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

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

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

1. **Call to order:**
   Mayor Shea welcomed everyone and called the meeting to order at 9:05 A.M.

2. **Adoption of Agenda:**
   - **2017-074**
   - Walbourne/Collins
   - Resolved that the revised agenda be adopted, with the following addition: 9.1 Laurentic Conference.
   - Resolution Carried. In favour 9. Against 0.

3. **Adoption of Minutes:**
   - **2017-075**
   - Dwyer/Bixby
   - Resolved that the minutes of March 28, 2017 be adopted as presented.
   - Resolution Carried. In favour 9. Against 0.

4. **Business Arising**
   No business arising.

5. **Delegation’s:**
   - **5.1 David Peddle, Harris & Associates Limited**
     - Mayor Shea welcomed Mr. Peddle to the meeting at 9:20 A.M. and introductions were given.
     - Mr. Peddle gave a summary of the Sandy Cove Sewer project, which included the history of the original tender, modification of the services plan and lift station location, second tender and individual services which included information on the purchase price and installation of lift pumps.
     - Discussions took place with regard to the Department of Environment guidelines for service lines using a lift pump.
     - It was requested that the Town pay the outstanding invoice to Harris & Associates Ltd.
     - Councillors addressed items that they feel are inefficiencies with the project which left the three homes un-serviced and the lift station at a low elevation to the ground.
     - Information provided, indicate that it would cost a considerable amount of money to have those homes connected to the system via lift pumps.
     - Jake Turner, CAO will follow up with the Department of Municipal Affairs and Environment.
     - Mr. Peddle departed the meeting at 9:50 A.M.
5.2 Adam Payne – Presentation: Award for Bravery
- Mayor Shea welcomed Mr. Adam Payne and Mr. Derrick Bragg, MHA, Fogo Island-Cape Freels to the meeting at 9:55 A.M.
- Mayor Shea gave a history of the events leading to Mr. Payne saving the life of Mr. Todd Jones.
- Mr. Derrick Bragg, MHA, along with Mayor Shea presented Mr. Adam Payne with the Award for Bravery.

   Adam Payne, who on September 5, 1996, at Little Harbour, Fogo Island, did place his own life at risk in rendering assistance to Mr. Todd Jones who was in danger of drowning.

- Council requested that the photos and story would be sent to the newspaper and added to the Social Media Site.

6. Committee Reports:
6.1 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 9:30 PM, on April 12, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

**Branding**
A review of the price quotes for promotional items was conducted.

2017-076
Dwyer/Lynch
Resolved that the Town purchase from Papa Johns: 1,000 lapel pins at $0.89 each plus tax, 300 writing pens at $0.88 each plus tax, 24 water bottles at $9.95 each plus tax and 25 USB’s at $6.95 each plus tax.
Resolution Carried. In favour 9. Against 0.

2017-077
Dwyer/Bixby
Resolved that the Town request quotes for embroidered crest; regular t-shirts with embroidered logo and 25, 50, 75 and 100 flags. promotional items. Additionally, a sample for the jackets will be requested.
Resolution Carried. In favour 9. Against 0.

The purchase of additional lapel pins and review of additional promotional items was referred back to the Committee.

**Fogo Heritage Committee**
The letter from the Fogo Heritage Committee was reviewed and a response will be provided based on the following:

Pumps located at the Bleak House Museum and Marconi Site
2017-078
Dwyer/Bixby
Resolved that staff evaluate the repairs needed for the two pumps and have them repaired.
Resolution Carried. In favour 9. Against 0.
Cultural Economic Development Program Funding

2017-079
Dwyer/Lynch
Resolved that the Tourism Committee meet with the Fogo Island Heritage Advisory Committee and give them a report on what the grant was intended for, what expenses the Town incurred in 2016 and request that the committee transfer the grant money to the Town for 2016 expenses. Resolution Carried. In favour 9. Against 0.

It was noted that up until 2016 the Town paid for all operating expenses of the museums and then the Town became aware of this operational grant but could not apply for the funding. The Fogo Island Heritage Advisory Committee then applied for the funding to help pay for expenses incurred by Town.

The financial report for Tourism Department is attached for Councillors to review.

An analysis needs to be completed on the repairs which are needed for each museum and how the committees and the Town can contribute.

Old RCMP House
- To date no response was received from the property manager on the building.
- The Public Works Department will be asked to remove the oil from the tank.

