

A Regular Meeting of Council was held at the Town Office with Councilors in-person and public attendance by ZOOM on the above date with the following in attendance:

Councilors Present:

Mayor Andrew Shea

Councilor Adam Young (ZOOM)

Councilor Lary Roebbotham

Deputy Mayor Justin Hearn

Councilor Beverly Broders

Councilor Sandy Crawford

Staff:

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

1. Call to Order:

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

2. Agenda:

- Mayor reviewed the agenda for the public attending by ZOOM Platform.

2022-50

Crawford/Hearn

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

3. Minutes:

3.1 Adoption of Minutes from February 22nd, 2022 Public Council Meeting

2022-51

Broders/Crawford

Resolved that the minutes of the Regular Public Meeting held on February 22nd, 2022, be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

3.2 Error of Minutes from February 1st, 2022 Public Council Meeting – Motion #2022-24

2022-52

Crawford/Roebbotham

Resolved that the error noted in Motion #2022-24 recorded in the minutes of the Regular Public Meeting held on February 1st, 2022, be corrected.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

4. Business Arising:

- No business arising from the minutes of February 29th, 2022.

5. Department Reports

5.1 Recreation, Tourism & Economic Development presented by Councilor Crawford

A meeting of the Recreation, Tourism and Economic Development Committee was held in person at the council chambers on March 16, 2022, at 2:30PM. In attendance were Chairperson, Councillor Alexander

A. Business Arising

- I. Both the Stag Harbour and Island Harbour community groups are pleased regarding councils' decision to place a slipway in these communities. The location has been determined for both communities and necessary steps are in place to proceed.
- II. A letter to businesses has begun regarding the new advertising initiatives and it will be circulated soon.

B. Recreation - Stadium

- I. The stadium is open daily, and this season will end April 16th. There must be thorough preventative maintenance completed on the Mycom Compressors at the end of the season. This is required before starting up in the fall of 2022.
- II. It is recommended to install a complete HVAC system at the Stadium to improve Ventilation. This item will be added to our Municipal Capital Works. These upgrades are required by National Code.
- III. Funding has been approved through MMSB for Clean up support for Come Home Year. The maximum amount available was \$2,000.00 based on our population. We will engage families to actively clean up our communities. We plan to do this in conjunction with World Ocean Day and our Town Spring Clean Up. There is also potential to introduce a new initiative to help reduce the amount of gently used wood, glass, or metal furniture from going to the landfill. There would be guidelines but often many items are suitable for reuse.
- IV. Canada Day Funding has been approved for \$1,370.00. Planning is in progress for additional activities throughout the week. A schedule of events will be completed and advertised well in advance. There is an adult dance with a band booked for Saturday July 2nd.

C. Tourism:

- I. Funding has been applied for under the Active NL Recreation funding for Come Home Year to add another area to the central park plans.
- II. In a recent conversation with the Central Tourism Development Officer, it was stated there has been no changes made to date with the legislation for accommodations and Canada Select requirements. It is still recommending receiving approval from the following departments:
 - a) Service NL
 - b) Municipal inspection
 - c) Fire Safety Inspection
 - d) A rating done by Canada Select- currently no fee and done virtuallyTown will be notified when new legislation is updated.
- III. The Director attended the virtual Community Advisory Committee meeting. Topics of importance are recruiting health care staff, discussing incentives, services, and opportunities. Mental health remains an issue for all ages. Also, virtual appointments are happening across the country, and will continue for especially where only refill of medications is required.
- IV. March 26th is Epilepsy Awareness Day.
- V. With tourism season approaching we will be posting Expressions of Interest for the Kitchen area at the Visitor Information Center. This large area can be utilized in more efficient ways to serve residents and visitors.
- VI. Additional provincial summer jobs applications will be completed as well as a JCP application. All current community groups have been notified of the opportunity and deadline.
- VII. We are discussing in detail summer schedules for staff, museums, and events.
- VIII. The Town has applied for EV Chargers through Hydro and Take Charge. The committee will discuss the possible locations.

D. Other

- I. Community groups and organizations are valuable but must follow standard procedure before making changes to community sites and/or buildings in our Town. These committees must follow all municipal by laws regarding building and planning and obtain any necessary permits.

