Minutes of Regular Council Meeting
May 30, 2017

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 Commden
- Councillor Bernadette Dwyer
- Councillor Maureen Lynch
- Councillor Leonard McGrath
- Councillor Samuel Rowe

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

Councillor Edmund Walbourne, Medical Appointment

1. **Call to order:**
   Mayor Shea welcomed everyone and called the meeting to order at 9:25 A.M.

2. **Adoption of Agenda:**
   - 2017-095
     - Collins/Bixby
   Resolved that the agenda be adopted as presented.
   Resolution Carried. In favour 8. Against 0.

3. **Adoption of Minutes:**
   - 2017-096
     - Lynch/Dwyer
   Resolved that the minutes of April 27, 2017 be adopted as presented.
   Resolution Carried. In favour 8. Against 0.

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

5. **Delegation's:**
   No delegations.

6. **Committee Reports:**
   **6.1 Transportation Committee**
   The Transportation Committee report was presented by Councillor Lynch:

   A meeting of the Transportation Advisory Committee was held in the Council Chambers at 7:00 PM on April 15, 2017. The meeting was chaired by Councillor Lynch and others in attendance were Councillor Lloyd Bixby, Councillor Sam Rowe, Citizen Representatives - Mr. Les Budden, Mr. Bill Miller, Ms. Pauline Payne, Mr. John Green and Jake Turner, Chief Administrative Officer.

   The following items were discussed:

   **Review of Committee Terms of Reference**
   The Committee reviewed Terms of Reference for the Committee which had been approved by Council and suggested the following changes:
1. The appointment of the Citizen members should be made by the Mayor after the selection has been determined through election at a public meeting that would be called by the Council representatives after been appointed by the Mayor.
2. Add a member from the Trucking industry.
3. The Committee should be a Standing Committee of Council and meet on a regular basis and the Secretary would be a staff member from the Town.
4. The Terms of Reference would be expanded to include other modes of Transportation.
5. Add Private Sector for liaison if seeking public input.

2017-097
Lynch/Bixby
Resolved that the Transportation Committee would be changed from an Advisory Committee to a Standing Committee of Council and its mandate would be expanded to include other modes of transportation.
Resolution Carried. In favour 8. Against 0.

2017-098
Lynch/Rowe
Resolved that the Terms of Reference would be changed to add a member from the Trucking Industry and that the selection process for the Citizens representatives would be through election at a public meeting.
Resolution Carried. In favour 8. Against 0.

Five Year Provincial Marine Infrastructure Plan – 2017
The Committee reviewed the Five Year Provincial Marine Infrastructure Plan – 2017, especially as it relates to the upgrades proposed for the Farewell Terminal. The Committee requested that the Chief Administrative Officer contact Transportation and Works to obtain more details on the proposed upgrade to signage in Farewell and find out if Fogo Island signage will be upgraded. It also asked that the following suggestions would be forwarded to the Department for consideration:

1. Implement a procedure to inform the travelling public of changes in schedule.
2. Change the recording to inform the travelling public of the Terminal at which the Ferry is docking.
3. Suggest that the Security Cameras would have public access on the Web, similar to the Highways cameras, which would give travelling public some indication of the number of vehicles in the lineup.
4. The need for more information and input on the construction that is planned, especially with regards to building and signage.
5. Installation of a light to indicate when Kiosk is open to purchase tickets.

Second Boat
The Committee is requesting that Council obtain confirmation that the plan is to add a second ferry to the schedule for the summer and to request information on the start time for that service and recommend that the Beaumont would be the second vessel, or a similar one that can accommodate transport trucks.

The Mayor had heard that the government would be sending out a boat that is not sufficient to accommodate large trucks. Council will address this issue with the Minister of Transportation and Works when they meet with him in the near future.

Food Service
The Committee is recommending that Council confirm that the food service being offered at Farewell meet all Government Regulations, especially those related to Health.
Canteen Service
The Committee is recommending that Council inquire into the terms of the contract for the provision of the canteen service on the Ferry, especially as it related to the hours of service. It is felt that the present hours of operation is not adequate to meet the needs of the travelling public.

It was noted that government has not leased this space and that they have not permitted the installation of vending machines.

Council had been offered the opportunity to lease this space a few years ago; Councillors agreed that this would be a great opportunity to control the hours of operation, increase the tourism opportunity and other benefits.

Condition of Highways
The Committee was advised that Council has requested a meeting with the Minister of Transportation to discuss the requirement for upgrading of the highway, especially through Stoneville. The Committee would like to add its support to Council and also felt that a meeting with the Minister of Tourism should be requested as well.

2017-099
Lynch/Bixby
Resolved that the Transportation Committee report be accepted.
Resolution Carried. In favour 8. Against 0.

6.2 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 10 AM, on May 16, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Sharon Bailey, Director and Jake Turner, CAO.

