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

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

**Staff:**
- Karen Lane, Chief Administrative Officer
- Amanda McGrath, Town Clerk/Treasurer

1. **Call to Order:**
   Mayor Collins welcomed everyone and called the meeting to order at 7:00 P.M.

2. **Disclosure Statements:**
   Councillors and the CAO filled their disclosure statements with the Town.

3. **Agenda:**
   - 2017-258 Burns/W. Hart
     Resolved that the amended agenda be adopted.
     Resolution Carried. In favour 9. Against 0.

4. **Minutes:**
   - 2017-259 S. Hart/Burns
     Resolved that the minutes of October 10, 2017 be adopted as presented.
     Resolution Carried. In favour 9. Against 0.

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

6. **Committee Reports**
   7.1 **Transportation Committee**
   - Councillor Jacobs joined the meeting at 7:08 PM

A meeting of the Transportation Committee was held in the Council Chambers at 7:00 PM, on October 18, 2017. The meeting was chaired by Deputy Mayor Paul Torraville and others in attendance were Councillor Samuel Rowe, Committee Members William Miller, Pauline Payne, John Greene, Lester Budden, and CAO Karen Lane.

The following items were discussed.

7. **Ferry Schedule**
   A general discussion regarding the current and new ferry schedules and recent issues was held. Some points that were raised included; extra runs added to schedule with no notice to travelling public (happened today), delayed trips with no communication, board on the Farewell side isn’t updated when changes happen, kiosk staff don’t have the training to do so, there is no screen down below on the deck for updates to travelers leaving the island, the booth in Farewell doesn’t appear to be manned at all times, there are lineups there up the road, staff are not local,
decisions are made in St. John’s then Lewisporte, etc. Committee feels that communication from the department is an ongoing issue that needs to be addressed.

**2017-260**  
*Torraville/Rowe*  
Resolved that the Town recommend to the Department of Transportation and Works that the year around ferry schedule be reestablished.  
Resolution Carried. In favour 9. Against 0.

**II. Air Ambulance**  
There was a discussion on why an air ambulance service is not used instead of using the ferry, which throws off the schedule even more. The costs and whether this was more about whose budget pays for it was discussed. It was noted that Air Ambulance comes from healthcare budget, whereas the ferry comes from Transportation. It was also noted that it would be good information to have on the costs of these trips and maybe the Air Ambulance isn’t more expensive as was previously thought.

**2017-261**  
*Torraville/Rowe*  
Resolved that the use of air ambulance instead of the ferry for emergency purposes be investigated, such as disruption of the ferry service, cost, etc. and be brought to the attention of the relevant government departments.  
Resolution Carried. In favour 9. Against 0.

**III. Public Meeting**  
Date for Public Meeting to recruit new Committee Members and other input has been set for 7:00 PM on Wednesday, October 25th, 2017 at the school cafeteria. Advertising has gone out to Facebook, Community Channel, Post Office, and various stores throughout the Town.

**IV. Communication Plan regarding ferry issues**  
Discussion was held around the lack of communication from the department to the Committee and Town, but also a lack of public communication from the committee and council to the travelling public. It was determined that the committee and council should do a better job of communicating the latest information to the public, including the meetings and correspondence had with the department. Once the new members are chosen at the public meeting the committee agreed to implement a new communication support plan at the committee level. This would then be presented to Council for communication to the public, as the transportation committee is an advisory role only. The committee feels that the Mayor would be the best point of contact and official spokesperson, with support from council and committee on talking points. This would ensure a consistent message is provided to the public.

**2017-262**  
*Torraville/Burns*  
Resolved that the Transportation Committee implement a new communication support plan at the committee level. This would then be presented to Council for communication to the public, as the transportation committee is an advisory role only. Be it further resolved that the Mayor be the best point of contact and official spokesperson, with support from council and committee on talking points. This would ensure a consistent message is provided to the public.  
Resolution Carried. In favour 9. Against 0.

