Minutes of Regular Council Meeting
June 27, 2017 at 7:00 PM

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

Councillors Present:
Mayor Andrew Shea
Deputy Mayor Wayne Collins
Councillor Lloyd Bixby
Councillor Edward Combden
Councillor Leonard McGrath
Councillor Edmund Walbourne
Councillor Samuel Rowe

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

Absent:
Councillor Maureen Lynch, Sick
Councillor Bernadette Dwyer, Prior Commitment

1. Call to order:
Mayor Shea welcomed everyone and called the meeting to order at 7:05 P.M.

2. Delegations:
No delegations.

3. Adoption of Agenda:
2017-133
Collins/McGrath
Resolved that the agenda be adopted, with the addition of the quotes for Ethridge’s Point Water Line Installation Project, under 6.5 Public Works Committee.
Resolution Carried. In favour 7. Against 0.

4. Adoption of Minutes:
2017-134
McGrath/Bixby
Resolved that the minutes of May 30, 2017 be adopted as presented.
Resolution Carried. In favour 7. Against 0.

5. Business Arising:
Councillors discussed the Community Grant Program; the issue will be dealt with in the Finance Committee report.

6. Committee Reports:
6.1 Transportation Committee
The Transportation Committee meeting did not take place as there was no quorum.

Councillors discussed issues with the ferry operations; including the events of June 16, correspondence from the Department regarding a second ferry and late departures in the morning.

It was noted that the sewer and the building for Farewell has been tendered.

Staff will follow up with the Minister of Transportation and Works on the teleconference that was held last week.
6.2 Tourism, Culture and Heritage Committee
The Tourism, Culture and Heritage Committee report was presented by Lloyd Bixby:

A meeting of the Tourism Committee was held in the Council Chambers at 10:00 AM, on June 13, 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:

1. Green Leaf Resources Proposal
Green Leaf Resources will be the Trail Development Consultants for the Town of Fogo Island; the contract was signed June 12th, 2017. The contract breakdown consists of 4 visits with the option of cost sharing visits to Eastport whenever possible at a cost savings of $800 per visit. The project manager will be encouraged to arrange these shared visits whenever possible.

2. Government well in Tilting
Over the past year or so, TRACS has been placing new decks on the old traditional wells in Tilting. Currently, public access to a well has been effectively blocked by a resident in the area with wood, pallets, etc. The committee asked that the Town get some sort of resolution to the predicament and prevent the same thing from happening at other areas. The committee agreed that the CAO and Director find a solution to this matter.

3. Fogo Island Heritage Advisory Committee
Discussions were held around the role of this committee and the $12,400 funding received for operational support. The Director will set up a meeting with this committee as soon as possible.

4. Heater in Heritage Buildings – Letter from TRACS member
We received an email from a member of TRACS regarding the heat source used in the Lane and Dwyer Premises. TRACS requested that the Town purchase new heaters for both buildings. With no electricity at the Lane House, staff has been running an extension cord to a neighboring property. After much discussion the Committee agreed that the CAO and Director look into other options that will meet safety standards.

5. Meeting with Shorefast Representative re: Foster’s Pond Trail Development
The Director met with an official from Shorefast to discuss a few of the ideas that Shorefast would like to see in this development. Shorefast has concerns over creating another parking lot in the area and suggested to use the existing parking lot next to the SUF Hall. This lot is currently being cleared out by Shorefast and requires little work with extra fill. The vision they have for Foster’s Pond is a quiet space to sit, contemplate and relax. They are requesting no washroom facilities be erected. Town staff and a representative from Shorefast will meet with Green Leaf Resources during the initial visit. Following the recommendation from Green Leaf we can move ahead with the MOU.

6. Town Spring Clean up
Several complaints have been received by residents and visitors regarding garbage around the communities during the tourism season. The Director has referred this to Public Works for future consideration when scheduling.

