Minutes of Regular Council Meeting
July 31, 2017 at 7:00 PM

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

Councillors Present:
Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Staff:
Jake Turner, Chief Administrative Officer

Absent:
Mayor Andrew Shea
Amanda McGrath, Town Clerk/Treasurer

1. Call to Order:
   Deputy Mayor Collins called the Meeting to Order at 7:45 PM

Motions brought forward for a Privileged Meeting held on July 31, 2017

i. Appointment of Town Clerk (Acting) 2017-169
   McGrath/Bixby
   Resolved that Jake Turner be appointed to the Town Clerk position, acting.
   Resolution Carried. In favour 8. Against 0

ii. Employee Appraisal 2017-170
    Rowe/McGrath
    Resolved that the salary of the Water Sewer Maintenance Worker be increased to
    $25.00 per hour.
    Resolution Carried. In favour 8. Against 0

iii. Bleak House Roof Repair 2017-171
     Dwyer/Walbourne
     Resolved acceptance of the quote from Al Spec Roofing to repair the roof of the Bleak
     House Museum at a cost of $9,800 plus HST for installation of new E.P.D.M. rubber
     roofing or a maximum of $16,800 plus HST should roof replacement be required after
     inspection.
     Resolution Carried. In favour 8. Against 0

iv. Transfer of Funds to EDP Partnership 2017-172
    Rowe/McGrath
    Resolved that the balance of the funds that is being held by Council be transferred to
    the Economic Development Partnership.
    Resolution Carried. In favour 8. Against 0

2. Adoption of Agenda: 2017-173
   Lynch/McGrath
Resolved that the agenda be adopted, as presented
Resolution Carried. In favour 8. Against 0.

3. Adoption of Minutes:
   2017-174
   Walbourne/Bixby
   Resolved that the minutes of June 27, 2017 be adopted as presented.
   Resolution Carried. In favour 8. Against 0.

4. Business Arising:
   4.1 Wharf Construction
   This item will be discussed under Building Policy.

5. Committee Reports:
   5.1 Transportation Committee
   No Report

   5.2 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 Tourism Boardroom at 10 AM, on July 18, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Sharon Bailey, Acting Director and Jake Turner, CAO.

   The following items were discussed:

   i. Town Logo
   The Tourism Director reviewed the draft Resolution for Use of the Town Logo as requested in Minutes of Regular Council Meeting June 27, 2017. Discussion was held regarding This & That Store requesting to use the Town Logo for promotional material.

   2017-175
   Dwyer/Bixby
   Resolved that permission be granted to applicants to sell items with the Town Logo provided they agree to the terms stated in the Use of the Town Logo and Flag.
   Resolution Carried; In Favour 8 Against 0.

   ii. Trail Project Manager/Foreperson
   The position for the Trail Project Manager/Foreperson was filled and was to commence work on July 17, 2017. The successful candidate later decided to accept another job offer from a previous employer. The committee agreed to advertise the position on the Town website until Friday, July 21st. Greenleaf Resources were scheduled to make the initial visit on July 24, 2017 but will need to be postponed to a later date.

   iii. Museum Statistics
   The Tourism Director reported on the number of visitors and the amount of donations received to date. Marconi Site 748 visitors; Lane House 417 visitors; Marine Interpretation Centre 349 visitors; Bleak House 166 visitors and Dwyer Premises 129 visitors. However, the average donation per person is the Marine Interpretation Centre ($2.14), Brett House ($1.91), Bleak House ($1.41), Lane House ($1.24), and Marconi ($1.01).

   iv. Tools & Equipment purchased under the Fogo Island Tourism Project
   The Tourism Director reviewed the inventory count sheet of items purchased under the FIT Project. The tools and equipment purchased were stored downstairs at the Visitor Information
Centre when the project ended. Since 2015, the equipment has been used by project workers and we are currently trying to locate all the pieces. The Committee agreed that we do require a building to hold all items purchased through projects and all items should require a sign in/out sheet. The committee agreed that the Director look for a space/building near the Town Office that would be a suitable and practical location.

v. Signage
The Deep Bay Committee held a meeting with Mayor Shea and one of the items discussed was the community welcome sign. The committee presented three photos that they would like to see on the signage. The Director will work with the committee to determine best options for the welcome sign.

