Minutes of Regular Council Meeting
May 28, 2019 at 7:00 PM

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

Councilors Present:
Mayor Wayne Collins  Deputy Mayor Paul Torraville
Councilor Barbara Jacobs  Councilor Janet Langdon
Councilor Samuel Rowe  Councilor Scottie Hart
Councilor Sheldon Hamlyn  Councilor Tracey Hart
Councilor William Hart

Staff:
Amanda McGrath, Clerk/Town Manager  Daphne Coles, Executive Administrative Assistant

1. Call to Order:
Mayor Collins called the meeting to order at 7:00 PM and welcomed everyone.

2. Delegation
2.1 Rick King
- Mr. King requested to speak on the Proposed Amendment #1 for Mineral Workings to allow for more quarries to be opened in the Central Community Development Area. He feels that this issue has gone on long enough and council should decide as to whether the amendment is going to be passed. All indications show that the public is against this amendment and it should not be approved.
- Mayor Collins informed Mr. King that the Proposed Amendment is on the agenda and will be voted on by council tonight.
- Council thanked Mr. King for his presentation.

2.2 Dianne Strickland
- Ms. Strickland requested to speak on the issue of business taxes charged for her properties located in the Community of Fogo. She stated that she owns, and rents 5 apartments known as Dianne’s Units. In 2000 she started with 2 apartments and later in 2008 added 3 more apartments. Former Town of Fogo never charged any business tax for rentals and after amalgamation, 2012 she received a business tax for these rental properties. Taxes were paid for 2012, 2013 and 2014 and in 2015 she decided to question the business tax charged to the properties.
- She stated that she is being charged a business tax and treated as an efficiency units. Been renting these apartments for almost 20 years with no nightly rentals, normally rented for periods of 1 or 2 weeks, monthly and even yearly. She claimed that they are not classified as a business, only residential rental properties. Don’t provide any services to tenants, only hydro and internet, tenants provide their own cleaning, washing bed linens and towels and they have their own key. Owner is not allowed to enter the apartment unless notice is given to tenant.
- Council inquired about leasing agreements for renting and they do not have a lease agreement for tenants to sign.
- Ms. Strickland provided verbal information to council on the letters that she has written to the Town, appeals and court proceeding that involved huge lawyer expenses for her and the town.
- Ms. Strickland said that the response letters from the Town were very vague, basically stating Council’s authority with regulations from the Municipalities Act and information from Municipal Assessment Agency. Ms. Strickland indicated that she contacted the Municipal Assessment Agency and they were not aware of giving the Town any information. After receiving a water cutoff notice for not paying 2015 and 2016 taxes, she then visited the Town Office and met with the Clerk, who Ms. Strickland claimed was very rude to her and said that her business is similar to a B&B, which it is not a B&B and felt that the Clerk didn’t know what she was talking about.
- Ms. Strickland questioned if all her inquiries were taken to council? Did responses and water cutoff notice come from Council or the Town Clerk? Who made the decision to continue with court
proceedings without knowing the costs to the town? Where do Council get the information on the different mill rates and classifications for businesses?

- Ms. Strickland was informed that all her inquiries were brought to Council at that time and later to the current Council for decisions and it is documented in the minutes. Ms. Strickland stated that the minutes are very vague, and she did not get any answers from the response letters.

- Council requested that due to the length of Ms. Strickland’s presentation and time constraints with a full agenda for the meeting that she forward all her information and questions to Council and Staff for further review and a response will be sent back to her. Ms. Strickland was not pleased with having to end her presentation and stated that if she sends in a letter and receives a response letter of only 2 paragraphs as before, she will be sending it to her lawyer.

2.2 Laura Wells

- Wanted to speak on some tourism related topics.
  1. Park Area - This area has been chosen by the Town for the location of the new Town Hall building and garages. This is a beautiful area and can be utilized by the Town for many other ideas. Someone is in there now, cutting down trees and the area is now left in a big mess and is an eyesore. There is garbage over the ground from students being out there at lunch time. Makes it look like the Town is not interested in keeping what they have.
  - Town was not aware that someone was out there cutting trees, there are many windfalls out there, so they may have a special permit from Department of Forestry for this. Staff will check this out.
  2. Smith’s Harbour, NL - Ms. Wells visited the community. Garbage bins around the community are old oil drums that have been painted to symbolize purity food products, carnation milk, cream of the west flour etc. She feels that this is a good idea and would be willing to volunteer and help collect come old oil drums if the Town wanted to pursue this idea. Painting can be done by a JCP project or some of the local artists on the island.
  3. Hanging Flower Baskets - Town of Lewisporte have nice flower baskets on the light poles throughout the Town. Ms. Wells has been speaking with their Recreation Director and they have permission from hydro to use their poles and have 40 hanging baskets.
  - Council informed Ms. Wells that there are some community groups that have areas for flowers and Council supports these groups with a Community Grant. Groups can apply for this grant.
  4. Gazebo at Bleak House - There is a concrete platform down in the garden that would be a nice location for a gazebo. She has talked with Fogo Heritage Committee about this, maybe the Town can contact them as well.
  5. Welcome Signs - Nice to have a “Welcome to Fogo Island” sign at Man O’ War Cove for when tourist get off the ferry and a “Thank You for Visiting Fogo Island” in Farewell. Talked about this before with the earlier council and it wasn’t done.
  6. Old Cemeteries - There are 2 old cemeteries on the island that are not marked and need recognition. One is in Barr’d Islands out by Foster’s Pond and the second is in Tilting. In the year 1870 a large vessel on her way to Cape Breton with cattle came in to Tilting with 5 bodies, two adults and three children. They were buried on land that is behind the Sexton’s property; their graves are all grown over with grass, but they can be easily located. Think that the Town should recognize these areas. There may be more around the island that she is not aware of.
  7. High Speed Internet for Shoal Bay.
  8. Home Based Business Tax – the form supplied by the Town for gross revenue asks for the gross revenue for 2018. Inquired if this was correct or should it be 2019. She is not operating a business.
  - Council thanked Ms. Wells for her presentation and her ideas will be forwarded to the tourism committee for review.

