Minutes of Regular Council Meeting
August 29, 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 Lloyd Bixby
Councillor Edward Combden  Councillor Bernadette Dwyer
Councillor Leonard McGrath  Councillor Samuel Rowe
Councillor Edmund Walbourne

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

**Absent:**
Mayor Andrew Shea  Councillor Maureen Lynch

1. **Call to Order:**
Deputy Mayor Collins called the Meeting to Order at 6:59 PM

2. **Adoption of Agenda:**
2017-204
McGrath/Walbourne
Resolved that the agenda be adopted, with the following addition: Quote for supply of road materials.
Resolution Carried. In favour 7. Against 0.

3. **Adoption of Minutes:**
2017-205
Dwyer/Combden
Resolved that the minutes of July 31, 2017 be adopted as presented.
Resolution Carried. In favour 7. Against 0.

4. **Business Arising:**
4.1 **Hiring**
The Seasonal Maintenance Positions have been filled and three individuals have been hired for the Trail Project.

The Maintenance Worker, Public Works position has not been filled yet.

It was noted that as per the hiring policy as adopted on July 31, 2017; Hiring Committees shall be established as follows:

- For Non-supervisory professional, technical and clerical staff:
  - Supervisor of the hiring department
  - The Chief Administrative Officer, or designate.
  - A Supervisor from a department other than the one hiring

- For Department Head positions other than the CAO
  - Mayor (or Designate)
  - Chair of the Committee to which the new hire will report
  - Chair of the Human Resources Committee
  - Chief Administrative Officer
• For the Chief Administrative Officer
  o Mayor
  o Deputy Mayor
  o Chair of Human Resources Committee
  o Independent Consultant, if desired
  o Outgoing Chief Administrative Officer, if appropriate.

4.2 Permit Policy
Council members discussed and asked questions regarding the permit policy, land disputes, distance requirements for buildings and crown land reserves along the shoreline.

5. Committee Reports:
5.1 Transportation Committee
No Report.

Glenn Tremblette, Marine Services Manager - Marine Transportation Services and Jody Fancey, Senior Advisor, Strategic Stakeholder Relations were planning to meet with the Transportation Committees on Fogo Island and Change Islands last week, however the meeting has been postponed until another time.

5.2 Tourism, Culture and Heritage Committee
No Meeting was held with the committee members.

The monthly report from Sharon Bailey, Director of Tourism, Culture and Heritage (Acting) was read by Jake Turner, CAO:

A meeting of the Tourism Committee was scheduled in the Council Chambers at 10 AM, on August 15, 2017. Councillor Dwyer and Councillor Bixby were not available to attend, the meeting was cancelled.

The following items need to be addressed:

5.2.1 Letter received from resident regarding Camping on Sandy Cove Beach dated August 8, 2017

The decision to place the “no overnight camping” sign at the fenced in area at Sandy Cove was made by the Director of Tourism in consultation with the Manager of External Operations. This decision was made because the fenced beach site was not set up as a campsite. The services at the site (power, sanitation) are not sufficient to sustain overnight camping on an ongoing basis. Allowing campers to stay on a case by case basis poses an issue as it sets a president for future campers to expect to be accommodated.

At the regular council meeting on July 31, 2017 the Tourism Committee was to be tasked with developing a Regulation that would outline where camping would be permitted and areas where it would be restricted, for presentation for Council consideration.

It is recommended to the tourism committee, that no overnight camping signage be placed at trails, museum properties, visitor Information parking lot, viewing areas, sandy cove beach and Stag Harbour pond. Councillors suggested adding Gull Pond area.

Campers who choose to ignore the posted signage, or choose to stealth camp at those sites do so with the risk of being forced to leave the area.
Council agreed that a policy or bi-law needs to be adopted; staff will be asked to start developing the policy.

It was agreed that the no camping sign at Sandy Cove will be removed until a policy is adopted.