The site specific museum signs are ready to be placed at the museums. Discussions were held regarding where each sign should be placed on site.

2017-176
Dwyer/Bixby
Resolved that all existing site specific museum signs be replaced with the new signage.
Resolution Carried: In Favour 6. Against 0.

vi. No Camping
Concerns were raised regarding camping in areas of Town that interfered with other activities.

2017-177
Dwyer/Bixby
Resolved that the Tourism Committee would be tasked with developing a Regulation that would outline areas where camping would be permitted and areas where it would be restricted, for presentation for Council’s consideration.
Resolution Carried; In Favour 6. Against 0.

vii. Community Enhancement Employment Program
The Town will be applying for the CEEP program. This application will be done in consultation with Tourism, Recreation and Public Works.

viii. Young Canada Works – Extra Students
Canadian Museums Association approved an additional four students at 75% funding to the Town of Fogo Island on July 6, 2017. The Town of Fogo Island received the increase based on the proposal submitted in January. The six students are employed through Young Canada Works, 40 hrs per week for 9 weeks.

Councillor Walbourne asked for clarification of who is responsible for the payment of CPP and EI for the Summer Student grants. The CAO advised that he will inquire and have an email sent to Councillors.

ix. Maintenance Person
This position was filled internally from July 10 – 15, 2017 and has since become vacant due to the employee accepting another job offer from a previous employer. The committee agreed that this position be advertised within the next few days.

x. Tilting Come Home Year
a. Letter received from the meeting in Tilting regarding come home year. Discussions were held around the issues addressed at this meeting. The Director recommended and the committee agreed that a temporary solution to these issues be dealt with through public works until a permanent solution can be found.
b. Since amalgamation, the Town has been paying the electrical bill for a building in Sandy Cove. After visiting the site, it was noticed that the side door lock wasn’t working. Since then a deadbolt has been installed on the steel door and staff agreed that the wooden doors should open in and be secured from the inside as soon as possible.

c. The Director was informed, the beach site was not originally put there for a parking lot and a chain was installed to keep traffic out with an opening to allow visitors walk in access. This was put in place as a temporary measure until a more permanent solution is found.


d. New toilet was purchased and public works will install.

e. The Regional Manager, Tilting was informed that we have no additional benches, picnic tables or garbage bins.

xii. Letter from Chairperson Recreation Committee

The Director addressed the issues listed within the tourism department and referred the remaining to public works and recreation.

2017-178
Dwyer/Bixby
Resolved acceptance of the Tourism, Culture and Heritage Committee Report, as presented. Resolution Carried; In Favour 8 Against 0.

5.3 Recreation and Special Events Committee

The Recreation and Special Events Report was presented by Councillor Combden.

A meeting of the Recreation and Special Events Committee was held in the Tourism Board Room on July 18th, at 1:30PM. 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:

i. Repairs and Maintenance

Discussion took place regarding the need to have the ceiling installed in the Zamboni room as recommended by the Fire Coordinator and as it is a requirement of the Fire Code it is recommended that the work be completed as soon as possible.

The Director noted the main entrance cement work is now completed and the contractor did a great job.

ii. Playground Repairs and Basketball Pads

The Director of Recreation has inspected the five playgrounds around the island and repairs are needed on all of them and a Work Order has been issued to Public Works for items that needed immediate attention. The Director advised that Public Works are advertising for a maintenance worker and recommends that the work required on the playgrounds be added to the duties of that position and the work weeks extended accordingly.

2017-179
Combden/Walbourne
Resolved that extra weeks of work would be approved to complete the necessary repairs required on the playgrounds. Resolution carried: In Favour 8 Against 0.
iii. Purchase of Lawn Mower
The Director indicated the need for a lawn mower on site so students can use it when they have available time. It is difficult to arrange and transport lawn mowers from various sites. The CAO advised that there are funds available in the budget and he will approve under Council purchasing policy and the Committee concurred.

iv. Stadium Parking Lot
The Director informed the committee that the stadium parking lot has never been sprayed with sealant and there is a contractor on the island and thought it might be a good time to do it. The cost is .15 per square ft. The committee discussed the issue and would like to know more about the product. The Committee requested that the Director obtain details on the product and the total cost to have sealant supplied.