3. Agenda:

2019-074
Hamlyn/W. Hart
Resolved that the agenda be adopted as presented.
Resolution Carried. In favour 9. Against 0.
4. Minutes:

2019-075

Hamlyn/W. Hart

Resolved that the minutes of the regular meeting held on April 16th, 2019 be adopted as presented.
Resolution Carried. In favour 9. Against 0.

5. Business Arising:

5.1 Proposed Development Regulations Amendment #1 – Mineral Workings

❖ Councillor Rowe declared himself in conflict of interest and departed the meeting at 7:59PM.

2019-076

Hamlyn/Torraville

Resolved that the Town of Fogo Island not adopt the proposed Amendment #1 for Mineral Working in the Central Community Development Area to the Town Development Regulations.
Resolution Carried. In favour 6. Against 2. Mayor Collins and Councillor Jacobs were against the resolution.

❖ Councillor Rowe returned to the meeting at 8:04PM.

5.2 Development Application – Pottery Studio – 25 Main Street, Fogo

- New development was advertised in the Central Voice for 14 days and no responses were received.

2019-077

T. Hart/Hamlyn

Resolved that the development application for a Pottery Studio at 25 Main Street, Fogo be approved.
Resolution Carried. In favour 9. Against 0.

5.3 Other

- At a previous meeting, Council was asked for a representative for the Canadian Junior Rangers, Councillor Hamlyn had previously agreed to be the Town representative however, there hasn’t been any correspondence since. Council was informed that the group is going ahead with little movement.

- Crime Stoppers Signs given by the RCMP at the last meeting, one has been put up at the Stadium and the other will be put up by the ferry terminal as requested. There was a suggestion of having a sign for every community.

- Staff has requested the financial statements from Fogo Fire Station several times with no response. Treasurer was away working and has just returned.

- Staff will check with JBS Fire Chief to find out if the foam for the department has been ordered yet.

6. Committee Reports

6.1 Transportation Committee

- No meeting was held.

- No date has been arranged for the meeting in Lewisporte with Change Islands. Staff will contact Lewisporte office again for an update.

- Several weeks ago, at Farewell for the 6:00PM crossing direct to Fogo Island there were 23 vehicles in the lineup for Change Islands, the trip was changed to a combined trip by crew. Only 15 vehicles from Change Islands were boarded, however there was some traffic left in the Fogo Island lineup. Staff will contact Lewisporte Office for more information on this issue.

- No information on when the 2nd vessel will begin service for the summer. Staff has emailed Lewisporte office for an update.
6.2 Tourism, Culture and Heritage Committee
A meeting of the Tourism Committee was held in the Council Chambers at 6:32pm, on May 7th, 2019. The meeting was chaired by Councillor Janet Langdon and others in attendance were Councillor Sheldon Hamlyn, Councillor Tracey Hart, Evan Parsons Director of Tourism, Culture, & Heritage, and Amanda McGrath Town Clerk/Manager. Also present were Bleak House Association members Marie Walbourne, John Greene, and Andrew Shea.