**v. Line Jumping**  
An email detailing a recent incidence on the ferry with a lady using the Change Islands lineup as a means to get to Farewell when the available spaces for the Fogo Island traffic were full was discussed. This situation resulted in a very tense situation on the ferry between passengers.
vi. Camera Installation
The committee also feels that the issue with line-jumping and the enforcement of the 30-minute rule in Change Islands should be managed better by the ferry captain and staff on the dock. The suggestion was made that traffic cameras could be installed at all three wharf locations with both the public and staff able to view the locations and get the true picture of what is happening. These cameras are available now at fairly low costs and would help these issues to be better monitored by staff as well as allow the travelling public to obtain up to date information on lineups and crossings in real time.

2017-263
Torraville/Burns
Resolved that the Town send a letter requesting the Department of Transportation and Works to install cameras at the three wharfs.
Resolution Carried. In favour 9. Against 0.

vii. Foot Traffic
A committee member mentioned that he observed some issues with foot traffic on the deck. He is concerned that people are wandering around and that someone could be hurt if they walk into the path of a vehicle. The committee discussed how the foot traffic is currently handled and whether there would be better options, such as a shuttle into the boat from the terminals. Further discussion can be had on this in future, however anyone observing safety issues should be encouraged to report them right away.

viii. Meeting with T/W Officials
There is a meeting scheduled for November 1, 2017 with Glenn Tremblett, Gregg Cuff and ADM John Baker, with the Department of Transportation and Works.

7.2 Tourism
A meeting of the Tourism Committee was held in the Council Chambers at 7 PM, on October 16, 2017. The meeting was chaired by Councillor Burns and others in attendance were Councillor Hamlyn, Councillor Hart, Karen Lane, CAO and Sharon Bailey, Director.

The following items were addressed:

I. Trail Project – Overview
Discussions were held around the trail project and the scope of work to be completed in this phase of the project. The importance of following the articles of agreement between the Atlantic Canada Opportunities Agency (ACOA) and the Department of Tourism, Culture, Industry and Innovation (TCII); a copy of the Contribution Agreement form ACOA and the Letter of Financing from TCII will be forwarded to the committee members to review. The committee agreed that a project manager is needed to ensure the success of this project. The committee will assist in developing a job description for this position.

II. Museum Statistics – End of season reports
The end of season reports, from the Regional Managers was presented to the Committee. Discussions were held regarding the amount of donations received from each property. The Director informed the committee that the tourism department needs more structure and a complete report will be presented to the committee before we begin the budget process for 2018

III. Professional Assessment of Heritage Properties
The applications for Heritage Building Assessment Grants have been approved for Lane House, Old School House, Fogo United Church, Bleak House, Fishermen’s Union Trading Company and Brett House and Outbuilding. With this assessment, we will have a better understanding of the standards and guidelines required to undertake restoration projects.
iv. Deep Bay Community Sign
Three community signs were allocated for Deep Bay, Island Harbour and Stag Harbour under the Fogo Island Tourism Upgrades and Enhancement Project. The Deep Bay Committee has approved the sign design presented to the committee. Discussions were held regarding how the Town logo could be placed on all community signs. The committee requested that the Director obtain a sample of Vinyl peel and stick labels with the Town logo that could be placed on all community signs for Council’s approval.

2017-264
Burns/ Torraville
Resolved to approve the tagging of all Community signs with the Town’s logo.
Resolution Carried. In favour 9. Against 0

v. Squid Jiggers Tourism Committee Request
The Director received a request from a member of the Change Islands Hiking Trails requesting a copy of the Fogo Island trail assessment. They wanted to see the quality of the assessment done by Green Leaf Resources. The committee requested that the Director contact Green Leaf resources and ask if they had a problem with us providing this information to Change Islands.

vi. Town Owned Properties
General discussion around Town owned properties and whether or not we have the resources to care for them.

vii. Media Policy
Sharon Snow, NTV News contacted the Director with regard to scheduling a trip to Fogo Island October 22nd – 23rd and wanted to interview the Mayor and see some tourist attractions. The Director asked that an email be sent with details but hasn’t received any further information since the phone call.

2017-265
Burns/ Torraville
Resolved that all media request be forwarded to the CAO and Mayor.
Resolution Carried. In favour 9. Against 0

viii. Remembrance Day
Remembrance Day Memorial Service will be held at the Fogo Island United Church on Saturday, November 11th at 9:30 AM. Laying of the wreaths will be at the Cenotaph in Seldom at 10:50 AM. Mayor Collins agreed to lay the wreath on behalf of the Town.

ix. Canadian Heritage Proposal
The Museums Assistance Program (MAP) - Collections Management component provides funding for projects to improve knowledge, skills and practices related to key museum functions.