5.2.2. Registered Heritage Structure Restoration Grant – Application for Building Assessment
The Heritage Foundation of NL is currently offering a grant of up to $2000 toward 75% of hiring a Heritage Building Assessor to owners of Registered Heritage Structures (maximum project cost of $2,666). The owner is required to cover 25% of the costs. Grants will be paid upon receipt by HFNGL of the assessment as well as paid invoices for the assessor's fees and expenses. Due to the issues such as mold and roofs leaking, the professional assessor can help identify restoration priorities and an appropriate scope of work for our Registered Heritage Structures.

The repairs and maintenance budget will allow for this expenditure.

2017-206
Dwyer/Walbourne
Resolved that the Town of Fogo Island apply for a Registered Heritage Structure Restoration Grant for Building Assessment through the Heritage Foundation of Newfoundland and Labrador. Resolution Carried. In favour 7. 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 Council Chambers on August 23, 2017 at 9:30 AM. The meeting was chaired by Mayor Shea and others in attendance were Councilor Combden and Colette Wells-Coish, Manager of Recreation and Leisure Services.

The following items were discussed:

5.3.1 Business Arising from Minutes
The Recycling Depot is for sale but includes the business and the building. The committee felt they should pass this information onto council for further discussion.

The rental of the stadium for Chase the Ace was per night. The committee would like this to be made clear to the public.

5.3.2 Summer Activities
There was an update on summer programs and activities. The three students are now finished. The Food and Fun Camp and Summer Fun Program were well attended. The soccer program offered two sessions per week.

5.3.3 Repairs and Maintenance
There has still been no funding approved through government for improvements to the refrigeration system as previously discussed. We will try to meet with MHA Derrek Bragg and stress the time remaining before the next season starts. The Director does not want to see any delay with the startup time since this season is relatively short. Easter Sunday is April 01, 2018. It is recommended that if the repairs are delayed due to funding we proceed with installing the temperature controls on the compressors as discussed before.

5.3.4 Special Events
- August 05, private wedding- Stadium did bar – went well
- August 25th and 26th – Fogo Island Co-op 50th Anniversary Celebrations (Stadium doing bar)
September 16th - Town Parade, lunch, kids show in the afternoon, local entertainment/adult dance at night, Performer Dave McHugh

Montreal Canadiens Alumni Hockey Team - March 17th 2018. The Director of Recreation and the Acting Director of Tourism have met with the men’s team and secured commitment from them to raise the $20,000.00 + H.S.T and accommodations for this event. This will come at no additional cost to the town. There is a contract that has to be signed by the town securing this event.

The committee made a motion after discussing the game to fully support this event. They also agree with the town paying the required $6,000.00 deposit as indicated in the contract. This should be looked at as an opportunity of a lifetime for everyone. There will be a lot of planning but with the support and help from everyone we will make this happen.

2017-207
Rowe/McGrath
Resolved that the Town of Fogo Island enter into an agreement with the Montreal Canadiens Alumni Hockey Team to host a hockey game at the Iceberg Arena on March 17, 2018. Be it further resolved that the Town enter into an agreement with the Men’s Hockey Team, for them to accept the responsibility for the requirements under the Montreal Canadiens Alumni Hockey agreement and that any profits from this event will be used to upgrade the Stadium equipment and that any shortfall from the event will be the sole responsibility of the Men’s Hockey Team
Resolution Carried. In favour 7. Against 0.

5.3.5 Projects
The CEEP Project has been applied for under the Town.

5.3.6 Other
Salaries and wages of staff is a concern.

The committee recommends there be a salary review done and a scale put in place based on years of experience and education.

5.3.7 A gym for Fogo Island
The Shorefast Foundation has a large amount of equipment, enough to equip a fully functional gym. The idea is to have an instructor and specific times of operation. This has been discussed briefly with the Economic Development Officer.

The possibility of using an existing town building was discussed, along with the opportunity for residents and visitors.

2017-208
Combden/McGrath
Resolved that Recreation and Special Events Committee report be adopted.
Resolution Carried. In favour 7. Against 0.

