Girl's Basketball Team

- a) Fogo Island Central Academy Senior Girls basketball team will be hosting the 2A Girls Basketball Provincials from March 15 – 17, 2024 and requesting a donation of either money, gift cards, beverages, or food/condiments from the Town.
- b) Mayor and Staff have already been in contact with Government and the Department of Transportation have given approval for free ferry crossings for any teams traveling to the island for this tournament.

2024-029

L. Roebbotham/Crawford

Resolved that Council approve a donation of \$100.00 in Amazon Gift Cards to Fogo Island Central Academy for the 2A Girls Basketball Provincials taking place March 15-17, 2024 on Fogo Island.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

IV. Request for Interest Write-Off on 2023 Taxes

- a) Property owner submitted a letter to Council requesting that the accrued interest on the property account for 2023 be written off.
- b) Tax invoices for 2023 were emailed to the owner in early March of 2023 and a statement was sent in June of 2023. Owner claims that they didn't receive the invoice in March by email as their email account was hacked and the email on file with the Town is no longer in use and they didn't receive the statement in June either. Town was not notified of change of email.

2024-030

L. Roebbotham/Young

Resolved that Council deny the request to write-off accrued interest on 2023 taxes for 67A Main Street, Tilting.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

V. Refund of Water & Sewer Taxes

- a) Property was listed on Town records as 17-19 Main Street, Tilting and this has been the case since 2016 when both properties were combined to make one property for tax purposes, however the property owner has been charged for 2 water/sewer hookups since 2016.
- b) It recently came to the attention of Staff that the water and sewer charges for the second curbstop were incorrect when another resident sent in land ownership papers for the same location, that lot is now relisted as 17 Main Street.
- c) Sandy Cove Road separates 17 and 19 Main Street.

- d) Upon research of the property and water/sewer drawings it was determined that there wasn't a water hookup to 17 Main Street and the 2 curbstops located on 19 Main Street were for 19 Main Street and 21A Main Street (house located in the back) so the property owner has been paying for 2 curbstops when only one of the curb stops on the property was for her house. Superintendent of Public Works has visited the site and confirmed the location of both curbstops.
- e) There weren't any errors in the property taxes charged to the account.

2024-031

L. Roebotham/D. Roebotham

Resolved that Council approve to repay one of the water and sewer taxes charged to 17-19 Main Street, Tilting since 2016, now allocated as 19 Main Street in the amount of \$3012.00 and the account be corrected to one water and sewer tax as of 2024.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against - 0.

VI. Response Letter – Tax Arrears

- a) At the last public meeting of Council, it was approved to proceed to Small Claims Court for the collection of tax arrears. Enforcement Officer had delivered a letter to the property owners informing them of Council's decision.
- b) Town received 2 response letters, one from the property owners and another from a family member, expressing their concerns on how their account has been handled by the town.
- c) As requested by the family member, the letter was read at the public council meeting.

2024-032

L. Roebotham/R. Roebotham

Resolved that another letter be sent to the property owner expressing appreciation for their concerns and inform them that Council has already decided on their account, and it has been forwarded to Small Claims Court for a decision.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against - 0.

VII. Appointment of Assessment Review Commissioner

2024-033

L. Roebotham/Crawford

Resolved that Council appoint Mr. Hardy Sparkes as Assessment Review Commissioner for the Town of Fogo Island effective immediately.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against - 0.

6. Correspondence

6.1 2024 Municipal Symposium

- The 2024 Municipal Symposium is taking place in Gander from May 2-4, 2024
- Staff were advised to arrange for 3 people to attend and any councilor who wishes to attend are to notify Staff.

6.2 Municipal Assessment Agency Update

- Letter was addressed by Council.

7. New Business

- No New Business for discussion.

8. Date of Next Regular Meeting:

- Public Council Meeting – March 26th, 2024 @ 7:00pm.

9. Adjournment:

2024-034

L. Roebottom/Crawford

Resolved the public council meeting of February 27, 2024, be adjourned at 8:40PM.

Pauline Payne
Chief Administrative Officer

Andrew Shea
Mayor