The following items were addressed:

i. General Updates
- Heritage NL has approved the restoration grant for the F.U. Trading Co. Funding is approved for restoration of the buildings only, not the wharf. Town’s share of funding was not in this year’s budget. Discussions with Council on how to approach this grant will happen in the future.
- Council inquired about the wharf repairs at the F.U Trading Centre. There may be divers on the island working at the ferry wharf, Staff will have the Director check this out.

ii. Meeting with Bleak House Association
- The Bleak House Association members requested to attend the meeting to address concerns that were discussed at the April 15th meeting with the Director and the Chairperson of the Committee. The concerns discussed included:
  Broken window at Bleak House Museum. Kingman has assessed the window and will be in touch with repairing it. Deadline set for repairs to be completed is June 1st, 2019.
  Marconi Signs (on base of road before you head to Marconi). There needs to be more signage to display Marconi site.
  Former United Church Sign and Storyboard – Storyboard needs to be separate from the Town of Fogo Island sign as it is too cumbersome. Storyboard has been taken off and placed closer to the road.
  RCMP Building – Bleak House Association has expressed interest in taking over this building. They were asked to provide in writing their interest in taking over the building and the stipulations that are associated with taking it over (i.e. turning it into a museum, maintenance costs, and staffing).
65 Students from Memorial University – Student from Shad Valley Group are coming to the island in early July to tour our museums, they have requested an exemption to waive the admission fee for the museums. Committee will discuss later.
- Council suggested that in place of the admission fee, a donation from the group could be appropriate. Advised to have the Director check with other towns to find out how their museums are charging student groups. Don’t want to discourage students from visiting our museums as they are very educational and depicts the history of Fogo Island.

iii. 2019 Tourism Season Updates
- Water needs to be turned on at the heritage properties, Director will coordinate with Public Works to get this completed in the next couple of weeks.
- It was discussed to place Museum Passes in other buildings around the island to provide better accessibility. Passes will need to be heavily promoted by our tour guides, and promotional posters placed in businesses, on the ferry, etc.
- Town tourism brochures and the tour guide map should be on the ferry and at the terminal in Farewell. The brochures are completed, the Director is still working on the new map, however the maps from 2018 can be used.

iv. New Business
- Brett House Museum needs some major repairs done. Shingles and clapboard are in poor condition and a portion of the fence is down. Council requested Staff to check with the JBA Heritage Committee to see if they can provide any funding.
- Turpin’s Trail in Sandy Cove is in poor shape again. Trail project workers did repairs to that trail last year. There is an area washed out on the trail coming around to Sandy Cove. Penton’s Trail in Joe Batt’s Arm has a portion of boardwalk blown over near Bottle Gulch. Staff will speak with the Director.

6.3 Recreation and Special Events Committee
A meeting of the Recreation and Special Events Committee was held at the council chambers on May 15, 2019 at 7:00pm with the following present: Councillor William Hart, Administrative Assistant, Daphne Coles, and Recreation Director Colette Wells – Coish. Absent was Chairperson, Councillor Tracey Hart, Councillor Scottie Hart and Amanda McGrath, Clerk/Town Manager

i. Business Arising from Council Meeting
- The u bends have all been replaced and the cement poured. Staff are cleaning up the site. This should eliminate the problems experienced over the years with brine leaks.
- Two water samples were sent to Dyna pro in Lewisporte. One sample was taken directly from the deep well water supply line. The second sample was taken from the supply hose in the Zamboni room which is treated with the new water softener. Results showed that there was brine content in the water samples, this may be a result of the brine leaks with all the brine going down in the ground. Staff will be flushing out the well continuously over the next month or so and further testing will be done.

ii. Maintenance:
- Exhaust system and an industrial type carbon monoxide detector installed.
- Inspection of the Zamboni has been done. Director recommends the cylinder head be ordered and in our inventory in case needed to avoid further interruptions next season. Council advised that it is within the Directors purchasing authority to do this.

iii. Playgrounds:
- All playgrounds will be assessed, and repairs done as needed to meet safety requirements. There will be one more inclusive swing added this year. Funding for this swing was available under the Community Healthy living Fund.
- NL English School District has provided a Facilities Use and Rental Agreement that they use in place of the rental agreement from the Town. Council advised Staff to contact the School Principle for further information on insurance and liability options and whether there is a security camera system that views the playground.

Revenue
- Revenue taken in from Toronto alumni game
  Canteen sales was $1,283.90
  Bar sales was $2,323.00. 
- Daily rentals for the season was on par with other years. Daily rental slots were filled weekly.

Other
- The Director recognized all teams who participated in provincial hockey tournament during the Easter break. Congratulations to the Bantam team who travelled to Rocky Harbor and won the Gold medal. This is a great accomplishment.
- A letter from the Deep Bay Community Committee. This issue has been discussed and a council decision made.
- 200 new chairs have been purchased. A rental policy will be put in place.
- Funding for a community market has been approved under the Age Friendly Grant. This will employ one Coordinator and provide additional services for residents and visitors.
- The Director will be attending the annual Recreation conference in GFW May 23-25th.
- June is Recreation month and events will be planned. Calendar of recreational activities has been sent to the school for students.
- JUNE 1st – Flea Market
- June 22 – Adult Dance at the stadium, tickets are available at various locations.
- Funding has been approved under:
  Canada Summer Jobs (2 students)
  Community Healthy Living Fund – Food camp, seniors garden party and gardening event will be planned.
Canada Day - FIREWORKS show.
Recreation Fun Day - We will partner with the school to do physical activities, healthy snacks (grant provided).
CPRA – Student funding approved for 1 student.
The SEEP Students have been applied for no decisions are made yet.

