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

**Councillors Present:**
Mayor Andrew Shea
Councillor Lloyd Bixby
Councillor Maureen Lynch
Councillor Samuel Rowe
Deputy Mayor Wayne Collins
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

**Staff:**
Amanda McGrath, Town Clerk/Treasurer
Jake Turner, Chief Administrative Officer

**Absent:**
Councillor Edward Combden, Vacation

1. **Call to order:**
   Mayor Shea welcomed everyone and called the meeting to order at 9:00 A.M.

2. **Adoption of Agenda:**
   2017-034
   Collins/Dwyer
   Resolved that the agenda be adopted as presented.
   Resolution Carried. In favour 8. Against 0.

3. **Adoption of Minutes:**
   2017-035
   Walbourne/Bixby
   Resolved that the minutes of January 23 and February 3, 2017 be adopted as presented.
   Resolution Carried. In favour 8. Against 0.

4. **Business Arising**
   - Removal of JBA Pump House final cost – The figures has not been compiled yet.
   - Preventative Maintenance on Lift Stations – Staff is working on obtaining a suitable package that includes training.
   - Cargo Van – This item will need to be tendered.
   - Fire Services Inventory – Request has been made to the Fire Chief.

5. **Committee Reports:**
   **5.1 Tourism, Culture and Heritage Committee**
   The Tourism, Culture and Heritage Committee report was presented by Councillor Dwyer:

   A meeting of the Tourism Committee was held in the Council Chambers at 2:09 PM, on March 13, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Jake Turner, Chief Administrative Officer and Amanda McGrath, Town Clerk/Treasurer.

   The following items were discussed:

   **Review of Terms of Reference**
   The draft terms of Reference were presented and reviewed.
Dwyer/Bixby
Resolved that the Terms of Reference of the Tourism Committee be accepted as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

A discussion took place and the Chief Administrative Officer suggested that the appointment and length of time for the appointment would be referred to the meeting where the Rules of Procedures governing the appointment would be discussed and Council could decide the matter at that time.

Councillor Dwyer advised that she was in favour of the motion and could see the benefits of changing the Committee mid-term and having the Mayor appoint the Committee members.

2017-036
Collins/Walbourne
Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Amendment Carried - In favour 7. Against 1 (Councillor Dwyer voted against the resolution)

2017-037
Dwyer/Bixby
Resolution as amended: Resolved that the terms of Reference for the Tourism Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 7. Against 1 (Councillor Dwyer was against the resolution).

Director Position
The committee agreed to meet to reexamine the resumes received for the position.

The Committee will discuss in a Privileged Meeting the possibility of having the position filled on a temporary basis by a person acting in the position.

Congratulations to Zita Cobb on being presented with the Order of Canada on February 15, 2017
The Committee noted that Ms. Cobb has attended a ceremony and received the Order of Canada Medal which had been previously awarded. A congratulatory letter had been sent to Ms. Cobb after being recognized at a Council meeting held on July 12, 2016.

Tilting United
Request for Community Grant - The Committee spoke about economic spinoffs that events such as this create and that the request meets Councils Community Grant Policy.

2017-038
Dwyer/Bixby
Resolved that the Town donate $500 to Tilting United for their 2017 Tilting Come Home Year festivities, under the Town’s Community Grant Program.
Resolution Carried. In favour 8. Against 0.

Stag Harbour Recreation Commission Enhancement Group
The Committee reviewed item number two from the group with regard to the Visitor Information Centre (VIC).
a) The group asked if they could expect same rental agreement as last year for Stag Harbour Day.  
2017-039
Dwyer/Bixby
Resolved that Council enter into a rental agreement with the Stag Harbour Day festival with the same conditions as last year and that the hall must be cleaned up by 1:00 PM, on the following day.
Resolution Carried. In favour 8. Against 0.

b) The group asked if the Hall is only available for rentals after the VIC hours.
   - The Committee agrees that Councils decision will remain in effect and, that the hall is only available for rentals after VIC hours, as in the past.
   - Councillors agreed with the Committee members.

c) The group asked if their students and JCP staff could use the kitchen facilities during VIC hours of operation.  
2017-040
Dwyer/McGrath
Resolved that Council give permission for the students and JCP staff to use the hall for mealtimes provided that the activity does not to interfere with the operations of the VIC.
Resolution Carried. In favour 8. Against 0.

d) The group asked if the Fire Departments request to install dart boards at the hall, which was approved over a year ago, is still an option. 
2017-041
Dwyer/Lynch
Resolved that that Councils decision to permit the installation of dart boards will remain in effect.
Resolution Carried. In favour 8. Against 0.