2017-265
Burns/ T. Hart
Resolved that the Town of Fogo Island apply for funding under the Museums Assistance Program; Total Project Cost: $98,706.
Resolution Carried. In favour 9. Against 0

Director of Tourism Culture and Heritage
Staff was directed to repost the position.
7.3 Recreation and Special Events Committee

A meeting of the Recreation and Special Events Committee was held in the council Chambers at 10:00 am on October 17, 2017. The meeting was chaired by Councillor Tracey Hart and others in attendance were Councillor Scottie Hart, Colette Wells – Coish, Director of Recreation and Leisure Services and Karen Lane, CAO.

The following items were discussed:

I. Recycling Depot:
The deadline for Public Application is October 18th for persons of interest. The Director and the Economic and Development Officer feel we should wait and see what public interest is, before the Town pursues this any further. This is a viable business opportunity. If after the closing dates there is no public interest the Town should reconsider the possibilities for this service to residents.

Update: MMSB has selected an applicant to establishment and operation of a Green Depot at 29 Main Street, Fogo. As this is a discretionary use, under the Town’s Development Regulations, the proposed operation will be published in the newspaper.

II. Gym:
There is equipment available to the Town from Shorefast to set up a fully functional gym, which is a great business opportunity and a big responsibility for the Town. It has been recommended by the Director to gain the interest of the public before we go further. The town has space not being used that is suitable for a gym. Another option is the Town renting property to interested parties.

III. Repairs and Maintenance:
There is no formal agreement in place regarding the funding to do refrigeration repairs. The funding has been approved, and we have to wait until Municipal Affairs and Environment directs us on how this will progress. There will be another inspection and site design completed by a Mechanical Engineer before any work begins.

Staff are proceeding with start-up of machinery and maintenance as usual. The Director recommends that when an agreement is final, any work that is possible under the recommendations of a mechanical engineer be done during the season. The condenser is a priority item which takes approximately twelve weeks to be shipped.

A new repairs and maintenance list is being prepared for the budget. One item of importance is getting the roof insulated. The current roof at the stadium is still in the original form when it was built to support a natural ice surface. This will be further discussed with an engineer to provide recommendations on design and cost.

Ammonia Monitor – the monitor at the Stadium is in working order, however staff will investigate getting a better quality one.

Staff was asked to follow up with the Department of Municipal Affairs on the capital funding project.

IV. Special Events:
Several events occurred over the summer involving weekends and required the help of bartenders and volunteers. Each time community groups and individuals were approached and it was very difficult to obtain volunteers for duties.

The Stadium Committee is an important part of organizing and assisting with events. There is a scheduled meeting for Tuesday October 17th at 7pm in the Common Room. Contact has been
made with the school, the Men’s Hockey league, Minor Hockey, and it is posted on the Town’s web page for persons of interest. This committee is very important for all recreational events and should be involved in functions when possible.

There were Canada 150 celebrations on September 16th. This was very successful and well attended. There was funding allocated through Canadian Heritage for this event. The fireworks on September 17th was successful.

There are other events scheduled for the coming weeks
*Remembrance Day, November 11th,
*Christmas Craft Fair November 25th,
*Annual Christmas Tree Lighting & Skate, December 10th.

The big event this season is the Montreal Canadiens Alumni Team Game scheduled for March 17th. There is a lot of fundraising planned and we hope everyone will support this chance of a lifetime hockey game.

v. Playgrounds:
Inspections and reports have been completed on all five playgrounds; minimal repairs have been done. The maintenance staff worked around the weather conditions to repair all hazardous situations. There is signage required and it is recommended by the Director we have them in place as soon as possible.