6.4 Fire Services and Public Safety
- 2 meeting held this month.

Meeting with Fire Commissioner
A Special Meeting was held on May 21st, 2019 at the Stadium Common Room at 7:00PM with the following in attendance: Mayor Wayne Collins, Deputy Mayor Paul Torraville, Councillor Janet Langdon, Councillor Samuel Rowe, Councillor Tracey Hart, Councillor William Hart, Amanda McGrath, Clerk/Town Manager, Daphne Coles, Executive Administrative Assistant. Also in attendance were: Mr. Derek Simmons, Director Fire Services/Fire Commissioner of Government of NL, Darryl Hart, Fogo Fire Chief, Bobby Parsons, JBS Fire Chief, Berkley Shepperd, Stag Harbour Fire Chief, Sheldon Dawe, Seldom-Little Seldom 1st Assistant Chief, Larry Roebotham, Seldom-Little Seldom Communications Officer, Edmund Reardon, Tilting Fire Chief. Absent from the meeting were: Councillor Barbara Jacobs, Councillor Scottie Hart, Councillor Sheldon Hamlyn and representative from Island Harbour Fire Station.

Mayor Collins welcomed everyone and called the meeting to order at 7:05 PM.

- Fire Commissioner Derek Simmons came to the island on Monday, May 20th, 2019 and met with members each fire station and the Fire Service Committee at Fogo Fire Station at 8:00PM.
- On Tuesday morning May 21st, 2019 he visited each fire station to review the equipment contained in each station and followed up with a meeting with Council, Fire Chiefs and Officers.

Fire Commissioner’s Report
- Mr. Simmons provided the following discussion:
- Main purpose for this trip is to review the respiratory protection equipment within each station. This equipment should be priority for review as it helps protect our firefighters in the event of a fire. Other equipment contained in each station protect our residents and buildings. Most of the respiratory equipment in each fire station is either out of date or needs major servicing.

i. Air Compressor:
- Located at Joe Batt’s Arm Fire Station and used to fill all the air cylinders contained in all fire stations. It has been regularly maintained with the proper filters and such, however it needs an Air Quality Test performed as soon as possible. Air Quality Test Kit is ordered.
- If the Air Quality Test comes back good, the fire station can continue to use the compressor to fill air cylinders however it will need to be serviced immediately. If the Air Quality Test fail’s, then the air compressor may have to be shut down depending on the reason for failing and the air removed from all air cylinders. Failure due to moisture content won’t be an issue and you will not have to remove the air from the existing cylinders.
- It is very important to know that the air that is going in the cylinders is of good quality for breathing purposes by our firefighters when they wear the breathing apparatus.

ii. Defragmentation Centre:
- This unit is needed immediately. This is used for protection when filling air cylinders in the event that an air cylinder is damaged and/or explodes. Should be located next to the air compressor.
Mr. Simmons will help to provide some information on what is needed. Cost is approximately $5,000 – $7,000. Staff can apply for a Special Assistance Grant through Municipal Affairs for funding.

iii. Air Cylinders & Breathing Apparatus (SCBA):
- All air cylinders in each station need to have Hydrostatic Testing performed to examine the cylinder for leaks or any changes to its structural shape. If anything happens to an air cylinder while a firefighter is wearing it, the person filling the tank may be held responsible if the testing is not done regularly. There are approximately 20-25 air cylinders within all fire stations. No more cylinders are to be filled with air until testing is done. Mr. Simmons will send out a logbook to log when cylinders are filled.
- Staff will check with Fire Station Chiefs to see if they have started sending them out for testing.
  - Fogo
    - 16 air cylinders – 3 cylinders need to be hydrostatic tested, recommend all be tested. 1 air cylinder must be disposed of and should not have been filled with air.
  - SCBA – Station needs to find paperwork of where they were last serviced or get them serviced again.
- Stag Harbour
  - 6 air cylinders – all are rendered expired and must be disposed of and replaced with new ones.
  - SCBA – 3 sets – 2 sets cannot be recertified and must be replaced.

- Seldom
  - All air cylinders must be hydrostatic tested.
  - SCBA – all sets must be serviced. Not sure if they will meet test requirements or not. If they don’t meet testing requirements they will have to be replaced.

- Island Harbour
  - 2 Air cylinders – XL30’s – Must be replaced, these have been out of date since 1989.
  - SCBA – 2 sets – Good condition

- Tilting
  - Air Cylinders – Must be hydrostatic tested and serviced.
  - SCBA – Good condition.

- JBS
  - Air Cylinders - Must be hydrostatic tested and serviced.
  - SCBA – Must be serviced.