The following items were discussed:

Canada Student Jobs
The Town of Fogo Island received approval for one Co-coordinator and two Visitor Service Representatives under Project # 014555866 at 50% funding for 7 weeks at 35 hours per week at $10.75 per hour, to be located at the Visitor Information Centre. The Project cost to the Town will be $1,318.10 per student.

The Director recommended that approval be given to accept these positions as soon as possible in order to advertise these positions and the Committee concurred with the recommendation.

The approved budget is $16, 213.61 (including CPP & EI) for student wages.

2017-100
Dwyer/Bixby
Resolved that the funding offer from Canada Student Job for student employment be accepted.
Resolution Carried. In favour 8. Against 0.

Funding was also approved for the following Community groups at 100% funding:

1. Fogo Island Museum Association - two students.
2. Fogo Heritage Society - five students.
3. Tilting Heritage Foundation - one student.
4. TRACS - two students.
5. HERS - one student.

**Young Canada Works**
The Town of Fogo Island received approval for two students under the Young Canada Works at 75% funding for 9 weeks for 40 hours per week. The amount requested was $8,746.20 and $6,559.64 was approved and the cost to the Town of $1,093.28 per student.

The Director recommended that approval be given to accept these student positions as soon as possible in order to advertise these positions. The Committee agreed that the Director have the job description ready and advertise once approval from Council is received.

**2017-101 Dwyer/Bixby**
Resolved that the grant of $6,559.64 from Young Canada Works for student employment be accepted.
Resolution Carried. In favour 8. Against 0.

**Canada 150 Celebrations**
The Town of Fogo Island has been approved for a grant in the amount of $20,000 under the Celebration and Commemoration Program – Canada 150 fund. Attached is the Canada 150 Acknowledgement Guide for Canada 150 Funding Recipients. These celebrations will require a staff person to plan and execute the activities detailed in the Proposal. The guidelines indicate that the project can be included within the scope of work of a Regional Manager or a new position can be created with these funds.

The Director recommended this project would be assigned to the Regional Manager. The planning for the event can take place during summer employment with the event taking place in September. Due to the expected busy summer season the funds allocated in this budget could extend the Regional Manager’s employment and reduce the financial burden on the Town.

**2017-102 Dwyer/Bixby**
Resolved that the planning of the Canada 150 project would be assigned to a Regional Manager position.
Resolution Carried. In favour 8. Against 0.

**JobsNL Wage Subsidy**
JobsNL Wage Subsidy is designed to bring employers and employees together by providing funding to employers to create employment opportunities. The program supports employer/employee connections that promote sustainable long-term employment or seasonal employment.

The program provides a 50% subsidy to a maximum of $8 per hour towards the hourly wage, in combination with a flexible duration of 10 – 26 weeks; maximum funding is $7,280 for the combined subsidy and duration of employment under the program. Listed below are two of many combinations we can work around.

(a) This individual would be required to work 8 hours a day, 5 days a week at $14 per hour for 14 weeks. The resulting total project cost would be $7,840 with the requested amount from the Province being $3,920.
(b) This individual would be required to work 8 hours a day, 5 days a week at $14 per hour for 26 weeks. The resulting total project cost would be $14,560 with the requested amount from the Province being $7,280.

The Director recommended that the Town apply for this subsidy under the Tourism, Culture & Heritage Department based on Option (a). The director’s position has been vacant since September 2, 2016 and based on the workload in the Department assistance is required. The Committee agreed to recommend that the funds would be used to create a temporary administrative assistant position.

2017-103
Dwyer/Bixby
Resolved that the Town apply for this subsidy under the Tourism, Culture & Heritage Department based on Option (a) and that the funds would be used to create a temporary assistant position. Resolution Carried. In favour 8. Against 0

Cultural Economic Development Program
The Fogo Island Heritage Advisory Committee will receive $12,400 under the Operational Support for Community and Regional Heritage Organization for 2017. The Committee will receive payment in the near future. Phone calls have been received from individuals representing community groups stating that this committee is not active.

The Director has all documents such as The Certificate of Incorporation, Notice of Directors, banking information in her office.

The minutes from the initial meeting and letterhead used for the Fogo Island Heritage Committee is stored on the laptop used by the former Coordinator of the Town Initiative Older Worker Program.

The Director and the CAO will meet with the Heritage Advisory Committee to discuss the roles and responsibilities of this group. It was the Director’s understanding that this committee would have representatives from all community groups and these individuals would be the voice in overall decisions. A mandate is required for each committee/group and to develop a long term plan for tourism, culture and Heritage.

Dwyer Premises
It was brought to the Director’s attention that the Electrical Service entrance to the Dwyer Premises needs replacing. The Manager of External Operations inspected the building and confirmed that this work needs to be done.

