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

**Councilors Present:**
Mayor Wayne Collins  
Deputy Mayor Paul Torraville  
Councillor Barbara Jacobs  
Councillor Curtis Burns  
Councillor Samuel Rowe  
Councillor Scottie Hart  
Councillor Sheldon Hamlyn  
Councillor Tracey Hart  
Councillor William Hart

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

1. **Call to Order:**
Mayor Collins welcomed everyone and called the meeting to order at 7:16 PM.

2. **Delegations:**
   
2.1 **Mary Decker**
- Ms. Decker owns the property located at 134 Southside Road, Joe Batt’s Arm. She has built a new home on the lot and due to a property boundary dispute with 136 Southside Road, which is in the court system, Hydro has refused to connect her new home to power.
- Ms. Decker discussed permits issued to her property, the disputed property and a stop work order that was issued to her for putting up a fence on her boundary line without a permit. Just recently a permit was issued for repairs to a shed on the disputed property and she feels that this is an unfair practice for the Town as the dispute is not settled.
- Ms. Decker also discussed the assessed property taxes for both properties and the fact that her taxes are much higher than the disputed property.
- A letter was received by the Town from another adjacent resident regarding the fence and she found out about the letter in the meeting minutes.
- Council advised Ms. Decker that they sympathize with her issues and will take it under review and seek advice from Municipal Affairs.
- Ms. Decker advised that if Council can provide a recommendation to Hydro for the power hookup to her new home would be a great help.

2.2 **Fogo Residents**
- Six residents from the community of Fogo attended the meeting: Edmund Walbourne (Spokesperson), Patrick and Clara Walbourne, Gordon Payne, John Greene and Sidney Leyte.
- They presented a petition on behalf of Fogo residents regarding the condition of their water coming from the Town water supply at Freeman’s Pond. Samples of the water were presented and a water circulator pump from a resident’s home that is corroded.
- They indicated that the water is full of small mud particles, algae and scum. They feel that the water is not fit for human consumption or any other household uses.
- Council advised that we have been working on the water issue over the past few years with huge expenditures and no improvements to the water and they are continuing to try and solve the problem.
- The Town brought the water issue forward at a meeting with the Minister of Municipal Affairs and Environment and our MHA, and emergency funding was requested. Town has requested the aid of an engineering firm that specializes in water issues to help find a solution.
- Council requested the residents can help by contacting MP Scott Simms and MHA Derrick Bragg to put pressure on both levels of government to help get the problem solved.
3. **Agenda:**
2018-177
Torreville/S. Hart
Resolved that the agenda be adopted as presented.
Resolution Carried. In favour 9. Against 0.

4. **Minutes:**
2018-178
Hamlyn/S Hart
Resolved that the minutes of the regular meeting held on June 26th, 2018 and special meeting held on July 4th, 2018 be adopted as presented.
Resolution Carried. In favour 9. Against 0.

5. **Business Arising:**
July 4th, 2018 – Meeting with Fire Chiefs to discuss the new Fire Service Report from Stantec has not taken place yet, staff was requested to send out an email to all Fire Stations with regard to the Town’s future plan for the Fogo Island Fire Department.

6. **Committee Reports
6.1 Transportation Committee**
A meeting of the Transportation Committee was held in the Council Chambers at 7:33 PM, on July 30th, 2018. The following were in attendance: Committee Chairperson, Deputy Mayor Paul Torreville, Mayor Wayne Collins, Councillor Samuel Rowe, Councillor William Hart, Amanda McGrath, Clerk/Town Manager, Evan Parsons, Administrative Assistant, Transportation Committee John Greene, and Clifford Rowe.

The following items were discussed:

**Current Ferry Operations**
Committee members discussed the following issues:

- Current ferry schedule and difficulties with the recording system as there are two different vessel schedules. Announcements onboard the ferry are sporadic and or low in volume. Tourists are finding it difficult to understand what island they are docked on.
- Vessel situation after summer season is over with regards to Change Islands and Fogo Island.
- Issue with regards to changing the Change Islands ferry load from 25% to 15% and first come, first serve basis, will be addressed at the teleconference with Minister Crocker tomorrow. No response was given from Government.
- Rules are not being followed with regard to Change Islands traffic, once flow of traffic is started for Fogo Island. It should not be stopped to allow a late Change Island vehicle.
- The Lewisporte office will be contact about the deplorable washroom facilities on MV Beaumont Hamel; little to no soap for washing hands and limited bathroom tissue and about the announcements for docking.
- Ticket numbering system for all traffic.

**Certification of the Fogo Island Airstrip**
Committee members reviewed the proposed agenda items for the teleconference with Minister Crocker tomorrow.