The CAO advised that the sealing would cost $3,600 and Council was not prepared to recommend this expenditure.

v. Request for Playground Equipment – Deep Bay
The Chairperson of the Deep Bay Community Committee contacted the Director and expressed the need for a playground and other enhancements in Deep Bay. The Director recommends that the Town complete the necessary repairs to the five existing play areas before adding others as resources are currently not available to maintain existing facilities. The Committee agreed with the Director’s position but recommends this be further discussed at the next council meeting and deferred to the budget process. Council discussed the request and felt that a review of location of future playgrounds would need further discussion before any more are added.

vi. Storage Shed, inside painting, plastering
The Director advised the committee that there is a requirement to build a storage shed and for plastering & painting of stadium, floors, walls, bleachers and change rooms and requested permission to apply for funding under JCP, CEPP or other programs.

2017-180
Comben/Walbourne
Resolved that permission would be granted to submit the applications to the various funding programs to construct a storage shed and for plastering & painting of stadium, floors, walls, bleachers and change rooms.
Resolution carried: In Favour 6. Against 0.

vii. Recycling Depot
The Director advised the there is a For Sale sign on the Recycling Building in Stag Harbour and if the business is closing it would be an opportunity to explore the possibility of the Town operating the facility as the Town currently employs displaced workers that can complete this work. The Committee requested more details from such groups as Broadening Horizons or the Calypso Foundation to see how they are set up. The committee feels more residents would recycle if it were centrally located.

viii. Revenue
Teeny Bopper Dance: $116.00, Canteen: $139.25
Bingo June 27th, good attendance
Canteen @ bingo.................................................$134.00
50/50.................................................................$131.00
4 birthday parties in June.................................$280.00
Mayor’s March for Heart & Stroke.....................$537.00
ix. **Upcoming Events**
   *August 5th – Private rental – wedding
   *August 25th /26th – Fogo Island Co-op 50th Anniversary Celebrations.
   It was noted that the Stadium is responsible for operating the bars at these two events and there is a concern with availability of volunteers. If anyone is interested in volunteering please contact the Recreation Department.
*September 16th - kids show in the afternoon/adult dance at night, Performer Dave McHugh

x. **Budget for Recreation/Stadium to date** –
   A copy of the Departmental Report was presented by the Director and reviewed

xi. **Annual Seniors’ Party**
   The Director advised that the Seniors Garden Party was held on July 11th and was a success. It was held on the back deck of the Health Care Centre this year which enabled all long term residents and their families the opportunity to participate. The party was open to all local residents as well as visitors. There was food and entertainment provided and the cost will be covered by the Town of Fogo Island.

xii. **Proposed Repairs to Stadium**
   Deputy Mayor requested that the Director of Recreation would request that the proposal developed by Young’s Refrigeration be reviewed as there were concerns regarding changes to refrigeration.

2017-181 Combden/Lynch
   Resolved acceptance of the Recreation and Special Events Report, as presented.
   Resolution Carried. In Favour 6. Against 0.

5.4 **Fire Services and Public Safety Committee**

   The meeting of the Fire Safety and Public Safety Committee was held in the Tourism Board Room at 7:00 PM on July 18, 2017. The meeting was chaired by Mayor Shea and others in attendance were Councillors Rowe, Paul Torraville, Fire Services Coordinator, and Jake Turner, CAO.

   The Following Items were discussed:

   ✷ Councillor Lynch left the meeting.

i. **Capacity of Stadium**
   The Fire Coordinator advised that the capacity of the Stadium has been completed with a seated capacity of 720, as attached. There is a section in the report which requires a further inspection prior to the event been held in August, as there was a deficiency noted. Mayor Shea advised the Committee that the Recreation Committee is recommending to Council that the deficiency be corrected before the event.

ii. **Cell Phones**
   The Fire Coordinator advised the Committee that the Cell Phone of the Joe Batts Arm Fire Department needs to be replaced.
2017-182
McGrath/Rowe
Resolved that approval be given to replace the Cell Phone for the Joe Batts Arm Fire Department
Resolution Carried; In Favour 7. Against 0.

iii. Update on Consultant for Study of Fire Services
The Consultant that has been engaged to conduct a review of the Fire Services on the Island visited the Town on July 6 & 7th, 2017 and met with the Fire Coordinator and CAO; Council; the Fire Chiefs of each Fire Department and all Firefighters. We have been advised that they are presently preparing computerized modeling for the response times. The Committee looks forward to receiving the report.