7. Regional Managers
Regional Managers have been using personal cell phones for business over the past few years with no reimbursement from the Town; there are no phone lines in nine museums. We need to be able to reach the managers in Fogo and Tilting to carry out daily business. The CAO will find out if there is a policy in place for personal use of cell phones for business and/or the cost of purchasing Town owed cell phone. The Director feels that now is a good time to fill the regional
manager position – this position will be filled as a temporary position. The committee agreed with this decision and the Director with the CAO will hire as soon as possible.

8. Maintenance Person
The Fogo Island Heritage Advisory Committee received $12,400 under the Operational Support for Community and Regional Heritage Organizations. The Town pays all operational costs associated with the Heritage Buildings. Discussions were held around the amount of work necessary to open and operate these sites, without a designated maintenance person work has not been completed. The Director recommended that the funds received for this year, be used to hire a maintenance person. The committee agreed with this recommendation and the matter was deferred to finance.

9. Tourism Assurance Plan
To be included in provincial/industry membership and partnership opportunities in Newfoundland and Labrador, all tourism services and attractions must meet five requirements: Primary phone number, email address, Web Presence, One form of electronic payment and Insurance information. The province has been receiving complaints concerning number of unlicensed accommodations listed on the Fogo Island Visitor Guide.

2017-135
Bixby/Walbourne
Resolved that the Town distribute the remaining guides purchased last year and not to place another order unless the content is TAP compliant.
Resolution Carried. In favour 7. Against 0.

10. Benches in Communities
Residents are requesting that benches be placed in various locations throughout the community we have received concerns from Regional Managers regarding picnic tables and benches being damaged when left outside all year round. The Director will find out how many tables and benches the Town owns and make a recommendation on how to proceed with this matter.

It was discussed that Council does not have workers in place to do this work. Additionally Council needs to look at their core functions are and what Council wants to be done.

11. Letter from Stag Harbour Firettes
The committee received a letter from the Firettes requesting the same procedure be followed this year for Stag Harbour Day that we used in 2016. There was some confusion as to why the request was made to the committee since the Town had already agreed to the issues they addressed.

This issue has since been resolved by the Director.

12. National Trust of Canada – Fogo Island Marine Interpretation Centre
Funds donated to the Centre were received June 13, 2017 in the amount of $690.

2017-136
Bixby/Walbourne
Resolved that the $690 donated to and received from the National Trust of Canada be used for items needed at the Fogo Island Marine Interpretation Centre.
Resolution Carried. In favour 7. Against 0.
2017-137
Bixby/McGrath
Resolved that the Tourism, Culture and Heritage Committee report be accepted.
Resolution Carried. In favour 7. 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 on June 13, 2017 in the Council Chambers at 1:30 PM. The meeting was Chaired by Mayor Andrew Shea and others in attendance were Councilor Edward Combden, Colette Wells Coish, Recreation Director and Jake Turner, CAO.

The Following items were discussed:

1. Repairs and Maintenance:
A meeting was held on June 6th to gather opinions and suggestions around the many issues with the refrigeration system at the stadium. A report on the items discussed is attached.

A quote and report are expected from Jim Harty or Mike Young very soon

2. Playground Training
The Committee was advised that the Recreation Director attended a four day playground training and certification course in Gander from May 29th – June 2nd. This information was very detailed and now needs to be applied to the five playgrounds the Town currently have open. The playgrounds require regular inspections and maintenance to avoid accidents and liabilities. The Committee requested that after the inspections have been completed on all of the playgrounds and basketball courts that a written report be prepared, with recommendations on the maintenance and inspections required and policies and procedures that are necessary to be able to make the facilities safe. The Director’s Report is attached.

2017-138
Shea/Walbourne
Resolved that the Town send a congratulatory letter to Colette Wells-Coish for becoming a Canadian Certified Playground Inspector.
Resolution Carried. In favour 7. Against 0.

3. Summer Jobs
There are currently three positions approved under the Stadium Committee. Two are under Canada Summer Jobs and one with the Provincial Government. There is the possibility of receiving additional students under the Level I, II, and III project. There will be programs for the kids again at the stadium. It is important to note there will be limited programs if staff is limited.