2017-266  
T. Hart/S. Hart  
Resolved that two signs; one stating ownership, another saying closed for the season be installed at the playgrounds.
Resolution Carried. In favour 9. Against 0

2017-267  
T. Hart/S. Hart  
Resolved that the Maintenance position become a permanent seasonal position to do the necessary repairs and maintenance, as there is so much to be done during the spring and summer. This position can be shared by other departments and helps when special events are scheduled as well.
Resolution Carried. In favour 9. Against 0

vi. Projects:
There has been a CEEP project approved under the Town that will see some additional painting and basic repairs completed in the stadium and at other Town sites. This project work was discussed with department managers before being submitted. The agreement and specific details should arrive soon.

vii. Arena Staff:
The Committee recommends that positions have to be reviewed and clearly stated what roles and responsibilities each person has. There are more activities offered now as the Iceberg Arena offers events yearly. However, there is still only one full time and one seasonal staff member. The Committee suggests the maintenance position should be full time and can possibly help in other departments. Also the stadium may need another full time staff worker separate from the Recreation Director. Without the students and projects we have difficulty finding volunteers to help with activities. This brings added safety concerns and issues and we have staff working alone. The Committee would also like the salaries of the stadium staff reviewed regularly as should all other town staff.
viii. Stadium User rates:
There was discussion that in the next year stadium rates will possibly increase since it has been many years since they have changed. This will be done giving user groups plenty of time to factor it into their budget plans. The recommendation is that all Town rental rates be reviewed when stadium rates are reviewed.

7.4 Fire Services and Public Safety
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 Deputy Mayor Torraville and others in attendance were Councillors Rowe and Karen lane, CAO.

The Following Items were discussed:

I. Update on Fire Plan Study
The current report is still in Draft form and some items were raised at the last council meeting held on Tuesday, October 10, 2017. Those items have been communicated to the Consultant for review by the CAO. A brief discussion of the report in its current form was held, with Deputy Mayor Torraville indicating that all Councillors had been asked at the last meeting to review the report and come back with their comments at the next council meeting. Further discussion on the report by the committee will be held after the next council meeting and when the finalized report is available from the consultant.

II. Review of Emergency Plan
The Town’s emergency plan is due to be updated and had been discussed by previous committee members with some suggestions for updates provided in the report to council on July 31, 2017. Committee members agreed they will review the current report and these suggestions, and the changes required will be decided on in the next committee meeting, with all members present.

III. Departmental Financial Report
The Committee reviewed the Departmental Financial Report to the end of September and noted that after nine months operation expenditures had reached 64% of annual budget.

It was noted that there was $761.29 of the $1500 budget amount for Travel – Co-ordinator/Fire Emergency Services shown as expended. He indicated that as the previous representative this budget amount was for the annual conference that he did not attend. CAO Karen Lane will look into details of this amount and determine the nature of the expenditure.

Update: This was registration fees for the AGM attended by Fire Department members.

It was indicated that financial reports from each fire hall were to be provided quarterly to the committee, however it appears that has not been the case in recent months. It was recommended that the committee request these reports and will review the content at the next meeting. The Committee agreed that a meeting with each fire hall chief together was needed in order to introduce the new committee and to discuss current issues. It would also allow the fire halls to provide input on budget considerations for the coming year.

Deputy Mayor Paul Torraville will reach out to each fire station and coordinate a meeting with the chiefs, with CAO Karen Lane to assist.

Departmental Financial Report was then accepted as provided.

iv. Appointment of New Fire Chief
No applications have been received for the position of Fire Chief. Once the meeting is arranged with the fire stations and the committee this will be added to the agenda with the hopes that someone from that group will volunteer. The committee discussed the problem with attracting a
person to this role on a volunteer basis. It was agreed that the committee will recommend to council to provide an incentive of some kind to help attract a quality candidate. It was suggested that a mileage allowance to offset vehicle expenses would be one option.

v. Fire at Joe Batt’s Arm Hall/Need for Butt Dispensers
A fire occurred at the Community Hall in Joe Batt’s Arm on Wednesday, October 11, 2017. It appears the fire started in a bucket on the porch that was being used for cigarette butts. The committee discussed the issue with smoking around these public buildings, and it was noted that as the buildings are rented out and no security is on site at all times, it is impossible to police the smoking and it will likely continue in future. The damage at the hall is estimated to be over $6000, and the hall and the fire department equipment could have been lost without the quick actions to put out the fire.