- Fire Stations will need replacements to use, while the SCBA’s are being serviced and requirements are that there should be 4 SCBA’s on a fire scene.
- All Firefighters using SCBA’s should be Fit Tested every few years at least every few years, if there are any physical body changes like weight loss/gain, new glasses or if new equipment has been purchased. Whenever a Fit Test is performed it should be documented in the Fire Station records. Occupational Health & Safety will require documentation records.

iv. Firefighter Training
- It is important to know what training each Firefighter has and this should be logged at the Fire Station.
- All Firefighters must be trained to a minimum of Firefighter 1 to be on a Fire Department and this takes approximately 3 weeks to complete. This is the reason for Firefighter Operation 2020 training, it is very flexible and gives the members more time to complete.
- There was a small discussion on Firefighter 2020 Training with regards to use of Breathing Apparatus and some not wanting to take the training because of this section. If a Firefighter
cannot wear the SCBA and don’t want to do this section of the 2020 training than it is the responsibility of the Fire Chief to find them another job to do on scene that is not directly related to smoke. They are still allowed to be a member of the Fire Department. This is not the same information relayed by Linus Trembllett at a previous meeting. This will information will have to be checked again to confirm.
- Regulations are slowly moving towards all firefighters on a fire scene having to wear a P95 Mask. Workers Compensation and Occupational Health & Safety concerns are with the Safe Operating Procedures outlined in your Fire Departments Respiratory Plan.
- Fire Chief should record who attends what training and what the training involves.
- The Burn/Smokehouse Training section of 2020 training is going to be a little difficult for some departments to complete and may take more time as most departments do not have a burn training facility on site. Sea-Can Steel Containers can be an alternative use for Burn/Smokehouse training facility and can be purchased second hand for $2500-3000. Many small areas are now using these containers with renovations to accommodate regulations. The Fire Commissioner said that they may become rusty and need to be maintained regularly and the location as it relates to water service, run off and smoke will also need to be considered.

v. Other
- Councillors were a little surprised with the condition of the equipment within the Fire Stations as they were not aware of this. Mr. Simmons stated that this is normal findings as only approximately 15% of Fire Stations in rural communities meet equipment requirements.
- Fire Trucks are aging, average life span for the use of fire trucks is approximately 20 years and only 2 trucks are inside this limit – Fogo and Joe Batt’s Arm trucks are 19 years old. Seldom Fire Truck needs to be replaced. This is a costly venture of approximately $1.1 Million at minimum of 20% cost-sharing ratio with government funding and may need to be done over the next 5-year span.
- Council needs to move forward with the hiring of the new Fire Chief to take on an administrative and leadership role. If the Town cannot fill this role, Mr. Simmons will provide some ideas on how to move forward.
- Mr. Simmons has reviewed the EMT Report and felt that this is a good report and all recommendations need to be met however the report is looking at the bigger picture and Mr. Simmons felt it necessary to start with the smaller items first to help the Town move forward.
- At the end of the day, Council has the responsibility to provide the best fire services that they can to the residents of Fogo Island with the resources that we have, and residents expect this service.

- Mayor Collins thanked Fire Commissioner, Mr. Simmons for his report and provided a brief explanation as to how Council has come to the decision of where we are today. With little or no government funding and a small tax base for Fogo Island the best alternative to move forward is to combine services and have 3 larger Fire Stations for Fogo Island to provide a much better service to residents.

- Mayor thanked Mr. Simmons and the Fire Station members again for tonight’s meeting.

Meeting with Fire Services and Public Safety Committee
A meeting of the Fire Services and Public Safety Committee was held in the Council Chambers 7:00PM on the above date. The meeting was chaired by Deputy Mayor Paul Torraville and others in attendance were Councilor Sam Rowe, Councilor William Hart, Amanda McGrath, Clerk/Town Manager and Daphne Coles, Executive Administrative Assistant.

The Following Items were discussed:

i. Review Fire Chief Resumes
- Committee members completed a review of the eight resumes received for the position. Members agreed that out of the resumes received, two individuals with the qualifications to perform the job will be interviewed.
- As per the hiring policy, the hiring for a Department head consist of the Mayor, Chair of the Committee to which the new hire will report, the Chair of the Human Resources Committee and The Town Manager. If no one from Human Resources can attend the interviews, Councillor Rowe has agreed to attend.
- Staff has made arrangement for 1 interview.

ii. Withdrawal Letters – Tilting Fire Station
- Town has received a letter from Tilting Fire Chief on behalf of Tilting Fire Station requesting to withdraw the proposal submitted by JBS and Tilting Fire Stations for the combining of these 2 stations. JBS Fire Chief also sent a letter accepting Tilting Fire Station request on behalf of JBS Fire Station.
- Committee has requested more information on the exact meaning of the withdrawal letter and what is their plan and/or proposal for Tilting Fire Station moving forward. Staff contacted the Fire Chief and a new proposal was received.
- Council requested that Staff contact the Fire Commissioner for information on if a Fire Station wants to operate as their own entity separate from the Town.

ii. Meeting with Fire Commissioner, Derek Simmons
- Staff has ordered the Air Quality Test Kit for the Air Compressor.
- Staff will check with Fire Chiefs about sending out the air cylinders for Hydrostatic Testing.

iii. Other
Cube Vans
- Cube Vans in the Fire Stations may be over the weight capacity for highway traffic regulations. They can be weighed at the Waste Management Transfer Station. Discussed at Public Works Committee meeting and Superintendent will be checking this out.
- Council requested that Staff check with Superintendent to see if this is done.