5.4 Fire Services and Public Safety Committee
No Report.

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 Council Chambers on August 17, 2017 at 9:45 AM. The meeting was chaired by Councillor Edward Combden and others in attendance were Councillor Edmund Walbourne, Deputy Mayor Wayne Collins, Jake Turner CAO
Cordell Waterman, Manager of External Operations

The following items were discussed:

5.5.1 Tender
The Tender for the new dump truck was sent out and closing date was August 28, 2017, however addendums have to be made to the tender.

5.5.2 Deep Bay Slipway
The residents of Deep Bay requested that Teflon strips be placed on the slipways to prevent damage when they are hauling up and launching their boats.

It was explained that the strips would be anchor bolted and the nut would be countersunk into the Teflon. The committee was concerned about the safety of the Teflon strips on the slipway and would address the Deep By committee with their concerns.

2017-209
Combden/Walbourne
Resolved that Teflon be placed on the slipway in Deep Bay.
Resolution Carried. In favour 7. Against 0.

5.5.3 Island Harbour – Slipway
A private individual has offered land for a slipway in Island Harbour. Council suggested that the land should be transferred to the Island Harbour Slipway Committee.

5.5.4 Snow Clearing Contract
The list of roads that has been identified to be contracted out for snowclearing, include:

**Seldom:**
- Anthony's Lane, Bullies Cove Road (up to the pump house), Fire Hall Road, Green's Lane, Harbour Drive, Rowe's Lane, Valley Road, Wild Cove Road, Fire Hall parking lot, booster station parking lot and Lane leading to 23 Main Street.
- Penny's Lane

**Little Seldom**
- Penny's Lane

**Stag Harbour**
- Collins Road, Upper VIC parking lot (when requested by Town) and Fire Hall parking lot.

**Fogo Island Central**
- Stadium parking lot and Town Office parking Lot.

**Tilting**
- Post Office Lane, Foley's Lane, Hall road and the Lane leading to 149A Main Street.

2017-210
Combden/Walbourne
Resolved that separate tenders for Snowclearing be issued for the following roads:

**Seldom:** Anthony's Lane, Bullies Cove Road (up to the pump house), Fire Hall Road, Green's Lane, Harbour Drive, Rowe's Lane, Valley Road, Wild Cove Road, Fire Hall parking lot, booster station parking lot and Lane leading to 23 Main Street.

**Little Seldom:**
- Penny's Lane

**Stag Harbour:**
- Collins Road, Upper VIC parking lot (when requested by Town) and Fire Hall parking lot.

**Fogo Island Central:**
- Stadium parking lot and Town Office parking Lot.
Resolution Carried. In favour 7. Against 0.

5.5.5 Guard rail for Penton's Brook
The Town has received several emails with regards to the placement of a guard rail by Penton's Brook.

The committee discussed this area and other areas that may require guard rail. Staff was requested to contact the Department of Transportation and Works for the regulations and the guidelines on the placements of guard rails. In addition, contact will be made with Jim Harty about the other areas that the Town would require to have a guard rail.

5.5.6 PDWU Systems
The Town recently drilled 2 wells, but the wells did not have the required yield for the systems.

The next option for Island Harbour is to have the system placed at Harrick's Pond; however there are concerns that the water level is not sufficient. There is also the possibly of using a well in Deep Bay, this was discussed before and council had rejected the option.

The next option for Stag Harbour is to have the system placed at Stag Harbour Pond or put the unit at the end of the water line in Seldom. If the system was placed at Stag Harbour Pond, then the pond would no longer be able to be used as a swimming area.

The committee suggested having another look at the well in Deep Bay and contacting the owner of the land and obtaining a selling price and the lot size before they did any testing of the well.

The committee would also like to contact the residents of Stag Harbour and also the residents of the island to inform them about the outcome of using the pond and to also get their input on the location for the system.

Councillors discussed contacting the Department of Municipal Affairs regarding a water and sewer system for Stag Harbour and the possibility of selling the PDWU.