Keys to the museums
It is the Town’s policy for all the keys were to be brought to the Town Office for control and security of the buildings and the artifacts. Additionally, periodic visits by staff have been put in place.

It was noted that the Town is not aware of anyone other than Town staff holding keys; the committee will be asked to let the Town know if they are aware of anyone having keys.

Kay Burns, Museum of the Flat Earth
Mrs. Burns’ letter requesting the use of the board room at the Fogo Island Marine Information Centre board for an artist’s talk was read.

2017-080
Dwyer/Lynch
Resolved that Mrs. Burns’ request to use the board room can be arranged when staff returns for the season, that a staff person must be on site during the event and that rent would be $200 for the evening.
Resolution Carried. In favour 9. Against 0.

2017-081
Dwyer/Bixby
Resolved that a prior visit can be arranged, for viewing of the site; Mrs. Burns will be asked to coordinate the visit with staff.
Resolution Carried. In favour 9. Against 0.

6.2 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 Councillor
Edward Combden, Collete Wells-Coish, Recreation Director and Amanda McGrath, Town Clerk/Treasurer.

The Following items were discussed:

**Special Events/Programs:**

**2017-082**  
Shea/Combden  
Resolved that a new computer be purchased for the stadium.  
Resolution Carried. In favour 9. Against 0.

**2017-083**  
Shea/Bixby  
Resolved that the Recreation Director attend the annual AGM conference in Deer Lake in May, 2017.  
Resolution Carried. In favour 9. Against 0.

**Revenue:**  
Stadium Monthly revenue was reviewed.

**Repairs and Maintenance:**  
Council has made a resolution to apply for funding through Capital Works for Stadium repairs.

**Other**  
- Playgrounds – The Recreation Director will set up a meeting soon with the CAO and discuss the playgrounds.
- Start time for the Recreation Director – Councillors were in agreement that the position will revert back to regular daily hours with flexible hours and days to accommodate events and programs.
  - Summer JCP – This will be discussed with Mrs. Bailey when she begins work to decide on the next application.
  - Stadium Committee and their role for the future

**Monthly Report – Usage:**  
Report was presented as attached. It was noted ten days were lost in March due to weather. Activities went well with little problems.

**6.3 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 Leonard McGrath, Paul Torraville, Fire Services Coordinator, and Jake Turner, CAO.

The following was discussed:

The meeting was called to order by Mayor Shea at 6:40PM.

**Delegation**  
The Mayor welcomed Detachment Commander of the RCMP who presented the annual Mayor’s Report, as attached. He provided an explanation of the incidents being reported and advised that
the total reported incidents has shown an increase but some of this is related to an improvement in capturing data rather than an increase in crime. He also advised that the incidents for Check stops are showing a decline because they use this system less because they weren’t effective in many cases.

The Detachment Commander asked Council to consider improvements to street and house address signage. He also suggested that Council produce a map of the skidoo trails on the island and also colour code the trails to ensure that a person reporting an incident could identify the trail where the incident occurred.

The RCMP is also considering a policy for emergency response to the Fogo Island Inn.

A general discussion took place on policing matters and the Detachment Commander advised that he was being transferred in June and being replaced by Cpl. Skinner.

The Detachment Commander left the meeting.

**RFP for Prime Consultant Services Fire Service Plan**
The Committee reviewed the response for proposal for the study to determine the future requirements for Fire Services. There was only one response received to the request. The RFP was reviewed by Municipal Affairs and found to be technically acceptable. The CAO also reviewed the RFP and found that it would fulfill the requirement set out by Council.

**2017-084**
Shea/McGrath
Resolved that the Town accept the proposal for Prime Consultant Services Fires Services Plan as submitted by Emergency Management & Training Inc. at a cost of $30,000. Resolution Carried. In favour 9. Against 0.

**Fire Fighting Equipment and Fire Protection Vehicle Programs**
Municipal Affairs has provided information on the application process for Fire Equipment and Fire Protection Vehicle Programs. The Committee reviewed the information and discussed the current needs of the Fire Department. All of the Pumpers are over 20 years old and two of them can be refurbished. A discussion took place regarding the requirement for an Aerial Ladder truck; however, it was felt that a new four door pumper would be the better option. The Fire Coordinator advised that there are parts of the island where fire hydrants are not available and he recommended that a dry hydrant system should be installed in various ponds to increase fire protection capabilities.