**Meeting with Fogo Heritage Committee**
The Minutes of the special meeting held on February 15, 2017 were presented for review.

a) Bleak House roof repairs.
   - Town staff will look at doing temporary repairs.  
2017-042
Dwyer/Lynch
Resolved that Council apply for funding to repair the roof on the Bleak House Museum.
Resolution Carried. In favour 8. Against 0.

b) Other repairs identified.  
2017-043
Dwyer/Walbourne
Resolved that the Town complete repairs where possible, and as resources become available.
Resolution Carried. In favour 8. Against 0.

**Branding Materials**
   - The Committee reviewed the promotional items that were recommended in the branding study and is requesting quotes to purchase flags, lapel pins, writing pens, water bottles, mugs, t-shirts, jackets and other promotional items.
   - The Committee will make a recommendation to Council after quotes are received and have been reviewed.
Advertising in the Down Home Magazine
2017-044
Dwyer/Bixby
Resolved that the Town place an ad similar to the 2016 ad, in the 2017 Down Home Magazine at a cost of $1,950.00.
Resolution Carried. In favour 8. Against 0.

5.2 Recreation and Special Events Committee
The Recreation and Leisure Services Committee report was presented by Mayor Shea:

A meeting of the Recreation and Special Events Committee was held in the Council Chambers at 10:35 AM. The meeting was Chaired by Mayor Shea and others in attendance were Jake Turner, CAO and Collete Wells-Coish.

The Following items were discussed:

Review of Committee Terms of Reference
The draft Terms of Reference were presented and the name for the Committee was discussed and it was decided to recommend to Council that the Committee would be renamed “Recreation and Special Events”

2017-045
Shea/Lynch
Resolved that the Recreation, Development and Special Events Committee be renamed Recreation and Special Events Committee.
Resolution Carried. In favour 8. Against 0.

Shea/Dwyer
Resolved that the Terms of Reference of the Recreation and Special Events Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

2017-046
Collins/Walbourne
Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Amendment Carried - In favour 7. Against 1 (Councillor Dwyer voted against the resolution)

2017-047
Shea/Dwyer
Resolution as amended: Resolved that the terms of Reference for the Recreation and Special Events Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 7. Against 1 (Councillor Dwyer was against the resolution).

The CAO advised that it is very important that the Committee meet on a regular basis in order to maintain a good between staff, council and the public.

The Director will contact the stadium committee and discuss how they see their future role.
**Engineering Study**
The Committee reviewed the study prepared by Progressive Engineering in 2015 and noted that no decision had been made regarding any of the suggestions outlined. The main area of concern is the automatic infra-red temperature control system. The system is presently operated manually, however the control panel still shows the ice temperature as this feature is still functioning.

The condenser is also a priority item. It is at its life expectancy and can cause trouble anytime. The Committee is recommending that but Council look into the possibly of accessing government funding and to call a Public Tender to have the system installed before next season.

**Meeting with Mr. Jim Harty**
The meeting with Engineer Jim Harty held on March 02, 2017 was discussed. The purpose of the meeting was to clearly identify and possibly find solutions to problems related to the refrigeration system at the stadium and to the quality of ice in sections of the surface. Mr. Harty identified areas and recommends major overhauls are necessary. We are waiting on further information regarding plans and cost. It is also suggested that Council look to government for assistance for such expenditures as well.

**Monthly Report – Usage**
The monthly report was presented, as attached, but not discussed in great detail. Poor winter weather caused many cancellations in February at the stadium. Enrollment is good considering our population on the island.

**5.3 Fire Services and Public Safety Committee**
The Fire Services and Public Safety Committee report was presented by Mayor Shea:

The meeting of the Fire Safety and Public Safety Committee was held in the Council Chambers at 9:30 AM. The meeting was chaired by Mayor Shea and others in attendance were Councillor Len McGrath, Councillor Sam Rowe, and Jake Turner, CAO.