Programs Planned are:
- Food and Fun Camp
- Soccer
- Summer Fun Camp

4. Planned Events
Mayor’s March for Heart and Stroke – June 19th
Teeny Bopper Dance – Wednesday June 21st
Canada Day Bingo – June 27th
Canada Day Celebrations – July 1st
Seniors Garden Party – July 11th
August 5th – Wedding
August 22nd-26th (Fogo Island Co-operative)
September 23 (tentative date for adult dance)

Many activities require additional staff especially with larger events and it is becoming very difficult to get volunteers. The Committee discussed the possibility of hiring bartenders if it became necessary and further discussion is required by the Committee before it is prepared to make a recommendation for Council’s consideration. There is one event scheduled on August 5th that is the same weekend as the JBS festival. This may cause problems covering staff and volunteers.

5. Revenue
Ball hockey................................................................. $320.00
Birthday rentals.......................................................... $483.00
Misc./canteen/used equipment................................. $170.00
Total ........................................................................ $803.00

6. Community Healthy Living
An application has been submitted to the Community Healthy Living Fund for tables and chairs for the stadium. The focus was on the need for tables and chairs for functions and what we have are old and cause safety concerns. It included support letters from the Mayor and the Fogo Island Co-operative Society.

7. Teen Spirit Award
The Town has been selected to receive $1,000 of fitness equipment and games through the Teen Spirit Keep Fit Challenge.

8. Stadium Rental Rates
The Organizing Committee of Chase the Ace approached the Town to rent the Stadium to hold the future events. This function will require staffing, cleanup and canteen services. The Director suggested a rate of $200.00 per evening would be reasonable. The organizers would have to supply their own chairs.

2017-139
Shea/Combden
Resolved that the rental rate for evening rentals at the arena be established at $200.00.
Resolution Carried. In favour 7. Against 0.

9. Soccer Program
The Recreation Director will contact Phil Barnes to discuss the soccer field land and ownership. The Director recommends we continue soccer programs this summer as in the past, for 6 weeks. The Committee concurs with this recommendation.

2017-140
Shea/Combden
Resolved that the Recreation and Special Events Committee report be accepted.
Resolution Carried. In favour 7. 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. The meeting was chaired by Mayor Shea and others in attendance were Councillors Rowe and McGrath, Paul Torraville, Fire Services Coordinator, and Jake Turner, CAO.

The following was discussed:

1. Fire Department by Laws
   The proposed By Laws for the Fire Department were presented to Council and asked for their review and input. As there were no comments received the Committee is prepared to recommend adoption at the next meeting of Council.

   2017-141
   Shea/Combden
   Resolved that the Town of Fogo Island approve the ByLaws for the Fogo Island Fire Department, as attached.
   Resolution Carried. In favour 7. Against 0.

2. Fire Department Standard Operating Procedures
   The proposed Standard Operating for the Fire Department was presented to Council and asked for their review and input. As there were no comments received the Committee is prepared to recommend adoption at the next meeting of Council.

   2017-142
   Shea/Combden
   Resolved that the Town of Fogo Island approve the Standard Operating Procedures for the Fogo Island Fire Department, as attached.
   Resolution Carried. In favour 7. Against 0.

3. Fire Department Financial Statements
   The Committee reviewed the Financial Statement presented by the Tilting and JBS Fire Departments. The Fire Chief explained reasoning for Fogo not having the Financial Statement complete and will ensure that it is available as soon as possible and will follow up with the other Fire Departments.

4. Review of Inventory of Equipment
   The CAO advised that Public Works had completed the inventory at Deep Bay Fire Hall and the list is available to the Fire Coordinator. The equipment list will be required for the Consultants during their evaluation of emergency services.

5. Stadium Capacity Update
   The Fire Coordinator advised that during his inspection of the stadium it was noted that the ceiling in the Ice Cleaner Room is open and requires to be enclosed as per the Fire Regulations. The revised capacity level is forthcoming.