**Teleconference call with Hon. Steve Crocker, Minister of Transportation and Works**
- Mayor Collins gave a brief overview of today’s teleconference with Minister Crocker.
- Certification of the air strip wasn’t renewed since 2004. Certification must be based on Transport Canada requirements and it will cost approximately $750,000.0 to recertify. Costs include purchasing snow clearing equipment, de-icing materials, building operations and staff.
- Government would like to see a partnership formed focused on economic development to take over the operations of the air strip.
- With respect to our Ferry operations for Fl/CI, before the deck space can be changed from 25% down to 15%, Government have looked at this, however they have to speak with Change Islands before any changes can be made.
- The numbering system may be implemented later in the Fall when it goes back to one vessel for both islands.

6.2 Tourism, Culture and Heritage Committee
A Tourism, Culture and Heritage committee meeting was not held this month. The following report was prepared by the Director.
- The Museums have been fully opened as of July 3rd, despite delayed JCP funding approval and a lack of post-secondary students.
- The Department is looking into fall (mid-September to mid-October) volunteer program for students to help shut down the museums. Support of the local community groups and town staff for supervision is needed.
- Old Fogo United church concert was a great success. We hope to take advantage of this venue for more events in the future. Donations totaling $358
- Trail Crew has made progress on trails (those highlighted in phase 1) as a show of good faith to residents from different regions, with plans to finish work on trails previously started. Currently we are working on contracting local resident(s) for transporting materials via ATV over rough terrain.
- Staff received an email today from a tourist and they were very impressed with the work taking place on the trails.
- In talks with Deep Bay Committee regarding a temporary sign for the Deep Bay Lookout Trail, so that Tourists can find the trail without difficulty. Awaiting price quote for a single temporary trail head sign.
- Currently sourcing inexpensive “No Overnight Parking” signs for trouble areas on Fogo Island.
- A new Hot Water tank was ordered for the Marine Interpretation Centre.

6.3 Recreation and Special Events Committee
There wasn’t a monthly meeting held for the Recreation and Special Events Committee. The following report has been prepared by the Director.

Maintenance:
- No new issues to report. The stadium upgrades project is moving along. This is coordinated through the Public Works Superintendent, the Clerk/Town Manager and the Recreation Director.

Swimming Pool:
- Discussion is still on-going on a suitable site and the cost associated with operating a year-round pool.

Playgrounds, Basketball Pads and Other Sites:
- Basic repairs have been done to all areas based on safety requirements. Inspections are being completed periodically.
- New signs have been installed in the five playgrounds. Painting is being done by staff and volunteers. Items that are broken or dangerous will be removed and replaced if possible.

Programs:
- Food and Fun Camp is running again this summer with two students hired. Children from grades 2-6 can enroll in this six-week program. This is coordinated in conjunction with Central Health, the Wellness Coalition and the Town.
- Summer Fun Camp for kids ages 5 and up. There are two students hired through the Stadium Committee. The camp includes physical activities, arts and crafts and other events planned by
the students and staff. Soccer was also incorporated into their week. Soccer is offered Tuesday evenings at 6:30pm and Thursday afternoons at 1:30pm.

- Another student project started July 16th with emphasis on parks and playgrounds. This funding is through the Canadian Parks and Recreation Association. It is a new program secured by the Government of Canada via Employment and Social Development to support “green jobs” programs for youth. The two students will work for six weeks helping with green areas, parks and spaces within the Town.

Events:
- Garden Day - June 13th - planted seeds and did a session on composting. Open to all age groups.
- “Play Day” - June 22nd – Funding was through Recreation NL and Labrador. We partnered with the school and brought healthy snack, fruits and vegetables to kid’s grades k-6.
- Teeny Bopper dance - June 28th - Great success and hope to plan another one before summer is out.
- Canada Day was a great success, many vendors set up inside. We also had fireworks that night on the soccer field.
- Canada Day bingo was July 3rd with the Brimstone Head Lions Club again this year.
- Senior’s Garden Party took place on July 11th at the back deck of the Health Care Centre. The event was enjoyed by residents and visitors. Entertainment and refreshments provided by the Town.

Other
Would like to congratulate Brent Broaders and team Canada for winning the ball hockey tournament recently held in Mount Pearl. We wish Brent the best of luck for the future.

6.4 Fire Services and Public Safety
A meeting of the Fire Services and Public Safety Committee was held in the Council Chambers at 6:42 PM on July 30th, 2018. The meeting was chaired by Deputy Mayor Paul Torraville and others in attendance were, Councillor Sam Rowe, Councillor William Hart, Amanda McGrath, Clerk/Town Manager, Evan Parsons, Administrative Assistant, and Constable Peter Connors.