The following was discussed:

The Committee reviewed the draft terms of reference for the Committee which was presented by the CAO who explained the purpose of the Terms of Reference and explained that he is recommending a name change from Fire Services to Fire Services and Public Safety so that the Committee will deal with other Public Safety issues in addition to Fire Services.

The Committee agreed with the Terms of Reference which was presented and recommended that the mandate should be expanded to include responsibilities for training, Fire Hazards, Hazmat, and Fire Inspections.

Shea/Rowe
Resolved that the Terms of Reference of the Fire Services and Public Safety Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.
2017-048
Collins/Walbourne
Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Amendment Carried - In favour 7. Against 1 (Councillor Dwyer voted against the resolution)

2017-049
Shea/Rowe
Resolution as amended: Resolved that the terms of Reference for the Fire Services and Public Safety Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 7. Against 1 (Councillor Dwyer was against the resolution).

5.4 Transportation Advisory Committee
The Transportation Advisory Committee report was presented by Councillor Lynch:

A meeting of the Transportation Advisory Committee was held in the Council Chambers at 11:10 AM on March 22, 2017. The meeting was chaired by Councillor Lynch and others in attendance were Councillor Lloyd Bixby, Councillor Sam Rowe and Jake Turner, Chief Administrative Officer.

The following items were discussed:

Committee Terms of Reference
The Committee reviewed the draft terms of reference for the Committee which was presented by the CAO who explained the purpose of the Terms of Reference and explained that the Ferry Service is a Provincial Mandate and therefore the Committee role will be to provide recommendations, advice and information to Council which will communicate the concerns to Government.

The Committee suggested that the Secretary of the Committee would be appointed by the Committee and the Council Resource person would be removed from the Committee.

Lynch/Bixby
Resolved that the Terms of Reference of the Transportation Advisory Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

2017-050
Collins/Walbourne
Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Amendment Carried - In favour 6. Against 2 (Councillors Dwyer and Lynch voted against the resolution).
2017-051
Lynch/Bixby
Resolution as amended: Resolved that the terms of Reference for the Transportation Advisory Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

5.5 Public Works Committee
The Public Works Committee report was presented by Councillor Walbourne:

A meeting of the Public Works Committee was held in the Council Chambers at 9:00 AM on March 13, 2017. The meeting was chaired by Councillor Edmund Walbourne and others in attendance were Deputy Mayor Wayne Collins, Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed:

Committee Terms of Reference
The Committee reviewed the draft terms of reference for the Committee which was presented by the CAO who explained the purpose of the Terms of Reference.

Walbourne/Bixby
Resolved that the Terms of Reference of the Public Works Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

2017-053
Collins/Walbourne
Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Amendment Carried - In favour 6. Against 2 (Councillors Dwyer and Lynch voted against the resolution).

2017-054
Lynch/Bixby
Resolution as amended: Resolved that the terms of Reference for the Public Works Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

Projects to consider under Gas Tax Funding:
The Committee reviewed the projects that would meet the Gas Tax Guidelines and will recommend the following for Council’s consideration.
2017-055
Walbourne/Collins
Resolved that the following projects be submitted under the Gas Tax Program:
  1. Pavement for Little Harbour Road – Estimated cost $450,000.
  2. Water drainage issue at the Old Hospital site- Estimated Cost - $103,000.
  3. P.H. System for the town of Fogo - $40,000.
Resolution not carried.

2017-056
Walbourne/Collins
Resolved that the following projects be submitted under the Gas Tax Program:
  1. Pavement for Little Harbour Road – Estimated cost $450,000.
Resolution Carried. In favour 8. Against 0.

Municipal Capital Works
2017-057
Walbourne/Collins
Resolved that the following projects be submitted under Municipal Capital Works:
  - Water drainage issue at the Old Hospital site
  - Water drainage issue at the Old Hospital site
  - Roof on the Bleak House Museum
  - PH System - Fogo Water Supply
  - Iceberg Arena Upgrades
Resolution Carried. In favour 8. Against 0.

Coady Construction
Site for excess material - Mr. Waterman is to contact Dave Abbott and arrange a meeting at the Old Dump Site in Fogo to ensure that the activity does not have a negative impact on Town Infrastructure.