The Committee agrees with the decision to replace the service.

Regional Managers
In previous years, the Regional Managers would have had staggered dates to return to work and would assist the Director in developing and implementing all tourism related activities. Due to the Director’s position being vacant since last summer, there has been no plan in place for this season. The Department has three experienced Regional Managers that are available to return to work at a moment’s notice. In previous years, they have agreed to take two week vacation (without pay) to extend the 14 week employment offered by the Town. These individuals are knowledgeable on all aspects of the sites and can easily implement and carry out all the requirements needed to open for the season. Without these individuals it will be impossible to offer Visitor’s any access to our sites until mid to late June.
2017-104
Dwyer/Bixby
Resolved that the Regional Managers be offered employment with staggered start dates beginning as soon as possible in order to open at least three sites and the Visitor Information Centre.
Resolution Carried. In favour 8. Against 0

As per our hiring procedure, the Regional Managers are required to sign a job description outlining responsibilities, accountabilities and key tasks before employment begins. Job Description will be prepared by the CAO with the Director’s input into job requirements.

Councillors were in agreement that the rehiring of three as opposed four Regional Managers be referred back to the Director.

Decision to rent Fogo Island Marine Interpretation Centre and Visitor Information Centre
Because of Council’s recent decision to rent the above facilities for after hour events it is imperative to implement a policy regarding staffing and clean up during and after the event.

It is recommended by the Director that a portion of the rental fee be used to pay for after hour cleaning and/or staffing the facility whenever necessary. When individuals currently rent the community halls they are required to clean up after the event this poses a problem with inconsistencies with the cleanup. Having one cleaner in place will avoid the problems previously encountered.

With regards to booking rentals at the Fogo Island Marine Interpretation Centre a policy is required which will address the following:
(a) Staffing for after hour events
(b) What type of activity will be permitted
(c) Will alcoholic beverages be served
(d) Safety of the staff
(e) Protection of artifacts

It was recommended by the Director that the CAO with the Director’s input prepare a policy regarding the rental of Historic Properties and Town owed sites and submit to the Committee for its consideration.

Department of Fisheries and Oceans
Department of Fisheries and Oceans will donate a new Touch Tank to the Fogo Island Marine Interpretation Centre. More information will follow when the Director meets with DFO.

2017-105
Dwyer/Bixby
Resolved that a letter of thanks be written to DFO for its donation of the Touch Tank.
Resolution Carried. In favour 8. Against 0

Bleak House Museum Association Grant Application
The Bleak House Museum Association has made application to the Town of Fogo Island Municipal Grant/Assistance Application Form. The Director will follow up with Town Clerk/Treasurer for further clarification on this grant.

The CAO noted that the Finance Committee dealt with the issue.
Trail Development: Upgrades and Enhancements PHASE 1

In the Contribution Agreement which the Town signed with ACOA on February 17, 2017, under Articles of Agreement - 6.2, there is a condition to consult with Shorefast Foundation before proceeding with the Foster’s Pond portion of the project. The Town is required to present the Agency with a signed Memorandum of Understanding (MOU) with respect to that development, outlining agreement as to the product development for that portion of the project. The Agency will not disburse funds on the Foster’s Pond portion of the development until such an MOU is in place. It is important to note that Foster’s Pond was not included in the Trail Assessment Report.

Last week the Director spoke with officials from Shorefast regarding MOU. Shorefast is contributing funds towards the project and have requested to be included in any decisions regarding Foster’s Pond. The Director forwarded a copy of the proposal to Shorefast to review before scheduling a meeting with them. It is important to note that ACOA is funding 80% of the Foster’s Pond project and will strike it from the funding if a MOU cannot be reached.

The province has already released $50,000 to the Town and ACOA has agreed to release up to 50% funding to begin this project.

In the recommendations from Green Leaf Resources it is suggested that we focus on the trails with the most potential tourism potential first. Lion’s Den, Brimstone Head and Waterman’s Brook are the three trails recommended by Green Leaf Resources to begin first.

The Fogo Island Trail Assessment Report is a very detailed report covering everything required to complete this project. The funding approved is for PHASE 1 and future funding will be based on the success of this project.

After speaking with the Provincial Department of Tourism on May 10th the Director was informed that The Road to the Beaches, Eastport are starting a project similar to us and may be great contacts to assist us in planning. The Director spoke with officials of the Road to the Beaches Committee and the project is very similar in nature to the Town’s. There is an opportunity to have open discussions with this group.

The first recommendation is to form a trail group consisting of Town Staff, community partners, Project Manager and Government Officials. Discussions were held around whether or not a committee was set up when the initial proposal was submitted.