**2017-085**
Shea/McGrath
Resolved that an application for funding for a four door pumper and a dry hydrant system would be submitted to Municipal Affair under the Fire Fighting and Fire Protection Vehicle Program. Resolution Carried. In favour 9. Against 0.

**Inventory of Fire Vehicles & Equipment**
The Fire Coordinator advised that there is an inventory of all Fire Equipment and he would send the list tomorrow. The list is attached. Concerns were raised regarding the duplication of equipment in the various Fire Stations and this would need to be addressed during the Study of Fire Services.

The Fire Coordinator suggested that if the final decision is to move ahead with one Fire Department there will be a requirement to have all pagers on the same channel in order to be able to have communication all over the Island. The pagers in use now have are all compatible
can be tuned to the same frequency. This should be done as soon as possible; it would be great in the summer time when the Fire Department numbers are reduced when volunteers are away fishing or working.

**Inspections**
The Fire Coordinator advised that at the present time, he and one other volunteer are responsible for Fire Inspections. He recommended that he and the other volunteer should have their training upgraded, as the Regulations are changing. He also felt that, as there are more requirements for inspections, two others should be trained in this service. Fire and Emergency services can provide the training for approximately $150.00 if they provide training here on the Island.

**2017-086**
Shea/McGrath
Resolved that approval for training upgrades in Fire Inspections for the Fire Coordinator and the volunteer presently providing the Inspection services and that two other volunteers would be provided with the opportunity to receive training in Fire Inspections.
Resolution Carried. In favour 9.  Against 0

**Purchase of Jaws of Life Cutter**
A request has been received to purchase a Jaws of Life Cutter and 30 ft. hydraulic hose to increase Fire Services ability to provide a better response to motor vehicle incidents. The cost of the unit is approximately $5,000.

**2017-087**
Shea/McGrath
Resolved that an application for funding for a Jaws of Life Cutter and 30 ft. Hydraulic hose would be submitted to Municipal Affair under the Fire Fighting and Fire Protection Vehicle Program.
Resolution Carried. In favour 9.  Against 0

**Purchase Walkie Talkie Radios**
A request to purchase walkie talkie radios was reviewed and the Committee is not prepared to recommend purchasing as the radio transmissions are not secure.

**Purchase of Head Lamps**
Two quotes were reviewed for the supply of Head Lamps for Fire Services. The Committee is not prepared to recommend purchasing these items as the Fire Services review is presently being undertaken and will determine the future needs for fire equipment.

**Inspection of Nightly Rentals**
Concerns have been raised regarding the advertising of apartments on the Town Website which haven’t been inspected for Fire Safety. Fire and Emergency Services would like to meet to discuss this and any others issues that Council may have. The Fire Coordinator will arrange the meeting.

**6.4 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 April 21, 2017. The meeting was chaired by Councilor Edward Combden and others in attendance were Deputy Mayor Wayne Collins, Councillor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed:
The meeting was called to order by Councillor Combden at 9:00 AM.

**Review of Agenda**
The Committee Reviewed the agenda and the Committee agreed to add the following items:
1. Slipway at Island Harbour
2. Keys to Building
3. Road Repairs

**Review of Previous Minutes**
The Committee reviewed the Minutes of the previous meeting and there was no business arising from these minutes that wasn’t already on the agenda.

**Monthly Staff Report**
The Manager of External Operations presented his Monthly report and the following items were discussed:

- Councillor Rowe declared himself in conflict of interest, however Councillors were all in agreement that Councillor Rowe was not in conflict.

**JBA pump house and Penton's Brook:**
Mr. Waterman submitted and cost break down on each of the jobs which the Committee reviewed and the Manager pointed out that during his review he found that one item costing approximately $2,000 seemed to have been billed twice. He will discuss with the Engineer and if confirmed he will discuss with the Contractor.

**Spring Clean – Up:**
The Manager of External Operations is recommending that Spring Clean Up be held from May 23 to June 9, 2017 with the following Regulations:
1. Black Garbage bags are prohibited.
2. Demolition Material is prohibited.
3. Recycling material is prohibited and must be placed in blue bags and placed out for collection on regular garbage day.
4. Collection materials must be separated into piles of wood, metal, electronic and furniture.
5. Tires of any type will not be picked up.
6. Regular garbage must be separated from the clean-up material and placed at the curb on regular garbage day.