2017-058
Walbourne/Collins
Resolved that the Town approve for Coady Construction to use the old dump site in Fogo for disposal of dredging and wharf material subject to Provincial & Federal Government approval, that it doesn’t impact on Town Infrastructure and that the site would be reinstated upon completion of the project.
Resolution Carried. In favour 8. Against 0.

Noel Mount
The Committee reviewed the concerns regarding the water quality in Fogo. The Committee advised that many of these corrosion problems are caused by low PH in the water and that they should be lessened after the new PH Equipment is installed.

Mr. Waterman is currently waiting on a price quote for a new P.H. system in Fogo and Mr. Mount will be written.

Harris and Associates
Unpaid Invoice - This issue will be dealt with at a privileged meeting.

Stag Harbour Recreation Commission Enhancement Group
1. Community Rural Mailboxes - Mr. Waterman is to contact Heather House to determine if Canada Post is under the understanding that maintenance of Community Mailbox’s are a Town responsibility and she will be advised that the Town doesn’t not have any authority under the Municipalities Act to do so.
2. Water System - Mr. Waterman has been in contact with Northeast Well Drilling and the drilling season usually starts in May.

3. Mr. Waterman advised that if sufficient water wasn’t located in the Island Harbour Site than he would like to have the existing well in Deep Bay tested.

Allan Dwyer
A letter of thank you was sent by Mr. Dwyer and was read to the Public Works Committee.

Monthly Report
- Mr. Waterman presented his monthly report to the Public Works Committee.
- Mr. Waterman is to contact SMS Equipment and contact another mechanic to see if we can get the issues with the loader resolved.
- Mr. Waterman is to look into possible solutions to the frozen water line issue in Tilting.
- Mr. Waterman advised that the spring clean-up engages all off his employees and spring maintenance gets delayed. The Committee requested that he obtain a quote for contracting out spring clean-up.
- A review of the types of item to be collected will be completed.

Development Permits
2017-059
Walbourne/Collins
Resolved that the development permit to operate a hair salon at 16 Penney’s Lane be approved. Resolution Carried. In favour 8. Against 0.

2017-060
Walbourne/Lynch
Resolved that the development permit to operate a nightly rental at 54 Northshore Road be approved. Resolution Carried. In favour 8. Against 0.

5.6 Policy and Human Resources
The Policy and Human Resources Committee report was presented by Councillor Lynch:

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 9:00 AM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer and Jake Turner CAO.

Committee Terms of Reference
The Committee reviewed the draft Terms of Reference for the Committee which was presented by the CAO who explained their purpose. A lengthy discussion took place regarding the mandate of the Committee and how the Committees of Council will function.

The Committee agreed with the Terms of Reference.

Lynch/Dwyer
Resolved that the Terms of Reference of the Policy and Human Resources Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

2017-061
**Collins/Walbourne**
Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Amendment Carried - In favour 6. Against 2 (Councillors Dwyer and Lynch voted against the resolution).

**2017-062 Lynch/Dwyer**
Resolution as amended: Resolved that the terms of Reference for the Public Works Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

**5.7 Finance**
The Finance Committee report was presented by Deputy Mayor Collins:

The meeting of the Finance Committee was held in the Council Chambers at 9:30 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

**Terms of Reference**
The draft terms of reference was presented to the Committee and the term that members serve on the Committee; experience and interest Councillors have in certain areas in relation to the different Committees and how Councillors will be appointed the various committees was discussed.

Other items discussed included:
- Role of a Councillor.
- Councillors should not have any input in day to day operations.
- That it is Councils mandate to set policies and procedures and staff are to implement them.

The Committee did not agree to recommend adoption of the Terms of Reference due to the term of a Committee member and how the Committee members are appointed. The CAO pointed out that the current Rules of Procedure adopted by Council requires Council to appoint members to Committees but it was his understanding the practice followed was for the Mayor to appoint. He also advised that he was recommending changes to the Rules of Procedure and Council would decide this issue.

**2017-063 Collins/Walbourne**
Resolved that the terms of Reference for the Finance Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.
Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

**Financial Reports**
The Committee members reviewed the financial report as submitted.
Councillors discussed invoices, especially invoices relating to fuel for the halls and equipment and repairs to equipment.

It was suggested again that the Town should enter into shared services with the Department of Transportation and Works, for equipment maintenance.