2017-106
Dwyer/Bixby
Resolved that the Town form a Steering Committee consisting of Town Staff and interested community partners to provide oversite of the Trails Project.
Resolution Carried. In favour 8. Against 0

The Director recommended that a Project Manager be hired as soon as possible to carry out this project and the Committee concurs with this decision.

2017-107
Dwyer/Bixby
Resolved that the Town immediately commence the recruitment process to hire a project manager to manage the Fogo Island Trail Upgrades and Enhancement project.
Resolution Carried. In favour 8. Against 0
2017-108
Dwyer/Bixby
Resolved that the Town engage Green Leaf Resources to oversee the project.
Resolution Carried. In favour 8. Against 0

Signage
Under the FIT Project, three community signs were to be placed in Island Harbour, Stag Harbour and Deep Bay. The decision was made to wait until the Logo and Branding was completed in order to keep the same standard of signage.

The Director recommended that the Council reconsider this decision. All other communities have their own unique welcome signage and the Director recommended that the same standard would be followed for these three community signs. The Director advised that she would make contact with the residents of the communities and arrange community involvement in the decision making. The committee agreed with this approach.

2017-109
Dwyer/Bixby
Resolved that the community consultation will take place for the development of signs, for Deep Bay, Island harbour and Stag Harbour.
Resolution Carried. In favour 8. Against 0

Fogo Meeting
On February 14, 2017 the Fogo Heritage Committee met with Council and presented an extensive list of repairs and maintenance that is required on the Bleak House. The CAO advised that he, the Director of Tourism and the Manager of External Operations will be meeting with members of the Committee to tour the building. He also advised that he is still trying to obtain the release of the lien which the Federal Government has on the old RCMP building.

Tourism Operator Profile
The deadline to submit the Tourism Operator Profiles is May 31, 2017 for the 2018 advertising and the Director is reviewing the current material and submit to the Province.

SESQUI
The Committee reviewed information on an event that is touring Canada as part of Canada 150 and decided there wasn’t a role for the Town at this time.

Letter from ‘The Brimstone Head Players’ drama group
We received a letter from ‘The Brimstone Head Players’ drama group in Fogo, attached requesting keys to the Former United Church Cultural Gallery and washrooms. Last year the Director was a member of the group and through him they had access to the facilities. The group requests Council provide with copies of the keys in question. The CAO with the Director’s input will create policy for Council’s consideration. The Director suggested that a sign out sheet be available with the Regional Manager for committee members to arrange time and dates of rentals.

Branding – Lapel Pins
Following Council’s decision to award the tender for the supply of Branding Materials to Papa Johns the CAO was advised that purchasing a larger amount would be more cost efficient. If the Town were to order in bulk i.e.3000 pins the cost per pin would be significantly lower. It is the committee’s recommendation that approval be given to purchase an additional 2,000 lapel pins. The Committee is recommending that as this is the first lapel pins produced since amalgamation, that all residents should receive a lapel pin with a note attached.
2017-110
Dwyer/Bixby
Resolved that the Town increase the number of lapel pins to be purchased be increased to 3000. 
Resolution Carried. In favour 8. Against 0.

2017-111
Dwyer/Bixby
Resolved that the Tourism, Culture and Heritage Committee Report be accepted. 
Resolution Carried. In favour 8. Against 0

6.3 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 1:30PM on May 16, 2017. The meeting was Chaired by Councillor Edward Combden and others in attendance were Deputy Mayor Collins, Colette Wells-Coish, Recreation Director and Jake Turner CAO

The Following items were discussed:

Review Monthly Revenue
The monthly revenue for April was outlined. There was no comparison from 2016 since April activities vary each year around Easter. The Recreation Director explained the difference between each year and also pointed out that we lost four because of snow days.

Identify ATV/Snowmobile trails around Fogo Island
In the last Report to the Mayor, the RCMP suggested that the snowmobile trails should be identified with different colors which would make the reporting of accidents, and the location of accidents, more easy to identify. The Recreation Director outlined how this will be added work and responsibility requiring additional staff and regular maintenance. Trails would have to be checked regularly after snowfalls and wind storms. This also has safety concerns and liability issues. The committee recommends that council contact the local RCMP to explain that the Town does not have the resources to assume this responsibility. The committee felt council should suggest that the RCMP meet with the public and outline their concerns and seek the public’s assistance in organizing a Snowmobile Association on Fogo Island. The Association could take on the responsibility improve the snowmobiling experience and to develop trails and identify other concerns for Fogo Island.

The RCMP will be written a letter of response. In addition, ATV and skidoo use on the trails will be added to the letter.

New Computer for the Stadium
Council approved the purchase of a computer and four quotes were provided. The CAO will review them and make a decision on the supplier.

Repairs and Maintenance
The main entrance cement work continues to be a safety concern and hazard for staff and customers. The Recreation Director is going to further discuss this with Stone Core group to see if their product is suitable. A follow up will be done with public works as well. Further details will be gathered on cost and how soon this work can be done before summer activities.