6. 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 Committee felt that a defibrillator would be a good asset to have at the Visitors Information Centre. A letter will be written to the Heart and Stroke requesting the defibrillator and training and thanking them for providing this valuable service.
7. **RFP – Fire Services**
The Committee was advised that the RFP for the evaluation of fire services has been signed and the consultant will be on the Island at 10:00 AM on July 6 and July 7, 2017. They have asked that for meetings to be arranged with the CAO and Fire Coordinator; Mayor and Council; and the Firefighters. The Fire Coordinator and CAO will schedule these meetings.

8. **Fire Chiefs Meeting**
The Fire Coordinator updated the Committee on a meeting that was held with the Fire Chiefs and the Report from the meeting is attached for Council’s information.

9. **EAP**
The Fire Commissioners Office advises that they do not have an EAP program for fire fighters and the Committee will further explore the one being considered by TRIO.

10. **Emergency Management Plan**
An annual review of the Emergency Management Plan is required and was presented to the Committee who agreed to review and bring suggested upgrades to the next meeting. It was also noted that the Plan has not been exercised and an exercise should be developed and held.

11. **Guide to Privacy**
The Department of Justice and Public Safety have produced a Guide to Privacy in an Emergency which sets out the requirements for Using and Disclosing Information in an Emergency. The Document will be distributed to the Fire Departments and is available in the Council Chamber for review.

2017-143
McGrath/Shea
Resolved that the Fire Services and Public Safety Committee report be accepted.
Resolution Carried. In favour 7. Against 0.

**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 9:00 AM on June 15, 2017. The meeting was chaired by Councillor Edward Combden and others in attendance were Deputy Mayor Wayne Collins, Councillor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

1. **Invoices from R & K Construction**
The manager presented 2 invoices from R & K Construction that were not paid. The invoices were for the installation of drainage system on Harbour Drive, Seldom and Garrison Road, Fogo. The manager explained that the work has been satisfactorily completed and are in order and the Committee refers the invoices to Finance Committee.

2. **Inspection of Lift Stations**
The Manager presented the inspection report from Xylem. The committee reviewed the report and commented on the lack of preventative maintenance on the lift stations and asked if the Town employees could do some of the repair work that was in the report. The Manager explained that they could do the work but due to the current work load and the lack of manpower this would take some time. The Manager requested that the Town hire a worker for a short period of time to help with some of the upcoming work. The report also indicated that a lot of our lift stations were very dirty and needed to be cleaned out. The manager explained to the committee that we cannot complete this work and we would need a vac truck. Mr. Turner informed the committee that the last time we had the vac truck out on the island we asked the residents if anyone would require
the vac truck service and they would share the cost. There was also a quote for a new panel for
the lift station in Little Harbour. The manager recommended that a new panel be ordered for
Little Harbour.

2017-144
Combden/Walbourne
Resolved that the Town hire a part time worker to help with the current workload of the Public
Works Department.
Resolution Carried. In favour 7. Against 0.

2017-145
Combden/Walbourne
Resolved that the Town purchase a new panel for Little Harbour lift station.
Resolution Carried. In favour 7. Against 0.

3. Inventory list for Town Supplies
During the recent water main leak in Tilting the Town did not have the required material to fix the
water main.

Mr. Turner requested an inventory of material that the Town currently have in stock and also a list
of material that would be required to have in stock. The manager submitted a list and
recommended that they purchase the material so in the event that this happens again the Town
will have the necessary supplies to fix the problem. The quote for the materials was referred to
the Finance Committee; the approximate cost will be $10,000.

4. Spring Clean-up
The manager informed the committee that spring clean-up was behind schedule due to the fact
that there were a lot of items in certain areas and that this year Central Waste Management did
not open on Monday’s. In addition, in previous years there were more employees to help with the
clean-up.