The CAO advised that the consultants have sent a survey which is on the Town Website which seeks the opinion of the residents regarding fire services. Council stated that this survey was very important and part of the public consultation and encourages all citizens to complete it.

❖ Councillor Lynch returned to the meeting.

iv. Review of the Municipal Emergency Management Plan
The Committee reviewed The Municipal Management Plan as required by Provincial legislation. The Committee noted that the contact list needs to be revised and requested that Staff write all of the Agencies and businesses and ask for an updated contact list and list of available equipment.

The Committee also noted that there are a few changes required to the plan:
1. An Agency should be selected to be responsible for registration in case of evacuation.
2. The Role of the Municipal Public Works needs to be included as this Department is required to protect the water supply in case of spills and has the information on infrastructure that may be required.
3. The members of the EOC need to be identified.
4. To avoid confusion, it should be noted that the EOC is responsible for recommendation on when the Emergency Plan is activated.
5. Evacuation Centres needed to be identified
6. Spokesperson for Emergency needs to be identified.
7. Identification of On Site Commander is required.
8. There are areas where roles and responsibility needs to be clarified.

The Committee is recommending that the review continue and would be available for adoption after the new Council is elected in September as the list of Councillors may need amending.

v. Departmental Report
The Committee reviewed the Departmental Financial Report to the end of June and noted that after six months operation there is a small budget deficit of $166.00.

2017-183
Bixby/Rowe
Resolved that the Fire and Public Safety Report would be accepted, as presented.
Resolution Carried. In Favour 8 Against 0.
5.5 Public Works Committee

The Public Works Committee report was presented by Councillor Combden:

A meeting of the Public Works Committee was held in the Tourism Board Room at 9:00 AM on July 19, 2017. The meeting was chaired by Councillor Edward Combden and others in attendance were Councillor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed.

i. Deep Bay Slipway:
The Manager inform the committee that the residents of Deep Bay are requesting that 1" Teflon be placed on the concrete to prevent damage to their boat when they are launching and hauling up their boat on the slipway. The committee agreed that this should be completed and once completed they would meet with the Deep Bay committee about taking over possession of the slipway.

The committee recommends, and I move, to purchase and install the one inch sheets of Teflon on the slipway in Deep Bay at an estimated cost of $2000 plus installation.

Questions were raised on the method of installation and safety concerns and the motion was withdrawn by the proposer and the seconder and referred back to the Committee for further study.

ii. Cost for Tilting Water Main repair:
The Manager submitted a cost breakdown to fix the water main in Tilting. This included wages, materials, Kings Construction rental of excavator, the trip to St. John's and the reinstatement of the pavement by TW. The total cost was $8320.67

Cost for Jacob’s Road Water line repair:
The Manager submitted a cost to repair the water line damage on Jacob's Road in JBA. This included wage and the cost to rent the excavator from Kings Construction. The cost was $1879.10. The Manager also informed them that the pavement will be an extra cost.

iii. Island Harbour slipway update:
A letter has been sent to the slipway committee and Mr. Turner has contacted Harbour Authority and there is no funding available from them for this project.

iv. Tender for new dump truck:
The Manager submitted an email from another Town with the cost of the Dump Truck that they recently purchased. The Manager informed the committee that we would be using the same spec that they used. The cost of their Dump Truck, without a wing, was in excess of $200,000.

2017-184 Combden/Walbourne
Resolved that approval be granted to tender the purchase of a Dump Truck with plow but no Wing.
Councillor Rowe agreed to review the specifications that were developed for the Public Tender.
Resolution Carried. In Favour 8 Against 0.