**2017-064**  
**Collins/Walbourne**  
Resolved to accept the financial report for February 2017 and approve payment of invoices totaling $142,654.69  
Resolution Carried. In favour 8. Against 0.

- Councillor Rowe declared himself in conflict of interest and departed the meeting.

**2017-065**  
**Collins/Bixby**  
Resolved to approve payment to R & K Construction for invoices totaling $215,317.75.  
Resolution Carried. In favour 7. Against 0.

- Councillor Rowe rejoined the meeting.

**Taxation of RV Parks**  
The Committee reviewed the memo regarding the amount of water taxes charged to RV parks by other Municipalities.

**2017-066**  
**Collins/Walbourne**  
Resolved that the Town charge one water tax to the RV Park, operated by a non-profit organization.  
Resolution Carried. In favour 8. Against 0.

**Loss of Revenue from Bell Mobility**  
The review of Municipal Tax revenue presented to the Committee was discussed. The review showed the total reduction in tax revenue is $2,420.89.

The Committee did not think that the total change in the Budget was significant enough to recommend a change in the 2017 budget; Council was in agreement.

**Municipal Infrastructure Support**  
The Committee reviewed the circular from the Department of Municipal Affairs and Environment: Call for 2017/2018 Municipal Capital Works and Cost-Shared Funding Applications.

**2017-067**  
**Collins/Bixby**  
Resolved that the Town write the Provincial Government to voice Councils objection to this new cost-shared arrangement.  
Resolution Carried. In favour 8. Against 0.

**2017-068**  
**Collins/Walbourne**  
Resolved that the Town proceed with submitting MCW funding applications.  
Resolution Carried. In favour 8. Against 0.
**Tax Dispute**
The Committee reviewed the letter from Mary Newton, Lawyer from Easton Hillier Lawrence Innes who is representing the owner who is operating rental units at 65 and 78 Main Street, Fogo. Ms. Newton stated in her letter that that the properties are receiving revenue from the property and not business revenue and quoted a case involving a long term rental property.

The Committee noted that this property offers services comparable to hotels and B & B's, not long term rentals.

**2017-069**
**Collins/Walbourne**
Resolved that the Town write a letter to Ms. Newton stating that the revenue generated is from a business, not long term rental property.
Resolution Carried. In favour 8. Against 0.

**2017-070**
**Collins/Dwyer**
Resolved that the Town send the account to small claims court.
Resolution Carried. In favour 8. Against 0.

**Request for Proposals for Auditing Services**
The Town received one RFP for auditing services and the Committee reviewed the RFP from Richard Power, Chartered Professional Accountant.

**2017-071**
**Collins/Dwyer**
Resolved that the RFP from Richard Power, Chartered Professional Accountant be accepted, subject to receiving a good reference check.
Resolution Carried. In favour 8. Against 0.

**Draft Audit**
The Committee reviewed the draft audit from Grant Thornton.

**2017-072**
**Collins/Dwyer**
Resolved that the Town approve the draft audit for 2015, subject to staff review.
Resolution Carried. In favour 8. Against 0.

Jake Turner, CAO had emailed Tom Boone, Grant Thornton asking to meet with Council to present the audit. No response was received to date.

6. **Correspondence:**
6.1 **Mayor Barry Manuel, Town of Grand Falls-Windsor**
Mayor Manuel’s letter regarding issues with Central Newfoundland Waste Management was discussed.

Mayor Manuel’s letter addressed several issues as follows:
1. Tipping Fees.
2. Overall cost to Municipalities.
3. Overall cost to businesses.
4. Capital reserve used to support operations.
5. Governance and member representation.
6. Committee structure.
7. Waste Management compliance in Central versus Eastern and Western.
9. CNWM funding original Capital Works. This was a Provincial responsibility.

6.2 MNL Municipal Symposium
Councillors were asked to contact staff if they are interested in attending.

7. New Business:
No new business was presented.

8. Date of next meeting
- April 25, 2017 at 9:00 A.M.

9. Adjournment
2017-073
Bixby
Resolved that the Regular Council meeting of March 28, 2017 be adjourned at 12:15 P.A.M.

Amanda McGrath
Town Clerk/Treasurer

Andrew Shea
Mayor