It was also noted that a few complaints were received about the garbage along the sides of the
road but many residents did not follow the Town’s request to only put out clean-up items the
Sunday prior to week scheduled for their community.

5. Expression of Interest for snow clearing
During the last council meeting no decision was made on regard to the expression of interest for
snow clearing all the town roads. The council felt that there wasn't enough information to make
the decision. The Manager suggested that they only sub out the areas that the Town employees
have problem plowing. The committee would like a price on the Town's expenses for snow
clearing.

6. Legislation for removal of car wrecks:
The CAO submitted several emails with regard to legislation for the removal of the car wrecks and
informed the committee that the Town should follow the Legislation. The committee requested
that the Manager make a list of the car wrecks and where they are located on the island. They
also recommended that the Town call a Tender for the removal of all the car wrecks.

2017-146
Combden/Walbourne
Resolved that the Town issue a tender for the removal of all the car wrecks.
Resolution Carried. In favour 7. Against 0.
7. **Approval of funding - Penton's Brook:**
The letter from Government informing Council that they were approved for funding for the Penton's Brook rain storm repair was submitted. Mr. Frank Matchim, Department of Municipal Affairs, was in the process of analyzing the submitted cost; final approved amount was $119,194.36.

8. **Approval - Reallocate funds**
The letters from the Department of Municipal Affairs with the approval to reallocate $93,993 from the Sandy Cove Sewer Project to the Barr'd Islands Water Services project, was reviewed.

It was noted that Government would not permit the Town to use the surplus funds from the project for individual service lines in Sandy Cove.

2017-147
Comden/Walbourne
Resolved that the Town accept the reallocation of funding from the Sandy Cove Sewer Cove Project to the Barr’d Islands Water Project. The maximum Provincial contribution totals $80,916. Resolution Carried. In favour 7. Against 0.

9. **Ethridge’s Point Water line:**
The Manager informed the committee that he has requested a price quote for the installation of a 2” water line for Ethridge’s Point. A request was made for an additional curb stop to be installed in the parking lot for campers. The Manager sent out an addendum to include the extra curb stop.

- Councillor Rowe declared himself in conflict of interest and was excused from the meeting at 8:48 P.M.

Two quotes were received
- King’s Construction $20,113.50 HST Included
- R & K Construction $29,900.00 HST included

A letter was read to Councillors from the JBS Festival and Recreation Committees outlining the activities at the Ethridge’s Point Park and their concerns with the low water pressure and water supply to the Park.

2017-148
Walbourne/Collins
Resolved that King’s Construction be awarded the tended for the installation of the water line service to Ethridge’s Point in the amount of $20,113.50, HST Included Resolution Carried. In favour 6. Against 0.

- Councillor Rowe rejoined the meeting at 9:04 P.M.

10. **Cube Van:**
The Manager informed the committee that the Town has sent out 2 Tenders in regard to the cube van but we have not received any bids to date. Mr. Turner informed the committee that he could contact Municipal Affairs and asked for permission to sole source the cube van. It was decided that the Town would wait until the 2018’s are available, to make the purchase.

11. **Other**
Committee members were concerned about the reinstating of the pavement in certain areas around the island (Penton’s Brook, areas in Fogo and residents who tie into the Town's services). The Manager informed them that these areas would be completed when the pavement was
installed in Little Harbour. Mr. Turner will contact Department of Transportation and Work in regards to the priority status for the asphalt truck on the ferry. Council will look into a policy for asphalt deposit fee for w/s connections.

The Committee asked about the upgrade to Cemetery Road in Fogo. This is the entrance to Waterman's Brook trail. The manager will have a look at the road.

The Committee reviewed a permit for a service hook up for 10A Penton’s Road. The residents would like to tie into the water and sewer service for 12 Penton’s Road, but this may cause an issue in the future. The recommendation is to tie into the main line but this will involve cutting the Town's pavement in the area.

The committee recommended that they tie into the main line, however since then the property owner has an alternate option to hook into the w/s system without cutting the pavement.