❖ Councillor Rowe declared that he was in conflict and excused himself from the meeting.
v. **COR Certification for Contractors**
The CAO informed the committee that many municipalities require contractors that are engaged to work on Town projects to be COR certified. This requirement provides some assurance that the contractors will work safely and reduces liability. The CAO recommended that the Town adopt this requirement but should provide a grace period to allow all contractors on the Island to become COR certified, if they so desired.

Council requested that information on the cost of becoming COR certified be obtained and referred back to the committee.

vi. **COR Certification**
The Manager informed the Committee that the Town currently cannot do any work on the TW roadways because we are not COR certified and he explained the process that they would have to follow to be certified, which includes a week long course in September.

2017-185
Combden/Walbourne
Resolved that the COR certification process for the Town be commenced immediately.
Resolution Carried. In Favour 7. Against 0.

❖ Councillor Rowe returned to the meeting.

vii. **Review of Purchasing Procedures for Public Tendering:**
The Committee was advised by the CAO that Council’s Purchasing Policy which was recently approved follows the requirements of the Public Tender Act and requires any items over $10,000 plus HST to be subject to the Public Tenders and other items below $10,000 require obtaining of quotes. The Committee is not prepared to change the policy at this time

viii. **Review of Policies:**
The Committee reviewed two policies as follows:

a) **Vehicle Usage** - The current policy states that Town employees can only take home vehicles when they are on call or during the winter snow clearing season. The Manager expressed his concerns about the policy and requested that the employees take home the vehicles all the times which would improve response times. The manager also stated that due to the amount of workers that the Town currently has, the off call workers may be require to help with any work that may arise. The manager is not in agreement with this policy.

2017-186
Combden/Walbourne
Resolved that the Use of Vehicle Policy be adopted, as attached.
Resolution Carried. In Favour 8 Against 0.

b) **Building Permits** - The CAO reviewed the policy with the committee and also about the infilling of the shoreline with the construction of new stages. There was also a discussion on the use of cribs or rock for the access to the stages.

2017-187
Combden/Walbourne
Resolved that the Building Permit Application Policy be adopted, as attached after the removal of 1 (b) of the regulation. Resolution Carried. In Favour 8 Against 0.
ix. **GMF (Green Municipal Fund)**
   The CAO explained to the committee that low interest funds and grants are available through a GMF which is administered by the FCM. The process involves submitting an application to determine if our proposed project to upgrade our water systems would qualify. If it did than grants could be applied for to study the Town water systems and finally loan and grants may be available to upgrade the water systems.

   **2017-188**
   Combden/Lynch
   Resolved that application be made to the Green Municipal Fund.
   Resolution Carried: In Favour 8 Against 0.

x. **Inventory of new pump for Seldom:**
   The Manager informed the committee that there currently there is a pump that is unserviceable in the pump house in Seldom and due to the high demand of water in the community in the summer months and the residents may experience low water pressure during this time. There have been a quote for a new pump but the pump has to come from Oakland and will be 2 weeks away. The Town is in the process of getting the new pump but the Manager requested that they purchase an extra pump to have in inventory.

   **2017-189**
   Combden/Lynch
   Resolved that approval be granted to purchase an additional pump for inventory at an approximate cost of $7,000.
   Resolution Carried: In Favour 8 Against 0.

xi. **Department Report:**
   The Manager submitted the financial report and was reviewed by the Committee. It was noted that repairs to water and sewer is higher this year than anticipated and contracting of snowclearing during this winter’s massive snowstorm cost nearly $24,000.

xii. **Snow Clearing comparison:**
   The Manager submitted a report on the snow clearing cost for the 2012 - 2016 snow clearing season, as attached. It was noted that due to the difference in the cost of each year they would take an average. They also request that the Manager to do a report on which roads and areas would be subbed out for the upcoming winter months.

xiii. **Canal in Fogo:**
   Mr. Walbourne was concerned about the hole in the road near the canal. The Manager said that this was the property of the Department of Transportation and Work. The Manager has been in contact with them and was told that it was sent to the engineering department.

xiv. **Komatsu Loader:**
   The committee was wondering about the repair work on the loader. The Manager informed then that the loader was still not fixed and he didn't feel comfortable getting any mechanic to look at it and that the loader should be sent to Komatsu in St. Johns. The CAO advised that it was the intent of Council to have a local Heavy Equipment Mechanic look at the loader before it is sent to St. John's.
   