The Brine leaks and refrigeration issues were discussed. The committee asked the Director to follow up with Engineer Jim Harty on this matter.
**Director of Recreation and Special Events Position**
This position started as a Pilot Program in 2015. The CAO indicated Council has to review the Job description and activities and make a final decision on this position. The Committee reviewed the position description and the activities required for the position and will recommend to Council that the position would be made permanent.

**2017-112**  
Shea/Combden  
Resolved that the position of Recreation and Special Events would be made a permanent full time position.  
Resolution Carried. In favour 8. Against 0

**Playground Safety Course**
The Director advised that she has been approved to attend the Annual Conference of the Provincial Recreation Association and has learned that there is a certification program on Playground maintenance and Safety being held in Gander on May 30th. She felt that this course would be more beneficial as the Town does not have any standards established for the operation of playgrounds and this needs to be implemented to make playgrounds safer and reduce liability. She is recommending attendance at this course rather than the annual conference.

**2017-113**  
Shea/Combden  
Resolved that approval for the Recreation Director to attend the Playground and Safety Course rather than the annual Parks and Recreation Conference, as previously approved.  
Resolution Carried. In favour 8. Against 0

**Events**
Special activities in April were outlined. The Committee felt the volunteer breakfast went well at the Common Room in the Stadium.

After school ball hockey has started.

The Annual Yard Sale/Barbeque will be held on June 3rd at 10 am

**Policy of Fogo Island Stadium Committee**
The current policy for the stadium committee was reviewed. The Committee felt that the policy needs to be revised and requested that the CAO and Recreation Director review and condense it according to the stadium committee’s current roles and objectives. It was felt that the Committee should be involved in recommending and assisting with events that would be revenue producing. The revised policy should insure that there is good communication between that Committee and Recreation and Special Events Committee.

**Program for Displaced Individuals**
Council has participated in an ongoing program sponsored by the Gambo and area Employment Corporation and the position will commence Tuesday, May 23, 2017.

**Basketball Pads**
There was discussion on the Town’s playgrounds and basketball courts around the island. The Committee requests we identify which basketball pads are town owned in order to make a decision on their future use. The Recreation Director was asked to review, and make a recommendation to the Committee after she attends the Playground training session in Gander from May 30 - June 2.
**Proposed School Playground**
The committee requested that the Director contact the school and find out the status of the new playground they are planning. The committee would like to know if the new playground is just for School use or for the public as well. There was discussion on the possibility of the town making a financial contribution to this new playground.

**Occupancy Capacity of the Stadium**
The stadium capacity increase inspection has been completed and application submitted in January 2017. The results are expected to be received in the near future.

The regular 6 month inspection by Liquor Licensing Board was completed on May 10th and no issues were identified. The Director explained that the Stadium holds a Recreational facility license which has different rules than other licences and one of the differences is that under age patrons are permitted at an event where alcohol is served but they cannot be served.

**2017-114 Shea/Comden**
Resolved that Recreation and Special Events Committee report be accepted.
Resolution Carried. In favour 8. Against 0

**6.4 Fire Services and Public Safety Committee**
The Fire Services and Public Safety Committee report was presented by Councillor Leonard McGrath:

The meeting of the Fire Safety and Public Safety Committee was held in the Council Chambers at 7:00 PM on May 18, 2017. The meeting was chaired by Councillor McGrath and others in attendance were Paul Torraville, Fire Services Coordinator, and Jake Turner, CAO.

The following was discussed:

**Review of Minutes**
The Committee reviewed the minutes of the meeting of March 14, 2017 and the Fire Coordinator explained that the official from Fire and Emergency Services was away and he will be requesting that he visit to discuss the inspections of apartments and the proposed EAP program being considered by TRIO.

The Committee was advised that the contract information for awarding the RFP for the hiring of the consultant for Fire Services Evaluation hasn’t been received.

**Fire Department By Laws**
The Committee reviewed the proposed By Laws for the Fire Department as presented by the Fire Coordinator. The Committee felt that the By Laws were adequate but requested that all Council members review the document and pass along any comments to the CAO. The Committee will make its recommendation at the next meeting.

**Fire Department Standard Operating Procedures**
The Committee reviewed the proposed Standard Operating Procedures for the Fire Department as presented by the Fire Coordinator. The Committee felt that the Standard Operating Procedures were adequate but requested that all Council members review the document and pass along any comments to the CAO. The Committee will make its recommendation at the next meeting.

**Fire Department Financial Statements**
The Committee reviewed the Financial Statement presented by the Seldom – Little Seldom Fire Department. It was noted that presentation of financial statements is a requirement of Council
and the other Fire Departments have not submitted their Reports. The Fire Coordinator will discuss the requirement at the next meeting of the Fire Chiefs.

