

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
Councilor Beverly Broders	Councilor Lary Roebbotham
Councilor Sandy Crawford	

Staff:

Pauline Payne, Chief Administrative Officer
Daphne Coles, Deputy Town Clerk

Absent:

Deputy Mayor Justin Hearn

1. Call to Order:

- Meeting was called to order at 7:10PM.
- 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.

2022-65

Broders/Crawford

Resolved that the agenda be adopted with the following addition:

5.4 Public Safety, Enforcement Review.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

3. Minutes:

3.1 Adoption of Minutes from Public Council Meeting held on March 29th, 2022

2022-66

Young/Roebbotham

Resolved that the minutes of the Regular Public Meeting held on March 29th, 2022, be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

3.2 Adoption of Minutes from Special Public Council Meeting held on April 2nd, 2022

2022-67

Crawford/Young

Resolved that the minutes of the Special Public Meeting held on April 2nd, 2022, be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

4. Business Arising:

- No business arising from the minutes.

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 at the Town Office on April 20, 2022, at 2:00PM. In attendance were Chairperson, Councillor Alexander Crawford, (Via ZOOM) Pauline Payne, Chief Administrative Officer, and Colette Wells – Coish, Director of Recreation, Tourism & Economic Development. Absent: Councillor Adam Young

The following items were discussed:

A. Recreation - Stadium

- I. The stadium ice operations are shut down for another season. Clean up is being done and preparation for spring and summer activities will start. We will initiate sports, programs, and other opportunities.
- II. MYCOM compressors in the refrigeration plant at the stadium are due for maintenance cost is expected to be in the \$8,000.00. Quotes are being gathered and this work will be done before starting up in 2022.
- III. Planning continues for Come Home Year. The dates June 25-July 10th is scheduled, and events will be planned. Additional activities are being planned beyond these dates in various communities. Posting will be placed on the town webpage and the town app.
- IV. Volunteer week is April 25- 30, 2022. A Meet and Greet for community volunteers took place on April 26th at the Stag Harbour VIC Hall. Council would like to thank all volunteers for their hard work and dedication to Fogo Island.

B. Tourism

- I. New updates will continue to the Town map. Will be printing five thousand copies of the Town Map with SALTWIRE and will be placed at the heritage sites.
- II. Expression of Interest to operate the VIC kitchen is being prepared and will go out soon.
- III. Student jobs have been applied for and the Town has been approved for 1 student under Young Canada Works, and ten students through federal funding to date and 3 positions approved for the Stadium. Postings will go out soon.
- IV. Funding has been approved under “Come Home Year 2022” for a new ‘Welcome to Fogo Island’ sign and plans are proceeding. This sign will be placed up in Man O’ War Cove.

C. Other:

- I. A Meeting was held on April 6th with community groups to discuss Come Home Year activities, and also to initiate and improve communications with the groups and provide information on the roles and responsibilities of the committees for Fogo Island as a whole. Experiencing issues of repetition with student jobs, funding applications and community planning, all committee plans should be discussed the Town’s before proceeding.
- II. Email from citizen regarding physician shortages and how ACP (Advanced Care Paramedic) are being hired in health care facilities in other Towns. This is working in Towns where ACP staff are available and if it fits their requirements.
- III. Spring Cleanup will be planned with community groups, funding was secured through MMSB. We will be reaching out to community groups, youth, and individuals to participate in this activity.
- IV. World Ocean Day is June 8th. The Town will proclaim and participate that week as in the past in conjunction with The Harbour Authority, Department of Fisheries and Oceans and local businesses and volunteers. Some ideas are being discussed on location and incentives for participation that will be posted in the near future.
- V. Attended virtual meeting today with Central Health on recruitment and retention.
- VI. Meeting session took place on Tuesday April 26th to discuss and initiate planning for a new green space with Mills and Wright Landscape Architecture.

5.2 Planning & Public Works presented by Councilor Broders

A meeting of the Planning and Public Works Committee was held in the Council Chambers on April 20, 2022 at 7:00PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Lary Roebbotham, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed:

A. Maintenance:

I. Preventative Maintenance

- a) Intake screens have been cleaned in Tilting, Fogo, and Seldom.
- b) 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.

III. Advanced Drinking Water System:

- a) Both units are fully operational.

IV. Seldom Pump house

- a) One of the Variable Frequency Drives that control the pump operations has failed. We sent the drive to Control Pro to be repaired but unfortunately it can't be fixed. Due to the age of the system compatible drives can no longer be purchased. There are currently 2 options available to us, purchase a new drive that would operate one pump on its own separately from the other 2 (approx. \$5-6000) or upgrade the entire system (\$25-\$30000).