5.5.7 Water Intake - Fogo Water Supply
During a cleaning of the filter in the flow chamber, small fish were discovered in the filter. It was reported that after reviewing the video of the intake, there appears to be a small gap on the clamp that was install during installation of the extension on the intake.

A diver will be contracted to have another look at the clamp and if possible replace it with a better quality clamp.

5.5.8 Water hose hook up to fire hydrant
The JBA Recreation Committee requested a garden hose hook up on the fire hydrant on Southside Road in JBA. The committee recommended that the hookup be put on the hydrant.

5.5.9 Dumping station in Fogo
The Town has received several phone calls from a resident in the area, with regard to relocating the dumping station in Fogo, as the resident is getting a strong smell of sewer when the dumping station is being used. It was recommended that the dumping station be removed from the area.

The committee requested that the manager have a look at the vent to ensure that it wasn't blocked. The committee also requested Jim Harty be contacted on the height of the vent and see if there is a lock type system for the camper to connect to while they are dumping. It was also suggested that staff investigate whether the outlet is hooked into the outfall or the line.
5.5.10 Cemetery Road in Fogo
The Town has received a request to upgrade to the road leading up to the Anglican cemetery in Fogo. An agreement was in place between the Church and the former Town of Fogo for road maintenance, however to the standard that the road was supposed to be maintained is not clear.

This road was indeed in poor condition and the Town has done some repair work to the bottom section of the road, but due the steepness of the upper section the stone would just wash away during rainstorms.

5.5.11 Work Plan and Routine work
The committee was concerned about the lack of routine work that was not being completed, including the road conditions and shouldering of the Town roads. It was explained that the Department is short staffed and in addition employees were taking holidays.

The committee recommended that some of the work that needs to be completed should be contracted out. They also requested that the Manager submit a Work Plan on upcoming work.

5.5.12 Komatsu Loader
The Komatsu Loader has been sent to SMS in St. John's, to investigate the problems with the loader and complete any repairs; currently waiting on the status of the unit.

The committee requested that once the unit is fixed, a trade valve will be obtained on the unit and contact other dealers to obtain a price from them. It was explained that a new loader would have to go out on tender and the trade valve could be included in the tender.

2017-211
Comdben/Dwyer
Resolved that Public Works report be accepted.
Resolution Carried. In favour 7. Against 0.

5.6 Policy and Human Resources
No report.

5.7 Finance
Councilor Edmund Walbourne presented the Finance Committee Report.

A meeting of the Finance Committee was held in the Council Chambers on August 24, 2017 at 9:30 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councilor Edmund Walbourne and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

5.7.1 Municipal Capital Works
The Committee members were concerned with that the Town has not received official written notification for projects, which will result in delayed startup of those projects. Written confirmation has since been received.

5.7.2 Financial Report
The Committee members reviewed the Financial Reports for the seven month period ending July 31, 2017, as attached.

2017-212
Walbourne/McGrath
Resolved that the Financial Report for July 2017 be adopted by Council, as presented.
Resolution Carried. In favour 7. Against 0.

5.7.3 Invoices for Payment
2017-213
Walbourne/Dwyer
Resolved that invoice number 2006193 totaling $11,348.20 and invoice number 2006191 totaling $11,348.20 from Northeast Well Drilling Co. Ltd. be paid.
Resolution Carried. In favour 7. Against 0.

5.7.4 Municipal Capital Works Cost Sharing
2017-214
Walbourne/Dwyer
Resolved that the Town proceed with obtaining bank approvals for the Municipal Complex on a 30/70 cost shared arrangement.
Resolution Carried. In favour 7. Against 0.

5.7.5 Gas Tax
The Town received approval for its Capital investment Plan for paving of Little Harbour Road.

Tenders for the paving of Little Harbour Road closed August 23, 2017 at 2:00 PM, two tenders were received:
  o Exploits Valley Paving $416,465.60 HST included
  o Nortech Construction Company Ltd. $375,936.38 HST Included

The letter from Jim Harty, Harty Engineering Consultants Limited recommending the Town award the tender to Nortech Construction Company Ltd. was reviewed.