**Heart and Stroke – AED**
The Heart and Stroke Association has written to advise that they have received funding for a Public Access to Defibrillators program and is prepared to offer one and training for the Town. The stadium has an AED and the CAO will inquire to see if there is a need in other areas and contact the Heart and Stroke.

**Stadium Capacity Update**
The Fire Coordinator advised that he has measured the stadium, as required, to determine the occupancy capacity of the Stadium. The present capacity is 300 and Fire and Emergency Services will review the documentation and reevaluate the capacity level.

**Fire Fighters’ Ball**
The Committee noted that the Fire Fighters’ Balls will be held this Fall and presently there are several Balls held. It was felt that one Ball for all Departments could result in a savings for the Departments as there is an opportunity to share expenses such as hiring of bands etc. Each of the Departments could have their individual awards and it would be a great opportunity to network.

The Fire Coordinator was asked to discuss the possibility with the Fire Chiefs at their next meeting.

**Inventory of Fire Vehicles & Equipment**
The Fire Coordinator presented an inventory of Fire Vehicles that are located in the various Departments, attached. He advised that he will have the inventory of equipment prepared for the next meeting.

**Annual Firefighters’ Conference**
The Fire Coordinator requested approval to attend the Annual Fire Fighter Conference which is being held in Gander from August 4th to 6th in Gander. The registration information is attached for Council’s information.

2017-115
McGrath/Shea
Resolved that approval be given for the Fire Coordinator to attend the Annual Fire Fighter Conference.
Resolution Carried. In favour 8. Against 0.

The Committee discussed the possibility of having two other Fire Chiefs attend the Conference and felt that the training aspect of the Conference would be beneficial. The estimated cost would be $2,500. The Annual Budget for Fire Fighter training is $6,000 and approximate $350.00 has been spent to date.

2017-116
McGrath/Shea
Resolved that approval be given for two additional Fire Chiefs to attend the Annual Fire Fighters Conference.
Resolution Carried. In favour 8. Against 0.

2017-117
McGrath/Shea
Resolved that the Fire Services and Public Safety Committee report be accepted.
Resolution Carried. In favour 8. Against 0.

**Audits, Bank Accounts and Financial Reports**
The issue of Fire Department audits, bank accounts and financial reports will be referred to the Finance Committee.

**6.5 Public Works Committee**
The Public Works Committee report was presented by Councillor Combden:

A meeting of the Public Works Committee was held in the Council Chambers at 9:35 AM on May 25, 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:

**Delegation**
Three members from the Island Harbour Slipway Committee met with the Public Works Committee and submitted a letter from the residents of Island Harbour requesting a slipway in this community. The Public Works committee asked the residents to first determine who owns the land and that it would need to be signed over to the Town. The Public Works committee also asked the residents to contact Harbour Authority, the MHA and their MP on possible funding to help with the cost of the project. Mr. Turner will write the chair of the slipway committee and inform him on the outcome of the meeting.

**Video of Fogo Intake**
Central Diving supplied a video of the condition of the intake in Freeman's pond. The committee asked if we could upload the video on the Town's website for the public to see. They also asked about the P.H. system and requested that the Manager obtain quotes for the engineering of the system.

**Assets of Deep Bay Fire Hall**
The Manager submitted an inventory list of the items in Deep Bay Fire Hall. This will be forwarded to the Finance Committee for review and to the Fire Coordinator for his records.

**Permit to Operate – Water Distribution**
As per our permit to operate the Town is responsible to check chlorine residuals on a daily basis. The Manager informed the committee that at this time we are not complying with the Government regulation as checks are not completed on weekends.

**2017-118 Combden/Collins**
Resolved that all requirements contained in the Permit to Operate a Water Distribution System be met.
Resolution Carried. In favour 8. Against 0.

**Upgrade to Collins Road**
A request was made from a resident to do some upgrade to Collins Road. The initial repair was done while the ground was frozen and now the road is in need of repair. The committee agreed to do some temporary road repairs and requested that the Manager review the Town Regulations and what is required to bring it up to standard and present findings to the Committee for discussions on a permanent repair.
The CAO informed Council that the Manager of External Operations is in the process of confirming with the Department of Transportation and Works, their services, to grade the Town roads.

**Streetlight in Island Harbour**
The residents of Payne's Harbour are requesting that the Town put a streetlight at the intersection of Harbourview Drive and Payne's Harbour Road. The Manager submitted the monthly rate for a new light and pole which is approximately $30.00 per month.

### 2017-119
**Combden/Collins**
Resolved that approval be given to install a street light in Island Harbour.
Resolution Carried. In favour 8. Against 0.

**Request for a Partial Exemption from Water Tax**
The property owner at 18 Kelly's Island Road is requesting an exemption from water tax for the two months that he was without water. The Manager presented a detailed report on the Town staffs efforts to return the water during this time.