2022-68

Broders/Crawford

Resolved that Council approve purchasing one (1) Variable Frequency Drive for the Seldom Pump House and consider upgrading the drive system at a later date. Management can do further investigation regarding the upgrade and how future additions can be done.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0.

C. Actions for Council:

I. Community Signage Request

- a) A letter was received from a resident of Tilting requesting the Town purchase and install a sign for the area formerly known as “The Rock” years ago. This is the area from Greens Point intersection over towards the end of Main Street.

2022-69

Broders/Young

Resolved that Council deny the request to install a sign identifying “The Rock” in the community of Tilting and to forward the request to Recreation and Tourism to contact TRACS to see if this is an idea that they would want to pursue for their community.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against – 0

II. Revised Generator Policy

- a) Management has revised the generator policy for power outages for review and approval by council.

2022-70

Broders/Young

Resolved that Council accept the revised Generator Policy as presented.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against – 0

III. Town Development Regulations

- a) Plan Consultant has provided a draft of the development regulations amendment to allow for the building of smaller homes as well as the amendment to the development regulations for the Zone Mapping for Fosters Pond area in Barr'd Islands for councils review and approval.
- b) Draft Amendment No. 1, 2022: Enabling Small Single Dwellings will only permit Small Single Dwellings as a Discretionary Use of Council with the condition of future expansion. It was intended to allow for Management approval as a Permitted Use with no restrictions or conditions on the size of the dwelling.

2022-71

Broders/Crawford

Resolved that Council return the Draft Amendment No. 1, 2022: Enabling Small Single Dwellings to the Plan Consultant for further review requesting to allow for Management approval as a Permitted Use and remove the condition of future expansion.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

2022-72

Broders/Roebbotham

Resolved that Council accept the Draft Amendment No. 2, 2022: Correction to Map #5 to correct the error in the zoning for the Fosters Pond area in the Town Development Regulations from Rural to Community Development.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

5.3 Finance and Administration presented by Councilor Roebbotham

A meeting of the Finance and Administration Committee was held at the Town Office on April 20th, 2022 at 10:00AM. in attendance were Chairperson, Deputy Mayor Justin Hearn, Councilor Lary Roebbotham, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk

The following items were discussed:

A. For Council Approval

I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during February and March 2022.

2022-73

Roebbotham/Broders

Resolved that Council adopt the cheque registers from February 1st – 28th, 2022 in the amount of \$86,820.83 and March 1 – 31st, 2022 in the amount of \$219,148.73.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

II. Adoption of Finance Reports

- a) Committee reviewed the following reports for February and March 2022:
 - i) Breakdown of Receipts
 - ii) Quick Statistics Summary
 - iii) Detailed Income Statement
 - iv) Bank Reconciliation

2022-74

Roebbotham/Crawford

Resolved that Council adopt the Financial Statements from February 1st – March 31st, 2022 as presented.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

III. Approval of Payment of Invoices

- a) Government of NL – Ice Control Materials = \$28,082.88
- b) Wood Environment & Infrastructure Solutions = \$16,758.78
- c) Municipal Assessment Agency = \$24,492.00

2022-75

Roebbotham/Crawford

Resolved that Council approve for payment of the following invoices with the recommendation to allow permission for future payment of the recurring quarterly Municipal Assessment Agency invoice for yearly Assessment Roll :

- a) Government of NL – Ice Control Materials = \$28,082.88
- b) Wood Environment & Infrastructure Solutions = \$16,758.78
- c) Municipal Assessment Agency = \$24,492.00

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

IV. Approval of Revised 2022 Municipal Budget

- a) Department of Municipal and Provincial Affairs have reviewed the 2022 Municipal Budget and have requested some minor changes in the allocation of funds.

2022-76

Roebbotham/Broders

Resolved that the Town of Fogo Island adopt the revised 2022 Municipal Budget as presented.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

V. Request for Exemption of Poll Tax

a) Account #SHEPJ002

- i) Resident is requesting an exemption from Poll Tax as only live on Fogo Island for four to five months of the year when not working away.

2022-77

Roebbotham/Young

Resolved that Council deny the request for exemption of Poll Tax for Account #SHEPJ002.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

b) Account #HEWIK002

- i) Resident is requesting an exemption of 2020 Poll Tax as wasn't aware of any taxes owing to the Town stating that they didn't receive any tax invoices from the town.
- ii) Invoice was mailed out in 2020 and it wasn't returned from the Post Office as undeliverable.

2022-78

Roebbotham/Crawford

Resolved that Council approve to offer interest relief in the amount of \$43.58 on Account #HEWIK002 under the condition that the account be paid in full within thirty days of date on notification letter. Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

VI. Request for Exemption of Interest - Account #LYNCM001

- a) Resident is requesting another exemption of interest fees owing on account with full payment of taxes. Request was approved by previous Council and taxes were not paid.