2017-215
Walbourne/Dwyer
Resolved that Nortech Construction Company Ltd. be awarded the tender for Paving of Little Harbour Road in the amount of $375,936.38.
Resolution Carried. In favour 7. Against 0

Staff was asked to contact the Department of Municipal Affairs and Environment to request the overrun for the project in the amount of $34,983.98.

5.7.6 Travel and Expense Policy
2017-216
Walbourne/Comben
Resolved that the Travel and Expense Policy be approved as presented, with the following change: Incidental - $20 per day.
Resolution Carried. In favour 7. Against 0.

5.7.7 Taxes and Fees

  ❖ Councillor McGrath declared himself in conflict of interest and was excused from the meeting.

2017-217
Walbourne/Comben
Resolved that the following accounts receive a remission/exemption of taxes as per Section 111 of the Municipalities Act, 1999: BROWS004 for 2011 Garbage Fee plus interest totaling $602.77 and MCGRA001 for a 2016 Animal Fine totaling $50.00
Resolution Carried. In favour 6. Against 0.

❖ Councillor McGrath rejoined the meeting.

5.7.8 2016 Audit
The Town received their draft audit today; staff will review the audit prior to adoption at a later date.

6. Administration
   6.1 Fogo Island Partridgeberry Harvest Festival - Charitable Donation
   Councillors were in agreement that the Town would accept a taxable charitable donation on behalf of the Fogo Island Partridgeberry Harvest Festival.

   6.2 Bleak House Roof Repair Update
   The roof repair work was completed last week and no leaks were detected after the heavy rainfall last weekend.

   6.3 Old RCMP House Conveyance
   2017-218
   Dwyer/Combden
   Resolved that Council accept the terms of agreement as outlined in the draft Instrument of Grant document, for the Old RCMP House
   Resolution Carried. In favour 7. Against 0.

7. Correspondence:
   7.1 Response Letter - Minister John Haggie, Minister of Health and Community Services
   Minister Haggie’s letter of response regarding more long term beds at the Fogo Island Health Care Centre was addressed.

   7.2 Capital Works Funding Letters
   The letters from Minister Eddie Joyce, confirming the following funding was read:
     o Iceberg Arena Upgrades $209,616
     o Green’s Lane - Water and Sewer $215,775
     o PH System - Fogo Water Supply $88,000
     o Water Drainage - Old Hospital Site $126,135

   7.3 Central Health – Community Advisory Committee Nomination
   The letter from Rosemarie Goodyear, President and Chief Executive Officer requesting nominations for municipal representation on the Committee was read. With the upcoming elections, Council felt that an individual will not be nominated until after the elections.

   7.4 Central Health News Release – Physician Specialists Recruitment
   Councillors address the letter from Michael Jones, Director - Health Services announcing 11 new recruited physician specialists to James Paton Memorial Regional Health Centre in Gander and Central Newfoundland Regional Health Centre in Grand Falls-Windsor.

   7.5 2017 CFA Conference - September 24-26, 2017 Halifax NS
   Notice of the 2017 Canadian Ferry Association annual conference was read; unfortunately it is taking place the same time at the Municipal Election.

8. New Business:
8.1 Tender – Road Materials

- Councillor Rowe declared himself in conflict of interest and was excused from the meeting.

Two Tenders were received for Class A, Class B and Maintenance Grade
  o King’s Construction
  o R & K Construction

2017-219
Walbourne/Bixby
Resolved that the quote from R & K Construction Ltd for the supply of Class A and Class B granular, for pick up by the Town, and the supply of maintenance grade granular for delivery to Town sites would be accepted
Resolution Carried; In Favour 6. Against 0.

- Councillor Rowe rejoined the meeting

9 Date of Next Regular Meeting:
September 21, 2017 at 7:00 PM.

10 Adjournment:
2017-220
McGrath
Resolved the meeting adjourned at 9:55 PM

Amanda McGrath
Town Clerk/Treasurer

Andrew Shea
Mayor