The Committee requested that Council determine the feasibility of adding a RV dumping station in JBA. The Manager informed the Committee that they would have to look into the regulations for a dumping station.

The Committee was informed that a letter was written to the chair of the Island Harbour slipway committee and the CAO will contact Harbour Authority about possible funding for the slipway.

12. Wells for Potable Drinking Water Units
Permission was requested to proceed with drilling of the well in Island Harbour when the contractor is on Fogo Island in two weeks, this will reduce the cost of mobilization and demobilization for the Town.

The Town is still waiting for the Department of Transportation and Works to reduce the speed limit near Stag Harbour, before the Town is permitted to construct the exit for the site. Staff is hoping that this issue will be resolved soon.

2017-149
Combden/Collins
Resolved that Public Works Committee report be accepted.
Resolution Carried. In favour 7. Against 0.

6.6 Policy and Human Resources
The Policy and Human Resources Committee report was presented by Jake Turner, CAO:

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 1:30 PM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

1. Elections
   Election Overview
   - An overview of dates and procedures for the 2017 Election was provided to committee members.
   - It was suggested that a session be held for interested individuals.

Date for Nominations
It was noted that if an individual is not available on the day of nominations, a nomination form for Candidates unable to be present on nomination day is used.
**2017-150**  
Combden/Rowe  
Resolved that that the period for nominations be held on one day; September 5, 2017 from 8:00 AM – 8:00PM.  
Resolution Carried. In favour 7. Against 0.

**Appointment of Alternate Returning Officer**  
**2017-151**  
Collins/Walbourne  
Resolved that that Daphne Coles be appointed as Alternate Returning Officer.  
Resolution Carried. In favour 7. Against 0.

**Election Day, Advanced Poll, Number of Polling Stations**  
- The date of the election is September 26  
- An advanced poll will be held on Saturday, September 23, 2017 at the Town Office  
- One polling station will be in each community, excluding the Fogo Island Central. Residents from Fogo Island Central will be required to vote in the Community of Fogo.

**Number of Councillor Seats**  
The idea of having seven (7) Council seats versus the current nine (9) will be placed on the Regular Meeting Agenda for discussion.

**2017-152**  
Rowe/Walbourne  
Resolved that that the number of Council seats be reduced to 7.  
Resolution Not Carried. In favour 3. Against 4 (Deputy Mayor Collins and Councillors Bixby, Combden and McGrath).

**2. This & That Store – Request permission to use Town Logo**  
- The Committee members reviewed the draft Resolution for Use of the Town Logo.  
- The Tourism Director will be requested to review the regulation

**2017-153**  
Collins/Combden  
Resolved that Policy and Human Resources report be accepted.  
Resolution Carried. In favour 7. Against 0.

**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 9:35 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:

**1. Delegation – Mr. William Hart**  
Mr. Hart discussed the increase in Property Taxes on his property 11 Foxes Cove Road, from $26 last year to $100 in 2017. Mr. Hart also cited that there is no cost to the Town and there are no services associated with this property or other properties with small structures or vacant land and wished Council to reconsider the minimum tax on those properties.
Committee members communicated to Mr. Hart, that the Town is no longer permitted under the Municipalities Act to pool properties, for more than one parcel of land; each parcel of land must be taxed separately. Due to this requirement Council would have to tax those properties the current minimum property tax of $310. However, Council opted to introduce a vacant land property tax and a small structure property tax under the act that would allow for reduced minimum taxes on those properties.

In addition, Committee members informed Mr. Hart that there is a fee payable to the Municipal Assessment Agency for each parcel of land assessed. Furthermore, it was noted that property taxes are not service fees.

Mr. Hart also wished to bring to the Town’s attention that during spring clean-up tires were not picked up and that Government indicated to him that the Town should have taken them.

Committee members stated that the Town had implemented its own regulation for spring clean-up and that notices had been sent out stating what items that would not be collected; tires were included in this list.

Committee members discussed the vacant land and small structure property tax; more information will be brought to the next meeting.