Dry Fire Hydrant for Central
- Discussed with Public Works and Superintendent has assessed the area. Pond is not deep enough, will need a foot valve to extend out into the pond and has to be below freezing level, so will need to excavate the pond to ensure depth. Other towns that have a dry hydrant have experienced issues with freezing, debris and trout.
- Putting a road out to the pond is another alternative. Superintendent will assess and speak with Department of Transportation and Works about obtaining a permit as the main highway is their responsibility.

2019-078
Torraville/Rowe
Resolved that Superintendent of Public Works proceed with determining the cost of putting a road to the pond for easy access to water supply in case of fire emergency at central and obtain the permits necessary.
Resolution Carried. In favour 9. Against 0.

2019-079
Torraville/Rowe
Resolved that the Town of Fogo Island should contact the Department of Transportation and Works, either St. John’s or Grand Falls office, to request that Transportation and Works employees be available for callouts after hours, (9:00PM – 4:00AM) during the winter season for snow clearing of the main highway in case of emergencies.
Resolution Carried. In favour 9. Against 0.

Ambulance Responsibility at structure fires
The ambulance service provided the following in response as to their responsibility at structure fires; it was forwarded to Councillors via email when it was received:
When there is no patient or any non-viable patient there is no primary responsibility for the Ambulance. For the ambulance staff to ask a member of the fire department if they wanted another ambulance as they were leaving (for whatever reason) was a courtesy due to the relationship between fire / EMS. This request was presented due to the ethical and moral nature of the attendants.

Going forward, as always, if any Fire Departments on Fogo Island are ever attending to a fire and they would like to have us on stand-by for their members we will be more than obliged to do so.

6.5 Public Works
A meeting of the Public Works Committee was held in the Council Chambers on the above date at 6:00 PM. The following were present; Councilor Samuel Rowe, Chair, Deputy Mayor Paul Torrville, Councilor Scottie Hart, Amanda McGrath, Clerk/Town Manager (Via Telephone), Daphne Coles, Executive Administrative Assistant and Mark Penton, Superintendent of Public Works.

Monthly Report
i. Water Leak - Fogo
- Public Works crew has found and repaired a leak on the property of 104 main street, Fogo. This leak was easily detected by the geo phones and could be the root cause of higher than normal surface water levels in this area. Public Works will continue to monitor the area for water.

ii. Permit to Construct - Fogo Dumping Station
- The application for the Permit to Construct has been sent to Department of Environment and we are anticipating approval in the next couple of weeks. Upgrades will start as soon as soon as we get approval.
- Work can be done by Public Works Staff.
- Staff informed Council that the resident has sent an appeal to the Appeal Board and no one is able to do anything with the dumping station until a decision is made on the Appeal.

iii. Pump House Tours
- Pump house tours can be conducted whenever council sets a date.

iv. Stadium U-bends and New Door Installation.
- The work associated with the replacement of all U-bends has been completed at the stadium.
- Superintendent will be working at getting another price quote for the installation of the new door in the Mechanical Room. Engineered drawing has already been completed and one price quote was received; the contract was not awarded.

v. Possible Methods to Prevent Main Line Freezing in Little Harbour, Barr’d Islands.
- Distance prone to freezing - 275 feet by the canal.
- Superintendent has assessed the issue and provided 4 options as listed below.
  Option 1
  Insulate the pipe.
  Insulation Cost (performed for 8in pipe) - $14,437.00
  Pavement repair (1650 sq ft) - $6600.00
  Equipment rentals for excavator - $5000.00 to $7000.00
  Extra bedding - $1500.00
  Total estimate - $27,537.00 - $29,537.00
  Option 2
  Electrical Heat Trace in water line
  Hear trace - $3000.00
  Erect service pole with service - $7000.00
Total estimated cost - $10,000.00
Option 3
Extra fill placed on outside of road.
Explored this option, but due to wave action and location it wouldn’t be a suitable remedy.
Option 4
Run a bleed line from a hydrant to ensure flow at all time during winter months.

Rowe/S. Hart
Resolved that the Town of Fogo Island proceed with Option #4; to run a line from the fire hydrant to ensure a constant water flow at all times to prevent the watermain going to Little Harbour, Barr’d Islands from freezing, during the next winter season
Resolution Carried. In favour 9. Against 0.

vi. Pump House Electrical
- Panels are ready to install at Seldom and Tilting pump houses and will be done as soon as time permits. Council requested that the Superintendent get a date for completion of work.
- Superintendent has also inspected the meter boxes on all lift stations and 5 are in poor condition and will need to be replaced.

vii. Vehicle Maintenance Update
- Maintenance is ongoing and we are currently working on the Dodge Ram.
- The Sewer Jet will be the next piece of equipment to be serviced.
- Deputy Mayor Torraville requested that the Cube Vans in the Fire Station should be weighed as they may be over the weight capacity for highway travel. This can be done at the Transfer Station.