2017-268
Torraville/Rowe
Resolved that given the risks and the costs that could be involved, approved butt dispensers be purchased and installed at all town owned properties, with particular attention given to properties that are used daily and/or rented out. The costs of these dispensers will be much less that the damage that can be caused.
Resolution Carried. In favour 9. Against 0

vi. Access on Neck Road Extension in Seldom:
There is an issue with the access to Neck Road in Seldom. There are vehicles parking there at times, and given the shape of the road and available space, a fire truck or emergency vehicle would be unable to attend to that area. Issue will be referred to the Public Works Committee.

vii. Fireman’s Banquet
Saturday, November 11 – Fogo – Mayor Collins and Councillor Rowe agreed to attend.
Saturday, November 25 – Seldom-Little Seldom – Deputy Mayor Torraville and Councillor Burns agreed to attend.
Saturday, December 2 – JBS - Deputy Mayor Torraville and Councillor Hamlyn agreed to attend.
Saturday, December 9 - Tilting - Deputy Mayor Torraville and Councillor Burns agreed to attend.

7.5 Public Works
The meeting of the Public Works Committee was held in the Council Chambers at 4:30 PM. The meeting was chaired by Councilor Sam Rowe and the others in attendance were Councilor Scottie Hart, Deputy Mayor Paul Torraville, Cordell Waterman, Manager of External Operations and Karen Lane CAO.

I. The Committee reviewed the agenda and the following item were added:
Upgrade to Foley's Lane  Stadium upgrade
Collins Road  Stone by cuts in pavement
Trees around fire hydrants  Size of the cube van
Area around Fogo Fire Hall  Overtime
New Plow truck  Mechanic
Green's lane water project  Pipe by JBA garage

II. Guard Rail
Penton's Brook - It was explained by the engineer that since the culvert is already installed it would be difficult to install a guard now and have it secured safely.
III. Road Upgrade Request
Cemetery Road, Fogo was discussed and it was explain that the upgrades to the bottom section of the road has been done, but the top section is in very poor condition and would need a lot of work to have it passable.
It was noted that the agreement the Church had with the former Town of Fogo, only included upgrades to the lower portion of the road.

iv. Transfer of Deep Bay Slipway/Community Hall:
There was a meeting held between the Deep Bay Community Committee and the Town in regards to the slipway. In the meeting it was decided that the Town would supply all material for the installation of the Teflon on the slipway and once this was completed the slipway would then be turned back to the community. All the material had been delivered to the Community Committee now.

2017-269
Rowe/ Torraville
Resolved that the Town proceed with the transfer of the slipway, as soon as possible.
Resolution Carried. In favour 9. Against 0

The Community Hall has been surveyed and we are just waiting for the paperwork to come through so we can proceed with the transfer.

v. Roads to be contracted out for Snow Clearing:
The Tender have been completed for Seldom-Little Seldom and Stag Harbour and also for the Stadium and Town Office parking lots. It was decided that the Tender would be for 2 years with the possibility of an extension of 1 year.

2017-270
Rowe/ Torraville
Resolved that the Snow Clearing Tender be for 2 years with the possibility of a 1 year extension.
Resolution Carried. In favour 9. Against 0

vi. Komatsu Loader:
Staff has been in contact with SMS Equipment in St. John's and they have discovered that there is a wiring problem, in the wiring harness that supplies power to the computer. The single wire has been fixed and the loader is ready to be shipped out to the island.

vii. PDWU Systems:
The manager submitted a price from a resident for a piece of land in Deep Bay that currently has a well drilled on site. The committee did not want to proceed with the land in Deep Bay as the price was too high.

The CAO explained that these units are ready to be shipped from St. John's and we need to find somewhere to store these units.

With the insufficient water flows from the wells drilled in Stag Harbour and Island Harbour and the unavailability of another sufficient source of water in those two Communities, a decision has to be made where they will be installed.
Councillors spoke on this issue at length and decided that one unit will be installed on the Town’s water system in Seldom, as it is close to Stag Harbour. The other unit will be installed in Central as it is close to Island Harbour.
Resolved that the Potable Drinking Water Units will be installed in Seldom and Fogo Island Central. Be it further resolved that a well will be drilled in Central to install one unit and the other unit will be installed on the water system in Seldom.

Resolution Carried. In favour 9. Against 0.

viii. Intake in Fogo water supply:
The coupling for the intake has been ordered and contact has been made with the diver to do the installation. The manager will inform the diver when the coupling is going to arrive on the island.