The committee is not prepared to recommend an exemption and Council was in agreement.

**Request to Move Curb Stop**
The owner of the property located at 4 Country Road submitted a letter requesting that the Town move his curb stop closer to his residence. The Manager informed the committee that the Town is only responsible from the mainline to the curb stop and the resident is responsible from the curb stop to the house.

The committee agreed not to move the curb stop and Council was in agreement.

**Others:**
The committee requested information on the following items:

1. JBA Water Tank repair
2. Salt water pump for Fogo fish plant
3. Ethridge's Point water line
4. House numbering
5. Old car wrecks around the island
6. Repair to the roof on the Bleak House
7. Old water line needs to be taken up going down Little Harbour

The Committee discussed the possibility of having extra Committee meetings to discuss these types of items. It was felt that this is not necessary as most of these items are regular operations issues and can be answered on a timely basis by making an inquiry to the Manager or the CAO.

**Snow clearing operations for the upcoming winter seasons**
The Committee requested that the Town send out an Expression of Interest to the contractors on the island to gauge the interest in providing the service of snow clearing, sanding and salting of all Town owned roads or providing the service on an individual community basis. Should there be an interest; the Town will prepare a Tender to contract out the service. The expression of interest will request the availability of resources that are available to meet Town standards. The expression of interest will also include the length of the contract that would be required.

### 2017-120
**Combden/Collins**
Resolved that an expression of interest document be prepared and sent out to all contractors in Town to provide snow clearing, including the provision of salting and sanding.

There was much discussion with the proposed contracting out of all snowclearing services. The proposer and seconder agreed to withdraw the resolution and the issue was referred back to the Public Works Committee.

2017-121
Combden/Collins
Resolved that Public Works Committee report be accepted.
Resolution Carried. In favour 8. Against 0.

- Councillor McGrath was excused from the meeting at 11:55 AM due to prior work commitments.

Wells - Potable Drinking Water Units (PDWU)
The CAO gave the following update on the wells for the PDWU's:
- The old government well was tested in Stag Harbour, but there was not sufficient yield for the System.
- The proposed site for the new will cannot proceed until the Department lowers the speed limit in the area.

6.6 Policy and Human Resources
No report was submitted.

6.7 Finance
The Finance Committee report was presented by Deputy Mayor Collins:

A meeting of the Finance Committee was held in the Council Chambers at 9:39 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

Review of Minutes
The Committee reviewed the minutes of the meeting of April 21, 2017 and the Committee members discussed the business tax classification for 46 Main Street, Fogo. The CAO has been reviewing the file.

Financial Report
The Committee members reviewed the financial report as submitted by the Town Clerk/Treasurer.

2017-122
Collins/Dwyer
Resolved that the Financial Report for April be adopted by Council, as attached.
Resolution Carried. In favour 7. Against 0.

Procurement Policy
The Committee members reviewed and discussed the draft Procurement Policy as submitted by the CAO.
Committee members agreed that the approval limits in Section I should be reduced to the following: Level 1 – CAO, up to $5,000; Level 2 – Town Clerk/Treasurer, up to $2,500 and Level 3 – Department head, up to $1,000. Consequently, Section III Value will decrease to $5,000.

2017-123  
Collins/Dwyer  
Resolved that the Procurement Policy be adopted by Council, with the above changes.  
Resolution Carried. In favour 7. Against 0.

Municipal Assessment Agency  
The Committee members reviewed the Municipal Assessment Agency’s proposed changes to the assessment roll.

Staff recommended that the frontage/Acres description, land value and building value lines should not be elimination, as this information is very helpful to both the municipality and property owners. However, the proposed replacement of the four digit property code with a brief description, would be beneficial, as well as renaming the Tenant Portion as Business Portion.

2017-124  
Collins/Dwyer  
Resolved that Council submit the following comments to the Municipal Assessment Agency, regarding their proposed changes to the Assessment Roll for 2018:

1. Recommended not to eliminate the Frontage/Acres description, Land Value and Building Value lines.
2. Agree with the proposed replacement of the four digit property code with a brief description.
3. Agree with Tenant Portion being renamed as Business Portion.

Resolution Carried. In favour 7. Against 0.

133 Main Street, Seldom – Request for reduction in Water Taxes  
Request was made for a reduction in water taxes because they no longer operate an ice machine and that no activities are taking place at the site.

The property owner confirmed via email that there were no activities taking place at the site, however it was noted that there was recent activities at the location.

2017-125  
Collins/Dwyer  
Resolved that a request will be made to the owner, to provide a list of all activities at the site.  
Resolution Carried. In favour 7. Against 0.