Delegation – Constable Peter Connors
- Constable Connors discussed having civic numbers placed on homes on Fogo Island. Regulations was discussed previously but was not adopted. Members talked about having a by-law in place whereas all residents have civic numbers on homes.
- When the RCMP get a response call they don’t know where to go as they are not from the island. Additionally, all 911 calls are sent out by civic addresses.
- Town does not have an Enforcement Officer to enforce bi-laws so if it isn’t followed the RCMP will need to be willing to enforce this law.
- Council recommended that Staff work with Public Works to identify areas in the communities where the civic addresses need to be changed as some areas are not appropriately numbered with the street that they live on.

Discussion on having trail markers on skidoo trails on Fogo Island to help with emergency needs. Staff will check on funding opportunities.

Job Posting – New Chief
- Salary range, hours of work and probation period was discussed. The job positing, and job description will be forwarded to the HR & Policy Committee to finalize review and the position will be posted.

Repairs needed for the JBA and Fogo Pumpers
- The estimate for repairs to the JBS and Fogo Fire trucks were reviewed and will be presented to Council.
- Public Works staff can handle some of the small repairs on the estimate and this will be done in conjunction with the Fire Station members. Foam systems is now working on both the Fogo and Joe Batt’s Arm pumper trucks. A new estimate will be requested after PW completes some of the repairs.

6.5 Public Works

A meeting of the Public Works Committee was held in the Council Chambers on July 23, 2018 at 7.00 PM. The following were present, Councilor Samuel Rowe, Chair, Deputy Mayor, Paul Torraville, Amanda McGrath, Clerk/Town Manager and Mark Penton, Superintendent of Public Works

The following items were addressed:

**Monthly Report**

i. *Seldom Pump House*
   - A new pump was installed at the Seldom pump house and pressure and flow adjustments to the flow control valves were made. After adjustments were completed a fire hydrant by the chlorine booster station was tested and a reading of 35 psi at 1080 gal/min was obtained.
   - One of the three pumps is on its way out and needs to be replaced.

   **2018-179**
   Rowe/S Hart
   Resolved to approve the purchase of a 15Hp pump for Seldom pump house at a cost of $6,965 plus HST
   Resolution Carried. In favour 9. Against 0.

ii. *Rock Wall*
   - Staff took some measurements from curb stop to retainer wall and with ongoing checks they will determine if wall is moving and at what rate. Their observations at next meeting will be reported.

iii. *Fogo dump station.*
   - The site was inspected and nothing else can be done to solve the odor problem, however a cap will be placed over the vent as this could be doing more harm than good now since there is a tight cap where dumping occurs now. The main problem for home owners in the area is their close proximity to the station and downwind conditions when dumping is occurring.

iv. *Old fire trucks*
   - The truck in Deep Bay was sold for the sum of $300.00 dollars and the buyer has also made a $20.00 dollar bid on pickup in Fogo. Tenders were requested for the removal and disposal of cube van in Tilting and this should be dealt with soon.

   - A site inspection determined that this building will be removed and carried to dump. There is no pump there and building is in poor shape. A cap will be placed over existing well casing and fasten.

vi. *Trucks*
   - Trucks have been inspected and the bulk of the repairs are needed for the sterling. The sterling is still parked at Newman’s Garage awaiting parts and deemed not fit for driving, until the repairs are completed.

vii. *Force Main by old hospital site*
   - Check valves in this lift station are operating, the force main was drained several times and when the pumps were started it would only fill the force main with very little flow getting through to manhole on the hill. All indications are pointing towards a blockage in the main towards top of
hill. A 500-foot sewer jet will be used to resolve the problem. Contact was made with the Public Works Department in Gander and they suggested the same route.

viii. Oliver’s Cove Road.
- Upgrades were completed to the road and included filling in sections, then it was covered by stone and a new culvert installed; all within budget.
- A request was received to widen out the turnaround at the top of the hill, a cost estimate will be presented at the next meeting for consideration.

ix. Maintenance Inspection – Chlorination Equipment
- Quote received from K & D Pratt totaled $7,389.58 plus tax, it was noted that the major cost is for parts. (Breakdown - Parts $5199.58 / Lodgings, Labour, Training for 3 days $2190.00)

2018-180
Rowe/S Hart
Resolved to approve the maintenance inspection for the chlorination equipment at the Fogo Water Shed and the Chlorination Building, Joe Batt’s Arm at the quotes listed.
Resolution Carried. In favour 9. Against 0.