   The committee agreed to send the loader to St. John's.

xv. **Water Quality Report:**
   The Manager submitted a report, as attached, of the quality of water on the island and he discussed the results of the report with the committee. The committee requested that the report be put on the Town website and the public know how to access it on the Water
Resources Portal. The Committee noted that there are several areas where the water supply does not meet the Canada Drinking Water Guidelines.

xvi. **Funding for Capital Works Projects:**
The CAO informed the committee that the Town has received an email from our MHA in regards to the Funding for Capital Works Projects and advises that total approved funding is $638,000 and the official letter of approval will follow.

2017-190  
**Comden/Walbourne**  
Resolved that the Public Works Committee be accepted, as presented.  
Resolution Carried; In Favour 8 Against 0.

### 5.6 Policy and Human Resources
Councillor Lynch presented the Policy and Human Resources Committee Report.

A meeting of the Policy and Human Resources Committee was held in the Tourism Board Office at 1:30 PM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer and Jake Turner, CAO.

- Councillor Walbourne left the meeting.

The Committee reviewed the following policies:

2017-191  
**Lynch/Dwyer**  
Resolved that the Employee Code of Conduct Policy, be adopted, as attached.  
Resolution Carried; In Favour 7 Against 0.

2017-192  
**Lynch/Dwyer**  
Resolved that the Council Code of Conduct Policy, be adopted, as attached.  
Resolution Carried; In Favour 7 Against 0.

2017-193  
**Lynch/Dwyer**  
Resolved that the Employee Hiring Policy, be adopted, as attached.  
Resolution Carried; In Favour 7 Against 0.

2017-194  
**Lynch/Dwyer**  
Resolved that the Privacy Policy be adopted, as attached.  
Resolution Carried; In Favour 7 Against 0.

2017-195  
**Lynch/Dwyer**  
Resolved that the Communications Policy be adopted, as attached.  
Resolution Carried; In Favour 7 Against 0.

2017-196  
**Lynch/Dwyer**  
Resolved that the Policy and Human Resources Report be adopted, as presented.  
Resolution Carried; In Favour 7 Against 0.
Councillor Walbourne returned to the meeting.

5.7 Finance

Deputy Mayor Collins vacated the Chair and presented the Finance Committee Report.

A meeting of the Finance Committee was held in the Council Chambers at 9:30 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councilor Bernadette Dwyer, Jake Turner, CAO and Daphne Coles Administrative Assistant/Field Officer.

The following items were discussed:

i. Financial Report

The Committee members reviewed the Financial Reports for the six month period ending June 30, 2017, as attached. The report indicates that after six months, the Town has expended $954,000 of its total budget of $2,344,000 and of its six month budget of $1,172,000 for a saving of $218,000. It is noted that the annual budget of $10,000 for the repairs to loaders has been exceeded by $267 due to higher than anticipated breakdowns.

2017-197
Bixby/McGrath
Resolved that the Financial Report for June be adopted, as attached.
Resolution Carried; In Favour 8 Against 0.

ii. Invoice for Payment

2017-198
Bixby/McGrath
Resolved approval to pay invoice number J003876 totaling $21,384.25 from Greatario for remaining 50% of the JBA Storage Tank Repairs.
Resolution Carried; In Favour 8 Against 0.

iii. Transfer of Deep Bay Hall

The Deep Bay Community Committee is requesting to purchase the building, land and contents for the amount of one dollar ($1.00), to be exempt from any legal and/or survey cost pertaining to the property and to be exempt from paying town taxes as they are a non-profit group and many of the activities will be church related. They requested that the Town convey ownership of the pickup truck the Committee for community use as this truck was purchased solely by the residents of Deep Bay through monthly door-to-door collections. Furthermore there is a trunk that was the property of the former Local Service District Committee that contains documents pertaining to the history of the community and would like it returned to the committee.

Council has determined that the Community Hall is surplus to Town operations. The building is a financial burden to the Town and the Committee is prepared to grant the request of the Committee.