- II. Discussion on printing cost and possibilities for summer brochures and making updates and changes on the Town App as required.
- III. Summer programs anticipated at the stadium are:
 - a) Food and Fun Camp
 - b) Summer Day Camp (includes physical activities, arts & crafts and more)
 - c) Rifle Range – This idea has been discussed out of concern for the large number of hunters in our area and the need for Town's to provide a safe, area for residents to site in firearms.
- IV. Volunteers for summer months is a essential. We will be reaching out to community groups and organizations to volunteer in 2022. Come Home Year will require additional time preparing sites, offering services, and ensuring we deliver the best experience to visitors.
- V. The list of approved projects was reviewed to date which include:
 - a) Age friendly..... \$10,000.00
 - b) Municipal Come Home Year \$2,000.00
 - c) Instructional cost curling..... \$1,425.00
 - d) Canada Day..... \$1,370.00
 - e) Food Camp.....\$5,000.00
 - f) MMSB(Textiles).....\$5,892.00
 - g) MMSB (CLEAN UP)\$2,000.00
 - h) New Horizon's..... \$8,000.00

5.2 Public Works presented by Councilor Broders

A meeting of the Planning and Public Works Committee was held in the Council Chambers on March 17, 2022 at 7:00PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Adam Young, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed:

A. Maintenance:

I. Preventative Maintenance

- a) The boil order has been removed in Joe Batts Arm and there are currently no boil orders in effect in any community.
- b) Intake screens have been cleaned in Tilting, Fogo, and Seldom.
- c) All Lift Stations continue to be monitored and inspected with no major issues to report.

II. Vehicle Maintenance/ Inspections

- a) KMR Transport has been servicing and maintaining our vehicles as needed, also yearly inspections on equipment are being completed for 2022 as they expire.

B. Other:

I. Permit Applications

- a) Field visits ongoing to determine compliance, as requested.

II. Water turn on/turn-offs

- a) Water turn on/turn-offs being requested intermittently. Increasing now with the Spring and Summer season coming, especially the seasonal homes.

III. Advanced Drinking Water System:

- a) Both units are fully operational. Residents are reminded to respect these units and please ensure the doors are closed upon leaving the buildings, there have been incidents of intentional damage in recent weeks.

IV. Radar Activated Speed Signs/ Speed Reduction for School Zone

- a) The Superintendent/Foreman of Public Works has been in contact with officials from the Department of Transportation and Infrastructure regarding concerns of speeding in our school zone and lowering the speed limit to 30kms. The Department has advised that when the Speed Signs are installed the speed limit can be reduced during school hours.

V. Sewer Inspection/ Leak Detection Equipment

- a) The equipment has arrived, and staff will be getting familiar with the usage of the equipment in the coming days.

- b) This is a valuable piece of equipment and will be very efficient for usage with water and sewer infrastructure.
- c) Committee and Staff also discussed how the Town can use the equipment to help residents who are not on Town services detect problems within their water and sewer lines. Staff can provide the service for a fee has it is not provided on the island by another company.

2022-53

Broders/Crawford

Resolved that management draft a policy for providing the use of the Sewer Inspection/Leak Detection Equipment to our residents and businesses to assist in finding leaks in water and sewer lines in which work will be completed by Town Public Works Staff and a fee charged for usage.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

C. Actions for Council:

I. Nippard's Lane, Deep Bay

- a) A request has been received from residents of Nippards Lane, Deep Bay, to have the town assume ownership of this road. This road would need upgrades to conform with the Towns current policy for taking over roads. Estimates to have these upgrades completed have been supplied by the residents.
- b) Price quotes from 2 contractors were received and residents have agreed to provide area for turnaround at the end of the lane.
- c) Council agreed to defer decision until further investigation is completed on Town bi-roads.

II. Spring Cleanup

- a) In previous years the town has done a "Spring Cleanup" in all communities on Fogo Island giving residents the opportunity to place unwanted items by the roadside and disposed of by the Town. This was cancelled in 2020 due to Covid restrictions and only a partial collection was done in 2021, collecting metal items only. With Spring 2022 fast approaching and Covid restrictions relaxing a decision needs to be made regarding the future of our "Spring Cleanup".

2022-54

Broders/Hearn

Resolved that the Town of Fogo Island will proceed with a full Spring Cleanup with Public Works staff doing roadside pick up between May 30 and June 17, 2022, as well as giving residents the opportunity to drop off items at the waste transfer station during this period free of charge.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

- b) There was some discussion on having a second Clean-up in the Fall or the possibility of having a free drop-off period at the CNWM Transfer Station for residents to drop off their own item. No decision was made, it will be further discussed in the Fall.
- c) Staff will be issuing a newsletter and Spring Cleanup dates and regulations will be included.