The Committee is also recommending that the tipping fees for residents dropping of their own garbage during clean up period would be waived for the week before, three weeks during, and week following clean up period.

**Invoices from Newman’s:**
The Manager of External Operations explained that 10 W 30 oil is required for the loader as it doesn’t use hydraulic oil. The Committee was concerned that the oil wasn’t purchased from the distributor. The CAO advised that he will be recommending that Council adopt a procurement policy which will provide direction to staff for future purchases.

**Gas for Town truck:** In response for Council’s referral from its last meeting, the Manager provided a list of invoices for fuel and the number of kilometers driven. He explained that cost of fuel for a trip to Grand Fall/Winsor was included in the month which was higher than the others. The Committee is asking that all staff keep use of vehicles to a minimal.
Mailboxes in Stag Harbour: The Committee reviewed a response from Canada Post advising that Council can move the mailboxes if it wished but the Committee is of the opinion that this is a responsibility of Canada Post and is not prepared to recommend that Council would be accept responsibility for location of mailboxes.

Fuel Costs for Buildings: At Council’s request, the Committee reviewed the report compiled by the Manager which showed the comparison of the fuel cost for first three months of last year for the Community and Fire Halls as compared with the same time frame this year. The report indicated that the fuel cost of Tilting Fire Hall is approximately $1,000 more this year than last. The Committee asked the Manager to examine the dates of the fill up to determine if there was a timing difference and report at the next meeting.

Examination of water intake in Fogo: The Committee reviewed the results of three quotes for divers to examine the water intake at Fogo and is prepared to recommend the least expensive quote which is Central Diving Ltd complete an investigation of the intake at the earliest possible date.

2017-088
Combden/Collins
Resolved that a contract would be entered into with Central Diving to examine and report on the condition of the water intake pipe for the Fogo water supply.
Resolution Carried. In favour 9. Against 0

❖ The Town Clerk/Treasurer was excused from the meeting for a brief period.

2017-089
Combden/Collins
Resolved that Jake Turner be appointed as Town Clerk during the Town Clerk/Treasurer’s brief absence.
Resolution Carried. In favour 9. Against 0

❖ The Town Clerk/Treasurer returned to the meeting.

Equipment issues: A request was made that we have another mechanic look at the loader to see if they can identify what the issue is. If they cannot find the problem that we will send the unit to St. John’s to have SMS look at it.

New Business:
The Manager requested permission to request a tender for a Prime contractor for the supply of rental equipment. The Committee agreed with the request but is recommending that the tender be limited to a one year period.

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

2017-090
Combden/Collins
Resolved that approval be given to request quotes to provide a Prime Contractor for the supply of Rental Equipment required for a one year period.
Resolution Carried. In favour 9. Against 0

❖ Councillor Rowe rejoined the meeting.
**Correspondence:**

**Sale of the Community Hall in Deep Bay:** Council has received a request from The Good Sheppard Church for Council to donate the Community Hall in Deep Bay, as attached. The Committee has no requirement for the building for any day to day activities. The Committee is recommending that the Manager review the contents and determine which items should be retained and is not recommending sale of the Fire Department equipment.

The Committee refers the request to Finance for its consideration and recommendation to Council.

**Water issue - 9 Hewitt’s Point Road:** A request has been received for the Town to correct a water issue at 9 Hewitt’s road. The Manager advised that he had visited the site and there is a culvert across the road that is not serviceable. Funding has been requested for installation of water in this area and the problem could be solved if funding is approved. The Committee is recommending that the issue should be resolved but delayed until results of funding request is known. The CAO advised he had met with the owner on other issues and will be following up with the resident on these matters and will inform of the current plan for installation of water service in that area. If funding is not approved the Committee will be proceeding with the replacement of the culvert.

**Road Repair:** There were concerns over the road condition in a couple areas and the Manager informed the committee that the public works crew was presently working on the roads.

**Slipway for Island Harbour:** The Committee discussed the construction of a slipway in Island Harbour. The residents of Island Harbour were asked to set up a committee for the Slipway project and to investigate location and other issues. The Committee requested that the Manager contact the Chair of the committee and request that they meet with the Public Works Committee to obtain their recommendations.

**Keys to Museums:** A request was made by a Museum committee for them to be provided with keys so they could have access to the museums so that they could monitor the building year around. Council has a policy that does not allow any committees to have keys. The Committee felt that there were advantages to granting the request and asked that the policy be presented for their review ant its next meeting.