The Municipalities Act provides an exemption from property taxes for a Church and Residence of the primary priest, and Council has extended this exemption to all Church property. Since many of the proposed activities are church related, the Committee is prepared to exempt the Committee from property taxes.
Resolved that approval be granted to convey the Deep Bay Community Hall, land and contents with the exception of Fire Department related items; the pickup truck and approval to grant an exemption from property taxes; and transfer the Trunk and copies of documents related to the old Council, to the Committee for the amount of $1.00.
Resolution Carried; In Favour 8 Against 0.

iv. Municipal Capital Works Funding
The Committee reviewed a letter, as attached, from the Minister of Municipal which advised that Council’s request to have the Municipal Infrastructure approved under the old cost shared arrangement was denied.

The Committee also reviewed an email from Municipal Affairs requesting that the Town submit a revised application based on the new 60/40 cost shared funding arrangement. The Committee was advised that the Province will increase its’ share of the cost by an additional 10% for regional projects and the Committee requested staff to seek further clarification.

An email has been received from Municipal Affairs confirming that the Municipal Infrastructure project will be at 70/30 cost sharing arrangement.

Municipal Funding - The Committee reviewed the funding approved. The Town received Capital Funding for this year in the amount of $638,000.00.

v. Changes to Assessment Roll
A Memo, as attached, from the Municipal Assessment Agency was reviewed, which advised of changes being made to the assessment roll. The Assessment roll will no longer contain the foot frontage, acreage or separate value of land. A response to a survey was sent to MAA regarding the Town’s objection to these changes.

vi. Request for Interest Write-Off
Committee members reviewed a letter from the new owners of 54B Southside Road in Joe Batt’s Arm requesting to waive the outstanding interest owed on the account. They have paid off the principal balance.

The committee is not prepared to recommend an exemption for the outstanding interest owed on the account, as it is against Council Policy.

vii. Policies and Procedures
The Committee reviewed the following policies:

4.7.1.1.1 Signing of Financial and Legal Documents
4.7.1.1.2 Budget Preparation
4.7.1.1.3 Payment of Invoices
4.7.1.1.4 Financial Reporting
4.7.1.1.5 Travel and Expenses

The Committee agreed that these policies are acceptable and will meet the needs of the Town. The Committee recommended minor changes to the Financial Reporting policy and asked that the changes be made before the Regular Council Meeting.

The Committee requested information on Travel Rates of other Towns and deferred the Travel Policy to the next Finance Meeting.
The Committee reviewed the following policies and is recommending approval with minor changes to be made to 4.7.4 Financial Reporting. The Committee requested that information on the travel rates of other Towns would be obtained and reviewed and 4.7.5 Travel and Expenses was deferred to the next Finance Meeting.

2017-200
Collins/Dwyer
Resolved that the following policies be adopted, as presented.
- 4.7.1.1.1 Signing of Financial and Legal Documents
- 4.7.1.1.2 Budget Preparation
- 4.7.1.1.3 Payment of Invoices
- 4.7.1.1.4 Financial Reporting
Resolution Carried; In Favour 8 Against 0.

2017-201
Collins/Dwyer
Resolved adoption of the Finance Committee Report, as presented.
Resolution Carried; In Favour 8 Against 0.

6. Correspondence:

7.1 Anonymous Letter – Stag Harbour Water
The CAO advised that a letter was received from a resident which stated that a protest would be organized in protest for lack of water in Stag Harbour. Council advised that it is policy that since a response cannot be sent, anonymous letter aren’t discussed. Council encourages all resident to sign correspondence as it would like to deal with all concerns.

7. New Business:

7.1 Vanessa’s Take Out – Application to Sell Propane
A Development Application has been received from Vanessa’s Take to sell propane. The business is located in the Community Development Area and this use is permitted at the discretion of Council and was required to be advertised under the Development Regulations. No objections were received from that advertising and it is recommended that approval be granted.

2017-202
Bixby/Lynch
Resolved that the application for Vanessa’s Take Out to sell propane from its’ premises be approved.
Resolution Carried; In Favour 8 Against 0.

8. Date of Next Regular Meeting:
August 29, 2017 at 7:00 PM.

9. Adjournment:

2017-203
McGrath
Resolved the meeting adjourned at 9:55 PM

Amanda McGrath
Town Clerk/Treasurer

Andrew Shea
Mayor

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