New Business
i. Chlorine Pump - Tilting
- The chlorine pump broke down and staff borrowed one from the Fogo Island Co-op for the interim; this pump is different than the existing one however it is working fine. Agreed to keep the new pump in place and purchase a replacement for the Fogo Island Co-op.

ii. Standing Offer
- A tender will be placed for a standing offer for one year, for an excavator, a backhoe, and dump truck services, on an hourly rate.

iii. Public Works Employees
a) Working Schedules
- Due to shortage in staff, employees will incur overtime pay instead of time off in lieu, for hours worked on the weekends.

b) Public Works Staffing
- It was recommended by the Superintendent that an extra individual be hired within the department for operations to work more efficiently.

2018-181
Rowe/S Hart
Resolved that the Town hire two Maintenance Person’s for the Public Works Department as the cost is budgeted under wages.
Resolution Carried. In favour 8. Against 1. Councilor Curtis Burns was against the resolution.

iv. Water Issue at 8 Oake’s Lane
- The problem of dirty water has been on-going in the community for many years.
- If the Town allows an exemption on water taxes to this property, there are many other properties in the community that have the same problem will want an exemption. Water is still being used by the home owner.
- The Superintendent will perform water checks at homes in the surrounding area to determine the water quality.
- Property owner will be required to pay water taxes, or the service will be discontinued. Council requested Staff to send a letter to the resident.
v. 11 Mercer's Place – Water line connected to fire hydrant
- The area was serviced several years ago under a capital works project; however, the property owner did not want the service as he was moving away. The owner later returned and was permitted to connect to the fire hydrant by the former Town.
- It was noted that all new developments are required to service their own property with water/sewer services. In addition, there are a few homes within the Town that do not have their own service line and are connected to an adjacent home, as they were developed after capital works projects. Council had agreed several years ago it is the property owner’s responsibility to connect to the system, unless it is done under a capital works project.
- Property is not connected to the Town sewer system. Council requested Staff find more information on the septic system.
- Council requested Staff to send a letter informing the property owner that if the Fire Department needs to use this fire hydrant in the winter and the waterline freezes, the Town will not be liable for any damages.

vi. Outfall Smoke Testing – Biomaxx
- An overview was completed on the report submitted and the Superintendent will complete a further analysis for repairs and maintenance.
- Council requested a copy of the report.

vii. Car wrecks and dilapidated properties
- Letters are being mailed out to owners. Another area of concern is Old Neck Road; staff was instructed to have letter sent out to the people who have car wrecks and other items placed in the area.
- Some letters have been sent out, Staff is recommending that when anyone reports a car wreck to please be sure who is the owner and provide a picture if they can.
- Need a policy defining what a car wreck is.
- Council requested that staff go to Old Neck Road and take some pictures of the car wreck on the road.

viii. 39 Little Harbour Road
- Letter addressed at last meeting for payment of invoices from King’s Construction to repair damages to sewer line in the amount of $1441.91, HST included.
- A written report on the sewer issue was presented by the Superintendent of Public Works after he met with Engineer, Jim Harty and the Contractor responsible for the water project.
- Contractor didn’t perform any work on the outside portion of the road and it was always kept open to allow the flow of traffic.
- Some wave action erosion occurred to the armor stone on the outside of the road but no evidence of movement under the pavement, if any movement occurred there would be settling in the pavement.
- It was concluded that the Town is not responsible for any of the damages that occurred.

2018-182
Hamlyn/Rowe
Resolved that the Town is not liable for any damages, therefore no payment will be issued to the property owners.
Resolution Carried. In favour 8. Against 1. Councillor William Hart was against the resolution.

6.6 Policy and Human Resources
A meeting of the Policy and Human Resources Committee was held in the Council Chambers on July 18, 2018 at 4:05 PM. In attendance were Committee Chair, Councillor Barbara Jacobs, Councillor Sheldon Hamlyn and Amanda McGrath, Clerk/Town Manager.

The following items were discussed:
**Flex Time Policy**
- Committee members reviewed the flex time policy, which will minimize the cost associated with required overtime.
- It was noted that this policy does not pertain to employees that have compensation already built into their employment contracts and that the Maintenance Works in Public Works will maintain status quo, regarding compensation for regular hours, overtime and flex time.
- Other areas of discussion included meal breaks, as they are unpaid as per the Town’s HR policy. All employees are entitled to and shall take meal breaks.

**2018-183**  
**Jacobs/S. Hart**  
Resolved that the Town adopt the Flex Time Policy.  
Resolution Carried. In favour 9. Against 0.

**iPad User Policy**
Committee members reviewed the policy which is committed to protecting Town property and to ensure data protection and security.