2. Business Arising

**Business Tax Classification - 46 Main Street, Fogo**

The CAO is in the process of writing a letter to the business owner.

**Deep Bay Community Hall**

Jake Turner, CAO had spoken to Reverent Abbott with regard to the use of alcohol in the building; Reverent Abbott will address this issue with the Anglican Dioceses.

**Small Claims Court**

Amanda McGrath, Town Clerk/Treasurer gave an overview of the court proceedings on June 30, 2017. The Town was instructed by the judge to retain a lawyer and the next hearing will be held on July 26, 2017 at 9:30 AM.

**2015 Audit**

As per Councils request, the CAO spoke with Tom Boone, Grant Thornton about reducing the amount of the invoice. Mr. Boone had agreed to reduce the invoice by $1,200 plus HST. The Town has still not received the audit or the working papers to complete the 2016 Audit.

3. New Business / Correspondence

**Financial Report**

The Committee members reviewed the financial report as submitted by the Town Clerk/Treasurer. The total received for the Thanksgiving Rain Storm was $119,194.36.

**2017-154 Collins/Walbourne**

Resolved that financial report for May 2017 be adopted by Council, as presented. Resolution Carried. In favour 7. Against 0.

**Variance Report**

A review was completed of a variance report, Committee members were in agreement that this report be submitted quarterly to Council.
Invoices for Payment and Quotes

❖ Councillor Rowe declared himself in conflict of interest and was excused from the meeting at 9:55 P.M.

2017-155
Collins/Walbourne
Resolved that invoice number 4049 totaling $14,662.50 for the installation of a drainage system on Harbour Drive and invoice number 4050, totaling $21,850 for the installation of a drainage system on Garrison Road, from R & K Construction be paid.
Resolution Carried. In favour 6. Against 0.

2017-156
Collins/McGrath
Resolved that quote received from R & K Construction to replace the cement entrance at the Stadium, with 6” thick 30 mpa concrete and rebar at a total cost of $5000 plus HST, be approved.
Resolution Carried. In favour 6. Against 0.

❖ Councillor Rowe rejoined the meeting at 9:57 PM

2017-157
Collins/Walbourne
Resolved that the invoice number J003970 totaling $21,384.25 from Greatario for 50% of the JBA Storage Tank Repairs be paid.
Resolution Carried. In favour 7. Against 0.

2017-158
Collins/McGrath
Resolved that the quote received from Xylem to replace the panel on the Little Harbour Lift Station at a total cost of $14,014.25 plus HST, be approved.
Resolution Carried. In favour 7. Against 0.

Community Sustainability Partnership Accountability Measures & Exemptions
The Committee members reviewed the attached letter and the Tax Receivable Plan and Tax Receivable Summary.

Tax Receivable Plan
2017-159
Collins/Walbourne
Resolved that the attached Tax Receivable Plan be approved.
Resolution Carried. In favour 7. Against 0.

Tax Receivable Summary
2017-160
Collins/Walbourne
Resolved that the attached Tax Receivable Summary be approved.
Resolution Carried. In favour 7. Against 0.

2016 Gas Tax Audit
2017-161
Collins/Walbourne
Resolved that the 2016 Gas Tax Audit as submitted by Richard Power, Chartered professional Accountant, be approved.
Resolution Carried. In favour 7. Against 0.
Hydro Rebate’s
The Committee reviewed the list of rebates the Town received; total of $27,696.91.

Shorefast Foundation – Business and Property Tax Exemption Request
Committee members reviewed Shorefast Foundations request for an exemption on Business and Property Tax.

The Committee members discussed the issue in detail, including the following points:

• The Town follows the Municipalities Act for the taxation of Properties and Businesses.
• Under the Municipalities Act 1999 2. (1) (c):
  (c) “business” includes
  (i) a commercial, merchandising or industrial activity or undertaking,
  (ii) a profession, trade, occupation, calling or employment,
  (iii) an activity which provides goods or services, and
  (iv) a credit union, co-operative, corporation, sole proprietorship or association of persons, whether or not it is for profit;
• It was noted that the Fogo Island Co-op and Shorefast Foundation are similar in nature.
• Although it is the Towns goal to increase services in the future, if this exemption was granted, the Town would have to increase taxes to residents and businesses and reduce services.