III. Town Development Regulations/Municipal Plan

- a) Many Towns across Newfoundland are adapting their development plans to allow smaller single residences (Tiny Homes) to be built in their communities. Our Building regulations state that a new residence must be a minimum of 80 square meters (861 SQFT). Management feels that amending our development plan to allow construction of homes with a smaller footprint would be very beneficial to our town moving forward.
- b) It was also noted that there is an error in the Land Use Zoning Map #5, Development Regulations for Foster's Pond Municipal Public Park Detail. Outside the Foster's Pond Protected Area is zoned as Rural and it should be zoned as Community Development.
- c) Plan Consultant has been contacted and changes to the Development Regulations will be done at no charge for professional services.

2022-55

Broders/Crawford

Resolved that the Town of Fogo Island approve to revise the Development Regulations to allow for the construction of Tiny Homes, such homes would have smaller than the usual minimum floor area for a single dwelling of 80 square meters. Further resolved to approve the correction of the error in Land Use Zoning Map #5 that will change the Land Use Zoning adjacent to Foster's Pond Protect Area from Rural to Community Development.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

5.3 Public Safety – Fire Services/Municipal Enforcement Presented By Councilor Broders

No meeting of the Public Safety Committee was held during the month of March. Report below was prepared by Fire Chief Simpson.

A. Information for Council:

- I. Fire Calls – 4
- II. Fire Inspection – 1

B. Community Education/Events

- I. Public Service Announcement (PSA) informing people of International Women's Day.
- II. Codversations interview regarding female firefighters and discussion on the change of culture in the fire service.

C. Training Update

- I. Training will start back March (due to covid regulations)

D. Equipment update

- I. Servicing for the Compressor has been sent out for price quotes
- II. New Gas Detector received to be shared between Fire Service and Public Works
- III. New Emergency Response Guides (ERG) have arrived and have been distributed

E. Station Update

- I. Tilting Storage building, - interior work has been completed and ready for paint, waiting on hydro to install the power service. Update: interior has been painted and Hydro is connected.

F. Town of Fogo Island Emergency Plan

- I. This plan has councils' approval and has been returned to the provincial Department of Emergency Planning for their approval.

G. Actions for council

- I. By-law Enforcement – Requests for Extension
 - a) Council Order - 22 Harbour View Drive Island Harbour (2 structures)
 - i. Town received an email requesting an extension on the Council Order from April 30th, 2022 to September 30, 2022.

2022-56

Broders/Hearn

Resolved that the Town of Fogo Island approve an extension of the Council Order for 22 Harbour View Drive, Island Harbour for dilapidated building until June 15th, 2022. If the property owner has not started demolition or renovations by this date the Town will remove the building and all costs incurred will be the responsibility of the property owner.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

II. Council Order - 36 Stag Harbour Road South, Stag Harbour

- i. Town received an email requesting an extension on the Council Order until June 30, 2022.
- ii. Current plans are to return to the island, by June 30th, 2022, at which time they plan on repairing the building.

2022-57

Broders/Crawford

Resolved that the Town of Fogo Island approve an extension of the Council Order for 36 Stag Harbour Road South, Stag Harbour for dilapidated building until June 15th, 2022. If the property owner has not started demolition or renovations by this date the Town will remove the building and all costs incurred will be the responsibility of the property owner.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

III. Compliance Letter - 25 Stag Harbour Road South, Stag Harbour

- i. Property owner has received the first Compliance Letter from the Town requesting a plan of action for the dilapidated buildings.
- ii. Owner sent an email with plan to demolish the buildings and is requesting an extension on the compliance letter of 12 months to demolish buildings on their own as property owner is working full-time. Inquired to Contractors and the cost is approximately \$5000.00 to do work.

2022-58

Broders/Roebbotham

Resolved that the Town of Fogo Island approve an extension of the Compliance Letter for 25 Stag Harbour Road South, Stag Harbour until June 15th, 2022. If the property owner has not started demolitions by this date the Town will issue a Council Order for the removal of the buildings.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

5.4 Finance and Administration presented by Deputy Mayor Hearn

A meeting of the Finance and Administration Committee was held at the Town Office on March 18th, 2022 at 3:00PM. in attendance were Chairperson, Deputy Mayor Justin Hearn, Councilor Lary Roebbotham, Mayor Andrew Shea, Pauline Payne, CAO, Daphne Coles, Deputy Town Clerk and Germaine Morgan, Receptionist.