48 Harbour View Drive – Closure of Business  
The Committee members reviewed the notice of business closure.

Bleak House Museum Association – Request for Community Beautification Grant  
The Committee members reviewed and discussed the request for a $1,000 Community Beautification Grant from the Bleak House Museum Assoc., for beautification of the Community Square, Fogo Intersection and two museums squares.

2017-126  
Collins/Dwyer  
Resolved that a $1,000 Community Beautification Grant be given to the Bleak House Museum Association.
Resolution Carried. In favour 1. Against 6 (Mayor Shea and Councillors Bixby, Combden, Dwyer, Lynch and Rowe were against the resolution).

**Notice of Motion:**
A new policy on Beautification Grants will be put forth, with a maximum grant up to $1,000.

**Standing Offer – Equipment Rental**
One quote was received for the Standing Offer for Equipment Rental, before the closure at 4:00 PM on May 19, 2017 and one quote was received after the closure, which could not be accepted.

**2017-127 Collins/Dwyer**
Resolved that King’s Construction be awarded the Standing Offer for Equipment Rental at the following rates:

1. Backhoe Rental - $50 per hour plus HST
2. Excavator Rental - $60 per hour plus HST
3. Dump Truck Rental - $59 per hour plus HST

Resolution Carried. In favour 7. Against 0.

**Financial Reporting**
The Committee members discussed what financial reports would be beneficial to Council and if a monthly or quarterly income statement is needed.

It was noted that quarterly departmental reports should be reviewed by the associated Committee’s, during their meetings, then a full review would be conducted by the Finance Committee.

Good financial reporting is very beneficial and helpful to Councillors, to make Council accountable and give them the information to make informed decisions.

The COA discussed the benefits of purchasing the PO Module on the Town’s accounting system (Town Suite); this will provide a great benefit to Council and Town staff as it would show committed purchases.

**2017-128 Collins/Dwyer**
Resolved that a price quote will be obtained from Town Suite for the PO Module
Resolution Carried. In favour 7. Against 0.

A second meeting was held of the Finance Committee was held in the Council Chambers at 10:05 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Bernadette Dwyer, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

**Sale/Disposal of Deep bay Community Hall**
The Committee members reviewed the request to convey the Deep Bay Hall to The Good Sheppard Church.

The following sections of the Municipalities Act 1999 were reviewed:

- 201.2 Sale or lease of Property valued at $500 or more
- 201.3 Disposition of Property valued at $500 or more
Committee members discussed how it would be a benefit to the Community, that a notice of the disposal would be posted, that support from the residents will be needed and it was questioned if the church would permit rental to the dart league, including permitting the consumption of alcohol in the building.

2017-129
Collins/Dwyer
Resolved that the Town dispose of the Community Hall in Deep Bay to The Good Sheppard Church for $1.00 and that the request permission of the Minister of Municipal Affairs to dispose of the building, as this would benefit the community. In addition the residents would be notified of the possible disposal and request feedback before a final decision is made. Resolution Carried. In favour 7. Against 0.

The CAO was asked to contact the Church to ask if they intend to permit the consumption of alcohol in the building.

Invoices – Grant Thornton LLP
The Committee members reviewed the invoices for the 2015 audit, the letter of offer and the commitment letter.

The quote for the audit was $24,000, travel and out of scope of work was extra. The total cost associated with the 2015 audit was $42,880.46. The additional cost of $18,880.46 was for travel and out of scope work.

The CAO had requested a breakdown of the time spent on the audit and a summary was provided for the additional services.

The CAO was requested to have further discussion with Mr. Tom Boone, Partner with Grant Thornton regarding the cost and to speak with the Department of Municipal Affairs regarding the cost.

2017-130
Collins/Dwyer
Resolved that the invoices totaling $9,825.05 from Grant Thornton LLP be paid. Resolution Carried. In favour 7. Against 0.

7. Administration:
No report was submitted.

8. Correspondence:
   8.1 Letter to Dr. Haggie, Minister of Health and Community Services
Councillors review the letter submitted to Minister Haggie requesting that there be more long term beds open at the Fogo Island Health Care Centre.

2017-131
Dwyer/Lynch
Resolved that the Town write a letter of support to Minister Haggie, for more long term beds at the Fogo Island Health Care Centre.
Resolution Carried. In favour 7. Against 0.

9. New Business:
   9.1 Fogo Water Supply
Councillors discussed the water supply in Fogo and were in agreement that further long-term planning need to be done on the water supply including financial planning.
10. Date of Next Regular Meeting:
   June 27, 2017 at 7:00 P.M.; if there is a need for a privileged meeting it will take place at 6:30 P.M.

11. Adjournment:
   2017 -132
   Collins
   Resolved that the Regular Council meeting of May 30, 2017 be adjourned at 1:10 P.M.

Amanda McGrath
Town Clerk/Treasurer

Andrew Shea
Mayor