Staff was asked to contact the Municipal Assessment Agency with regard to assessment of cabins inland.

The committee is not recommending that Shorefast Foundation receive an exemption on Business and Property Tax.

Grant Policy
A review was completed of the existing Community Grant Policy.

2017-162
Collins/Walbourne
Resolved that the Town approve a $1,000 beautification grant to the Bleak House Committee. Resolution Carried. In favour 7. Against 0.

Fire Department - Audits, Bank Accounts and Financial Reports
At the Fire Service and Public Safety Committee meeting all the reports were submitted with the exception of one.

TownSuite Quote – PO Module
2017-163
Collins/Walbourne
Resolved that the Town approve the purchase of a PO module from TownSuite at a cost of $2,621.25 plus annual fees of $795. Resolution Carried. In favour 7. Against 0.

Ben & Marie Walbourne – Request for Water Tax Exemption
It is the requirement of the Council that if a property is serviced, whether they connect to the service they are charged a water and/or sewer tax and in addition apartments are taxed a water and/or sewer tax.

The committee is not recommending an exemption for the apartment water tax.
**Request from Tourism Committee - Hiring of Maintenance Person**

2017-164
Collins/Walbourne
Resolved that a Maintenance Person be hired as per the recommendation from the Tourism Committee.
Resolution Carried. In favour 7. Against 0.

2017-165
Collins/Bixby
Resolved that Finance Committee report be accepted.
Resolution Carried. In favour 7. Against 0.

**6.8 RFP Committee**
The RFP Committee report was presented by Jake Turner, CAO:

The RFP Evaluations Committee was formed by emailing all Councillors, Manager of External Operations and the Town Clerk asking for those interested in serving on the Committee. Deputy Mayor Collins, Councillor Dwyer and Cordell Waterman agreed to assist the CAO with the evaluations.

The purpose of the Committee was to review the Request for Proposals and evaluate the responses submitted by consultants who were interested in being the Prime Consultant for design services for the Municipal Infrastructure project.

There were seven responses received from the Call for Proposals and following the evaluation process, three meetings were held, one with Municipal Affairs representatives, to reach a consensus on the rankings of the submissions. The cost associated with the responses, were submitted separately. Municipal Affairs opened the costing envelopes and applied the cost to the evaluations which accounted for 40% of the points awarded. Stantec, Fougere Menchenton, and Amec were ranked the top three proponents.

2017-166
Collins/Bixby
Resolved that that Council move forward with Stantec to reach an agreement to be the Prime Consultant for the Municipal Infrastructure Project MA 10174 and failing to enter into a contract with them to move forward with Ron Fougere and failing to enter into a contract with them move forward with AMEC.
Resolution Carried. In favour 7. Against 0.

**7. Administration:**
No report was submitted.

**8. Correspondence:**

8.1 Brimstone Head Lions Club – Request to Extend Liquor Licence to patio

2017-167
McGrath/Bixby
Resolved that the Town of Fogo Island has no objections to the Brimstone Head Lions Club extending their liquor licence to take in the patio.
Resolution Carried. In favour 7. Against 0.

8.2 Clar Simmons Scholarship
Information was provided to Councillors.
9. **New Business:**

9.1 **Meeting with Minister Eddie Joyce, Department of Municipal Affairs and Environment**  
Staff will follow up with on issues addressed at the meeting.

10. **Date of Next Regular Meeting:**  
July 25, 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 -168  
Collins  
Resolved that the Regular Council meeting of June 27, 2017 be adjourned at 10:40 P.M.

Amanda McGrath  
Town Clerk/Treasurer  

Andrew Shea  
Mayor  

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