New Business
i. Dry Fire Hydrant for Central
- Superintendent has assessed the area. Pond is not deep enough, will need a foot valve to extend out into the pond that has to be below freezing level, so will need to excavate the pond to ensure depth.
- Superintendent has spoken with other towns that have a dry hydrant and they have experienced issues with freezing, debris and fish.
- Putting a road out to the pond may be possible. Superintendent will assess and speak with Department of Transportation and Works for permits as the main highway is their responsibility.

- Superintendent has looked at the issue, water mains are sufficient however, pumps are unable to provide adequate fire flow to the community. Three options were provided for review:
  Option 1
  - Install a 3rd pump at the pump house, this won’t supply the fire flow however in the event of a fire the extra pump will kick in and there won’t be as much demand on the 2 existing pumps causing them to overheat.
  - Will need to install a new valve, pump and controller, existing panel is sufficient.
  Option 2
  - Change to 3-phase power at the pump house and get new pumps.
  Option 3
  - Install a diesel-powered fire pump at the pump house.

- Superintendent will check the header on the water main at the pump house for installing a 3rd pump before a recommendation is made to council.

iii. Town Vehicles
- Superintendent has assessed the issue with Town Workers taking the town vehicles home after work and on weekends and he feels that there is very little savings incurred if the vehicles were parked at the town garages.
- With vehicles being parked at the town garages it can be less productive for the Public Works Department with checking the pump houses daily and seasonal water turn-on/off as these are done early in the morning when workers start work for the day.
- Superintendent provided a brief explanation to support this reasoning.

1. Currently our employee from the community of Seldom leaves his house and completes all water related duties before he leaves the community in the morning. This results in efficient use of time and allows for a quicker start to the other planned task for that day. If the employee has to travel to another location to pick up a town vehicle and return to complete his water related duties it will be time wasted due to backtracking. There are no fuel savings just inefficient use of time.
2. The current practice allows for efficient scheduling on smaller jobs that can be completed on the way home. This results in the employee leaving the job at hand later and time doesn’t have to be considered for the vehicle to be returned to the designated parking area.
3. Having a vehicle readily available for an employee results in a quicker response to situations such as water leaks, sewer backups, lift stations etc.

**2019-081 Hamlyn/S. Hart**
Resolved that Public Works Staff be permitted to park town vehicles at their home during after work hours and weekends year-round for a more productive use of employee time as per the explanation supplied by Superintendent of Public Works.
Resolution Carried. In favour 7. Against 2. Councillor Rowe and Councillor William Hart were against the resolution.

iv. **Spring Clean-Up**
- Clean-up will begin on Tuesday, May 28th, 2019 and proceed as in previous years. Notices have been sent out and the Town will be providing “Free Residential Drop-Off at the transfer station again this year for any residents that want to take their own materials to the transfer station.
- Clean-up will be done this year by the Town Workers using town equipment.

v. **Fogo Water Study**
- Clerk/Town Manager has been in contact with the Consultant from CBCL Limited. He is on currently on holidays for 2 weeks and will meet with council for further discussion when he returns.

vi. **Potable Drinking Water Units**
- Council inquired on the status of getting the potable drinking water unit installed in Seldom.
- Contractor was to begin work as soon as the ground thawed to allow for digging.
- Staff will contact Terra Nova Water Services for an update.

vii. **Road Maintenance**
- Shoulders of bi-roads in Fogo need to be upgraded with material.
- Stop sign at Garrison Road intersection is upside down.
- Staff will speak with Superintendent.

**6.6 Policy and Human Resources**
- No meeting was held.

**Youth Representative Policy 2019-082 Jacobs/Hamlyn**
Resolved that the Town of Fogo Island adopt the Youth Representative Policy as presented by the Policy and Human Resources Committee.
Resolution Carried. In favour 9. Against 0.
- Council requested that Staff contact the School to inform them of the new Youth Representative Policy and start the process for to nominate a student for the next school year, September 2019. See if anyone is interested in sitting on council.

**Vehicle Wreck Policy**  
*2019-083*  
Jacobs/Hamlyn  
Resolved that the Town of Fogo Island adopt the definition of a vehicle wreck for the development of the policy as presented by the Policy and Human Resources Committee. Definition of a vehicle wreck being:

- A vehicle that is abandoned; on private or public property and parked in the owner’s driveway
- A vehicle that is not in working condition for more than one year
- A vehicle that has missing:
  - Tires,
  - Windows,
  - Doors,
  - Main body parts,
  - Headlights, or
  - Taillights

Resolution Carried. In favour 9. Against 0.