**2018-184**  
**Jacobs/Hamlyn**  
Resolved that the Town adopt the iPad User Policy.  
Resolution Carried. In favour 9. Against 0.

**Request for Leave of Absence**
Committee members were all in agreement that a leave of absence will not be recommended, as it would be difficult to fill the Public Works Position if it was temporary.

**Position Descriptions**

**2018-185**  
**Jacobs/Hamlyn**  
Resolved that the Administrative Assistant/Field Officer position be changed to Executive Administrative Assistant and approve the updated position description.  
Resolution Carried. In favour 9. Against 0.

**Employee Email Addresses**
Changing employee email address to reflect their name instead of their job title was considered a good move, therefore in the event of a change in an employee’s job title, the email address would not have to change and there would be no confusion as is the case now.

**6.7 Finance**
A meeting of the Finance Committee was held in the Council Chambers at 4:30 PM, on the above date. The meeting was chaired by Councillor Sheldon Hamlyn and also in attendance were Councillor Barbara Jacobs and Amanda McGrath, Clerk/Town Manager.

The following items were discussed:

**Business arising**
**iPads**
- The iPads have been purchased 12 iPads with Wi-Fi at a cost of $349.95 each and one iPad with data at a total cost of $689.98; total cost $4,889.39 plus HST.

**New Business / Correspondence**
**3.1 Financial Reports**
- A review was completed of the financial reports: Accounts receivable, accounts payable and bank balances.
Approval of Invoices
2018-186
Hamlyn/Jacobs
Resolved to approve invoice number 264, Fogo Island Construction Limited totaling $10,890.00 plus HST.
Resolution Carried. In favour 9. Against 0.

2017 Audit
Committee completed a brief overview of the draft 2017 audit. The auditor will be presenting the audit next week to all members of Council.

Bell & Eastlink
- Hydro has abandoned property that contain the poles for the power lines. Hydro has an easement on the land for pole lines.
- Property is now taken over by Bell and Eastlink as they still have lines on these poles.
- Hydro should have discussed this with the Town before transferring easement to other companies.
- Staff was advised to gather more information on the issue.

7. Administration
7.1 Crown Lands
- Staff was in contact with Crown Lands regarding obtaining parcels of land for future development.
- Need to engage an engineering firm to design the area and provide a detailed development plan before they will consider reserving a parcel of land.
- Need to determine area of land to develop.
- Staff was advised to contact Town of Lewisporte for further information, as they are obtaining land in this manner and proceed with engaging an engineering firm for design and cost estimates.

8. Correspondence
8.1 Dept of Municipal Affairs – Special Assistance Grant Application Process
Letter was addressed by Council.

8.2 Central Newfoundland Waste Management – 2017 Audited Financial Statement
Financial statements were addressed by Council.

8.3 Municipal Assessment Agency – 2019 Assessment
- Completing a reassessment of all municipalities based on market value as of January 2017 and will be effective for 2019 tax year.
- Changes may affect the budget planning for 2019.

8.4 Municipal Assessment Agency – Clar Simmons Scholarship
- Information was addressed by Council.

8.5 Municipal Assessment Agency – Update on June Meeting
- Letter was addressed by Council.

8.6 Fogo Island Folk Alliance
- Brimstone Head Folk Festival is taking place on August 10th – 12th this year.
- Invitation for representative from Council to attend and speak at opening ceremonies.
- Mayor Collins will attend and speak on behalf of the Town.
8.7 Dept of Municipal Affairs – Approval to Call Tenders – Arena Upgrades
- Letter was addressed by Council.

9. New Business
9.1 Herbert Collins – Permit to Construct Prefabricated Building
2018-187
Burns/S. Hart
Resolved to approve permit application provided distance requirements within the Town Development Regulations are met.
Resolution Carried. In favour 9. Against 0.

9.2 Renumeration
- Staff was advised to investigate the matter further. Contact the Canada Revenue Agency and Employment Insurance to explain the conditions involved for reporting renumeration income.

9.3 2017 Audit Report
2018-188
Hamlyn/Rowe
Resolved to adopt the 2017 Audit for the Town of Fogo Island as presented.
Resolution Carried. In favour 9. Against 0.

9.4 Letter – Councilor Curtis Burns
- Councilor Burns presented a letter of resignation to council.

9. Date of Next Regular Meeting:
Privileged Meeting – August 28th, 2018 at 6:30 PM (if required)
Regular Meeting – August 28th, 2018 at 7:00 PM

10. Adjournment:
2018-189
Hamlyn
Resolved the meeting be adjourned at 10:15 PM.

Amanda McGrath
Clerk/Town Manager

Wayne Collins
Mayor