The following items were discussed:

A. For Council Approval

I. Approval of 2021 Gas Tax Audit

- a) Committee reviewed the Annual Expenditure Report for the 2021 Gas Tax Audit as prepared by Richard Power, Chartered Professional Accountant.

2022-59

Hearn/Crawford

Resolved that the Town of Fogo Island approve the Annual Expenditure Report for the 2021 Gas Tax Audit as prepared by Richard Power, Chartered Professional Accountant

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

II. Revision of Purchasing Limits – Purchasing Policy

- a) Committee reviewed the current purchasing limits approved for Management in the Purchasing Policy.
- b) Chief Administrative Officer has final approval on all purchases that take place within all departments.

- c) The Town Purchasing Policy is designed to help manage spending based on cashflow.

2022-60

Hearn/Roebotham

Resolved that the Town of Fogo Island approve the amended Purchasing Policy as presented with the inclusion of Public Procurement for Open/Limited Call for Bids and changes to purchasing limits for Management reduced to the following amounts:

Level 1	Chief Administrative Officer or designate Up to \$5000 (plus HST) Up to \$10,000 for emergency purchases
Level 2	Superintendent, Public Works or designate Up to \$2,500 (plus HST)
Level 3	Other Department Heads Up to \$1,750 (plus HST)

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebotham, and Councilor Crawford. Against - 0.

III. Performance Evaluation – CAO

- a) Six-month performance evaluation with the CAO took place on March 18, 2022 with a sub-committee of Council.
- b) Council is quite pleased with the work of the CAO during this period and the progress of the town since she started.

6. Correspondence

6.1 Municipal Assessment Agency

- a) Board of Directors held its first meeting of the year on February 18th, 2022.
- b) Main item for discussion was Regionalization and the potential it holds for communities and the province overall. The Agency will be working closely with the Department of Municipal and Provincial Affairs and the Minister on what elements will be required from them.

6.2 MNL – Request for Letter of Support for Regionalization

- a) MNL is requesting a letter from the Town to our MHA in support for regionalization.
- b) Council agreed that the CAO forward a letter to our MHA that council agree with the concept of regionalization for essential services for smaller municipalities, however Fogo Island has already done it due diligence with the amalgamation of the existing five (5) municipalities in 2011 and with this Fogo Island should be considered regionalized. Our geography as an island limits the number of services that can be shared with other towns.

6.3 Proclamation – Green Shirt Day, April 7th, 2022

- a) Green Shirt Day is in honour fo the Humboldt Broncos bus crash.
- b) Proclamation will be signed by the Mayor and posted on Town social media.

6.4 National Organ & Tissue Donor Awareness Week – April 24 – 30, 2022

- a) National Organ and Tissue Donation Awareness Week resises awareness about the critical need for more donors across the country and encourages Canadians to register their decision and to talk to their loved ones about organ donation.
- b) Proclamation will be signed by the Mayor and posted on Town social media.

6.5 Offer of Congratulations – Brent Broders, Tilting – OUA Major Award, All-Rookie Honours

- a) Brent Broders, a resident of Tilting, earned a spot on the Paladins divisional All-Rookie hockey team as part of the OUA Major Award for All-Rookie Honours.

- b) Council expressed congratulations to Brent Broders for this great achievement.

7. New Business

7.1 Update on Scotiabank

- a) Council has been negotiating with Scotiabank to have the bank building donated to the Town since they have decided to close services on Fogo Island and have finally come to an agreement. Currently waiting on agreement or bill of sale from Scotiabank which should take a couple of weeks. Agreement won't be officially signed until bank closes on August 10th, 2022.
- b) New plan for Fogo Island is to have a Credit Union open a branch on the island. Once a location is secure, documents will be formalized for review and acceptance.

8. Date of Next Regular Meeting:

- Privileged Meeting – Tuesday, April 26th, 2022 @ 6:00pm (if required).
- Public Council Meeting – Tuesday, April 26th, 2022 @ 7:00pm.

9. Adjournment:

2022-61

Hearn/Crawford

Resolved the public council meeting of March 29th, 2022 be adjourned at 8:45PM.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

Pauline Payne
CAO

Andrew Shea
Mayor