**6.7 Finance**

A meeting of the Finance Committee was held in the Council Chambers on May 22, 2019 at 4:00 PM, on the above date. In attendance were Councillor Barbara Jacobs, Councillor Janet Langdon and Amanda McGrath, Clerk/Town Manager; Councillor Sheldon Hamlyn was absent.

The following items were discussed:

**Business arising**

I. **Museum of the Flat Earth – Community Grant Request**

- As requested, the Museum of the Flat Earth provided clarification of her operation.  
  *2019-084*  
  Jacobs/Langdon  
  Resolved that the Town of Fogo Island approve a Community Grant of $500 to the Museum of the Flat Earth for the visiting artist program and public events.
  Resolution Carried. In favour 9. Against 0.

II. **Review of Minutes**

- Items from the previous were discussed and members were given an update.

**Small home-based Business Tax** – small home-based businesses have been notified of the new tax. In addition, a form for reporting gross sales has been drafted for those business to use.

**Municipal Assessments of Recreational Stages and Wharfs** – Request has been made to the Municipal Assessment Agency to remove stages. Staff noted that there is no way to identify recreational stages in the Assessment Role and that residents will have to make a request to the Town Office and the request will be forwarded the Municipal Assessment Agency.

**Mandatory composting in Cape St George** – Councillor Langdon will forward the information to the Codversations.

**Tax imposed in Vancouver re absentee landlords** – The Department of Municipal Affairs and Environment has advised staff that the Town cannot impose this tax under the Municipalities Act. Committee members suggested to ask Municipalities Newfoundland and Labrador to lobby the Provincial Government to include this in the act.

**Community of Fogo – Water Study** – Mike Chaulk has confirmed that he will meet with Council to present his report in the near future.

- Staff will follow up with the Town of Pouch Cove on their water system upgrades.
iii. New Business / Correspondence

Financial Reports
- A review was completed of the financial reports: Accounts receivable, accounts payable and bank balances.

2019-085
Jacobs/Hamlyn
Resolved that the Town of Fogo Island acceptance of the financial reports as presented. Resolution Carried. In favour 9. Against 0.

Tax Recovery Plan
2019-086
Jacobs/Langdon
Resolved that the Town of Fogo Island approving the 2018 Tax Recovery Plan as presented. Resolution Carried. In favour 9. Against 0.

Seldom Community Hall
- A proposal was received from Wild Cove Wellness to take over ownership of the building. Committee members agreed the proposal is within the Town’s objective for transferring ownership of Town owned buildings.

2019-087
Jacobs/Langdon
Resolved that the Town of Fogo Island engage in discussions with Wild Cove Wellness. One item that must be addressed is a commitment for the Fire Department to use the building rent free and that it be open for public rentals. Resolution Carried. In favour 9. Against 0.

7. Administration
- No report was submitted.

8. Correspondence

8.1 Clar Simmons Award
- A scholarship program offered in memory of Clar Simmons by the Municipal Assessment Agency.
- Correspondence was addressed by Council.

8.2 Children’s Wish Foundation – Run the Rock
- 16 crew members from the Canadian Navy frigate HMCS ST. JOHN’S run over 900kms across the “Rock” from Port Aux Basques to St. John’s to support granting wishes to seriously ill children in our province.
- Letter was addressed by Council.

8.3 NL College of Family Physicians – My NL Family Doctor Award
- This award celebrates the unique patient-doctor relationship by providing the people of Newfoundland and Labrador with the opportunity to recognize and honor their family doctor.
- Deadline for submissions is August 2, 2019.
- Correspondence will be posted on Town web page and Facebook page.

9. New Business

9.1 Fogo Island Pride Group
- Councilor Langdon attended the inaugural meeting of the group on May 14, 2019 on behalf of council.
- August 4 – 10, 2019 will be designated Fogo Island Pride Week. Schedule of events to follow.
- There is a Pride Rainbow Flag that is available to purchase to show support for this group.
- Due to time constraints and lateness item was deferred to next meeting.
9.2 Yard Sale – Small Home-Based Business Tax
- Residents have been inquiring to councilors that if they have a table at the Stadium Yard Sale, will they be charged a business tax from the Town as well as paying the table fee.
- If a resident is operating a small home-based business there will be a business tax issued whether they attend the yard sale or not, however they have to pay the table fee.

9.3 54 Main Street, Tilting
- Business is operating without a fire inspection.
- Staff informed Council that approval documents were received from Service NL before permits were issued and documents were presented to council for review.

10. Date of Next Regular Meeting:
   Privileged Meeting – June 25th, 2019 (If required)
   Regular Meeting – June 25th, 2019 at 7:00 PM

11. Adjournment:
   2019-088
   Hamlyn
   Resolved the meeting be adjourned at 10:32 PM.

Amanda McGrath
Clerk/Town Manager

Wayne Collins
Mayor