2022-78

Roebbotham/Broders

Resolved that Council deny the request for exemption of interest fees owing on Account #LYNCM001. Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

VII. Request for Exemption of Interest - Account #HARTL004

- a) Resident is requesting an exemption of interest fees charged on 2021 property taxes.

2022-79

Roebbotham/Crawford

Resolved that Council approve the request for exemption of interest fees accrued on 2021 Property Taxes on Account #HARTL004 in the amount of \$48.14 under the condition that the account be paid in full within thirty days of date on notification letter. Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

VIII. Request for Exemption of Business Taxes – Business Closure

- a) Account #FOGOI040

2022-80

Roebbotham/Broders

Resolved that Council approve the exemption of 2022 Business Taxes for Account #FOGOI040 as business is permanently closed. Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

- b) Account #MIKE0001

2022-81

Roebbotham/Young

Resolved that Council approve the exemption of 2021 and 2022 Business Taxes with interest accrued for Account #MIKE0001 as business is permanently closed, wasn't reopened after COVID-19 pandemic. Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

- c) Account #FOGOI013

2022-82

Roebbotham/Crawford

Resolved that Council approve to prorate the 2022 Business Taxes to May 31, 2022 for Account #FOGOI013 as business is permanently closing on that date.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebotham, and Councilor Crawford. Against - 0

IX. Donation Request – Graduation Class, 2022 – Town Chairs

- a) Requesting that the Town donate 170 chairs for use at the Lions Centre for the graduation supper.

2022-83

Roebotham/Crawford

Resolved that Council approve to donate 170 chairs to the 2022 Graduation Class with the condition that if any chairs are damaged, they will be charged the replacement cost of \$150.00 per chair.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebotham, and Councilor Crawford. Against - 0

X. Cost Recovery of Vehicle Repairs

- a) Public Works Staff was involved in a minor vehicle incident. Statements were received from both parties and insurance companies were notified.
b) Resident's insurance has provided a quote for damages in the amount of \$1203.58, HST included.

2022-84

Roebotham/Broders

Resolved that Council approve to cover the cost of repairs to the vehicle in the amount of \$1203.58. Invoice for the repairs can be directed to the Town for payment once repairs are complete.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebotham, and Councilor Crawford. Against - 0

XI. Review of Human Resource Policy

- a) Management have reviewed the Human Resource Policy and the following items should be added and/or revised:
- i. Under Section 2) Classes of Employment
 - Add: vi) Contract Hiring
 - ii. Under Section 5) Hiring
 - Revise item g) to read "Employees in a Management position shall be on Probation for a period of six months and all other employees shall be on Probation for a period of three month."
 - iii. Under Section 10) Holidays, item b)
 - Add xv) National Day for Truth and Reconciliation

2022-85

Roebotham/Crawford

Resolved that Council approve the revised Human Resource Policy as presented with the following changes:

- i. Under Section 2) Classes of Employment
 - Add: vi) Contract Hiring
- ii. Under Section 5) Hiring
 - Revise item g) to read "Employees in a Management position shall be on Probation for a period of six months and all other employees shall be on Probation for a period of three month."
- iii. Under Section 10) Holidays, item b)
 - Add xv) National Day for Truth and Reconciliation

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebotham, and Councilor Crawford. Against - 0

XII. Sale of Seldom Hall

- a) Expressions of Interest for Seldom Hall were awarded to a bidder for residential use. Since the award the bidder has contacted the town with concerns of being able to obtain certain permits from Service NL for residential use.
- b) In order to correct these concerns additional costs will have to be incurred by the town, it was listed in the Expression for Interest that the building was to be sold in "As Is" condition.

2022-86

Roebbotham/Young

Resolved that Council approve that no further costs be incurred on Seldom Hall and the Bidder be given 30 days from date of notification to accept the building in "As Is" condition as stipulated in the Expression of Interest.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

XIII. Resignation of Councilor Eugene Nippard and Call for Bi-Election

- a) Councilor Eugene Nippard submitted his letter of resignation by email on April 12th, 2022
- b) Under the Municipal Elections Act the Town has to call a by-election within three months of the vacated seat unless written approval is received from the Minister of Municipal and Provincial Affairs to defer the by-election beyond that time period. Can be deferred up to twelve months.

2022-87

Roebbotham/Broders

Resolved that Council accept Councilor Nippard's letter of resignation as of April 12th, 2022. Further resolved that the Town of Fogo Island submit a letter to the Minister of Municipal and Provincial Affairs requesting a deferral time period for the Municipal Bi-Election.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

XIV. Approval to Award Open Call for Bids – 1987 Chev Fire Truck

- Councilor Lary Roebbotham departed the Public Meeting at 7:45pm due to conflict of interest and Councilor Crawford presented the Finance and Administration Report in his absence.