**6.5 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 1:00 PM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer and Jake Turner CAO.

The following items were discussed:

**Rules of Procedure for Council:**

The Committee reviewed the suggested amendments to Council’s Rules of Procedure which was previously adopted on April 11, 2011. A discussion took place regarding the changes proposed by the Chief Administrative Officer and the Committee is suggesting several changes.

The Committee recommends that the Rules of Procedures, as attached, be adopted with the following changes:

1. The meeting time for Regular Council be set at 7:30 PM.
2. Notice of Meetings - Change “twenty-four” to “forty-eight”.
3. Committee Meetings – add “after Council approves the Committee Members, they will meet and determine the most appropriate times to meet and will recommend these times for Council to adopt with its Schedule of Meetings.”
4. Conflict of Interest – add definition of relative as defined by the Municipalities’ Act - “For the purpose of subsection (1) a relative of a Councillor means a father, mother, spouse, cohabiting partner, sister, brother, child, step-child, ward, mother-in-law, father-in-law, sister-in-law, or brother-in-law of the Councillor”.
5. Committee Meetings – add “After the appointment of Committee Members, they will meet to determine the most appropriate times to meet and will forward to Council to include in its Schedule of meetings.”
6. Privileged Meeting time would be 7:00 PM prior to the Regular Meeting.
7. Dress Code – remove definition of Business Casual - “This Code requires a combination of a dress shirt, sweater, cotton trousers and dress shoes for men and a skirt or trousers of a non-jeans material combined with a top (such as a dress shirt or sweater set) or a dress for women.”

- Deputy Mayor Collins was in disagreement with section 45 regarding the term for Committee Members and addressed is concerns.

2017-091
Lynch/Dwyer
Resolved to adopt the amended Rules of Procedure with the changes as outlined above.
Resolution Carried. In favour 7. Against 2 (Deputy Mayor Collins and Councillor Walbourne were against the resolution).

**Director of Director of Tourism, Culture and Heritage:*
The Chief Administrative Officer met with the candidate who Council agreed to offer the Director of Tourism position on a temporary basis until a permanent candidate can be recruited and appointed. The candidate is willing to accept the position on a temporary basis.

2017-092
Combden/Collins
Resolved that the recommendation for employment for the Director of Tourism, Culture and Heritage position be accepted.
Resolution Carried. In favour 9. Against 0

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

A meeting of the Finance Committee was held in the Council Chambers at 11:00 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Councillor Bernadette Dwyer, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

**Financial Report:**
The Committee members reviewed the financial report as submitted by Amanda McGrath, Town Clerk/Treasurer.

2017-093
Combden/Collins
Resolved to accept the financial report for March 2017 and approve payment of invoices totaling $120,930.59. Resolution Carried. In favour 9. Against 0

**Business Tax Classification - 46 Main Street, Fogo**
- The business owner forwarded a letter requesting that his business be placed into a different business tax category was reviewed by Committee members.
- The Committee did not agree with the claim that the business should be taxed as a Convenience Store as his business does not fall into the definition of a Convenience Store, the business is classified as a General Store as per its definition.
- Councillors were in agreement with the Committee.

7. **Administration:**
   7.1 **Meeting’s in St. John’s**
   - Meetings have been arranged with the Ministers of Municipal Affairs and Environment and Transportation and Works for May 3rd and 4th.
   - It was agreed that Mayor Shea, Deputy Mayor Collins and Jake Turner, CAO will attend the meetings and an agenda was set.

8. **Correspondence:**
   8.1 **Mayor Claude Elliott, Town of Gander**
   - Mayor Elliott’s letter regarding the postponement of the Regional Governance meeting was read.

9. **New Business:**
   9.1 **Laurentic Conference**
   - Councillor Dwyer presented information on the conference in Ireland from June 22nd – 23rd. Councillors Dwyer was invited to attend the conference and all expenses will be paid by the organizers of the event.
   - Councillors supported Councillor Dwyer’s attendance.

10. **Date of next meeting**
    - May 30, 2017 at 9:00 A.M.

11. **Adjournment**
    2017 -094  
    Bixby
    Resolved that the Regular Council meeting of April 27, 2017 be adjourned at 12:30 PA.M.

Amanda McGrath  
Town Clerk/Treasurer

Andrew Shea  
Mayor

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