- a) Deputy Mayor Hearn and CAO reviewed the bid received for the 1987 Chev Fire Truck
- b) Bidder met all conditions of the Open Call for Bids

2022-88

Crawford/Young

Resolved that Council award the Open Call for Bids for the 1987 Chev Fire Truck to LGR Electrical Inc for the amount of \$3785.00 plus HST.

Resolution Carried. In favour – 4. Mayor Shea, Councilor Young, Councilor Broders, and Councilor Crawford. Against - 0

- Councilor Roebbotham returned to the meeting at 7:47pm.

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

- a. No meeting was held of the Public Safety Committee for April.
- b. Staff provided Council a progress report on Council Orders and Compliance Letters issued to residents for dilapidated buildings and vehicle wrecks.
- c. There is progress happening, with permits approved for both repairs and demolition and work to begin in the upcoming month. Plans and timelines received for work to begin on properties where owners no longer live on the island and are coming home this summer.
- d. Compliance Letters where no response has been received the next step is to issue a Council Order for repair or removal.

2022-89

Broders/Young

Resolved that the Town of Fogo Island issue a Council Order for the removal or repair of dilapidated buildings with a 60-day deadline at the following properties:

- 62 Brown's Point Road, Joe Batt's Arm
- 47 Main Street, Seldom
- 63 Brown's Point Road, Joe Batt's Arm
- 9 Keat's Road, Barr'd Islands
- 86 Southside Road, Joe Batt's Arm
- 7 Hewitt's Point Road, Barr'd Islands
- 99A Main Street, Tilting
- 102 North Shore Road, Fogo
- 51 North Shore Road, Fogo
- 101 Stag Harbour Road South, Stag Harbour

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

6. Correspondence

6.1 Dept of Municipal & Provincial Affairs - Project #17-Gi-22-00081 - W/S Main Street Seldom - Approval for Consultant Services

- I. The Consultant Engagement Process has been completed by the Department of Municipal & Provincial Affairs for Project #17-Gi-22-00081 - W/S Main Street Seldom.

2022-90

Crawford/Roebbotham

Resolved that the Town of Fogo Island approve to enter into Prime Consultant Agreement with DMG Consulting Limited for Project #17-Gi-22-00081 - W/S Main Street Seldom with consulting fees in the amount of \$61,449.25 as recommended by the Department of Municipal and Provincial Affairs.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Young, Councilor Broders, Councilor Roebbotham, and Councilor Crawford. Against - 0

6.2 NL Beekeeping – Invitation to 2022 Annual Workshop

- I. The NL Beekeeping Association will be holding its 2022 Annual Workshop in Grand Falls-Windsor on May 6 – 7th, 2022.
- II. Letter was addressed, no commitment for attending.

6.3 Proclamation – Municipal Awareness Week

- I. Proclamation was addressed and Council agreed to declare May 9 – 13, 2022 Municipal Awareness Week.
- II. Proclamation will be signed by the Mayor and posted on Town Social Media.

6.4 Proclamation – World Ovarian Cancer Day - May 8, 2022

- I. Proclamation was addressed and Council agreed to declare May 8, 2022 as World Ovarian Cancer Day.
- II. Proclamation will be signed by the Mayor and posted on Town Social Media.

7. New Business

7.1 Update on Scotiabank

- I. Proposal for use of the building has been prepared and sent to Scotiabank for review. No response has been received to date.

7.2 Central Health Doctor Shortage

- I. Council held a brief discussion on Dr. Tarik leaving and the pending Doctor shortage.

- II. No Doctor on Fogo Island will have a drastic circumstance in cases of emergencies for Fogo Island as we have to depend on the ferry to get to the nearest hospital in Gander, which could take hours.
- III. Mayor is attending a meeting with Central Health on Wednesday, April 27, 2022 to provide municipalities with the latest information on Recruitment and Retention efforts taking place at Central Health.
- IV. Central Health is planning a Town Hall Meeting Telephone Conference for the public in early May, date to be advertised later.

8. Date of Next Regular Meeting:

- Privileged Meeting – Tuesday, May 31st, 2022 @ 6:00pm (if required).
- Public Council Meeting – Tuesday, May 31st, 2022 @ 7:00pm.

9. Adjournment:

2022-91

Crawford/Broders

Resolved the public council meeting of April 26th, 2022 be adjourned at 8:00PM.

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

Pauline Payne
CAO

Andrew Shea
Mayor