It was explained that this may take a couple days to install but in the event that they needed to supply water to the Community, pumps would be installed, to pump water from the pond into the wet well.

ix. New blade for Cat loader:
The current blade is in needed of major repairs; there are several cracks in the main frame which is a safety concern and a replacement blade is needed for the upcoming snow season.

The Cat dealer in St. John’s has 2 replacement blades available, with the proper attachment that fits our loader. The cost of the two available, used blades, are: $10,000 and $11,500.

Councillors discussed the pros and cons of purchasing a blade or reevaluating repairing the existing blade.

Resolved that the Town purchase a used blade form the Cat dealership.
Resolution Defeated. In favour 3. Against 6. (Mayor Collins, Deputy Mayor Torraville and Councillors S. Hart, T. Hart, W. Hart and Rowe were against the resolution)

2017-273
Hamlyn/Torraville
Resolved that the Town have the Cat loader blade repaired, at a total maximum cost of less than $5,000, including shipping and materials, if this option is not possible the Town will purchase from the Cat dealership in St. John’s at an approximate cost of $10,000.
Resolution Carried. In favour 9. Against 0.

x. Tilting Fire Hall roof repair:
The roof in the Fire Hall has several leaks. The public works employees will patch those leaks but the hall may need some new shingles on the roof in the spring.

xi. Municipal Capital Works:
Call for Applications for Municipal Capital Works Funding Programs was announced; deadline for submissions is November 30, 2017.

The CAO provided the priority list of upcoming projects for the Town from past years and others not on the list included a splash pad, insulation for the stadium ceiling and a engineering study. A special meeting will be set up within the next week to develop a priority list for capital works projects.

xii. Old Neck Road in Seldom:
The Seldom Fire department is requesting that the Town address the current state of Old Neck Road.
The Fire department is stating that this is a fire lane in the event of a fire at Bruce and Andrew Blundon's homes. The Town currently does not consider this to be a Town road. It was mentioned that the Town put up a fire lane sign. This would indicate that the Town would own the road. If the Town is to take possession of this road, we will also have to snow clear this as well.

The committee would like to recommend to Council for further discussion.

xiii. Terms of Reference
The CAO presented the Term of Reference to the Committee for their review.

xiv. Foley's Lane
The Committee was wondering on the status of the road. The Manager explained that the road will be fixed prior to the snow clearing season.

xv. Collins Road
A member of the committee asked if the road was upgraded. The Manager explained that the Public Work department has done some minor repairs to the road for this snow clearing season but the complete upgrade could not be completed this year because of the cost of the project and it was not budgeted. A council member asked the manager to check and see if Council had made a motion to have this road upgraded.

xvi. Trees around fire hydrants
There was a concern about the amount of small trees that are growing around the hydrants. The Manager explained that they are currently in the process of flushing the water systems and they would remove the small trees during this time.

xvii. Area around Fogo Fire Hall
There was a concern about the garbage around the Fire Hall in Fogo. It was mentioned that there was some trees in the area for the upcoming bonfire night. The Manager will look at the area once bonfire night is over.

xviii. New Plow Truck
The committee was looking for an update on the status of the new plow truck. It was explained that the truck has been ordered and it would take 150 days for the truck to be built and the truck should be here in late January or early February.

xix. Green's Lane Water Project
A committee member was wondering on the status of the Green's Lane water project. The manager explained that this was with Jim Harty and the manager would contact him to check on the status.

xx. Pipe by JBA garage
There was concern about some pipe by the garage in JBA. The manager will have a look and get the pipe removed.

xxi. Old Hospital Site
A committee member inquired about the work that is to be done in the area near the Old Hospital site. The committee was talking to Jim Harty and Jim told him that there would be an additional cost of approximately $30,000 to extend the pipe up to the well. Councillors agreed that it should be tendered as per the original scope.
xxii. Stadium Upgrade
The committee was wondering about the upgrade to the stadium. The manager explained that this would fall under the Recreation committee and it wasn't under the Public Works Department.

xxiii. Stone by cuts in pavement
During the recent paving by the Town there was some stone left around the area that were paved. The manager will have a look and have the stone removed.

xxiv. Size of Cube Van
The committee was wondering on the size of the new cube van. The manager commented that they used the Government spec and that Council had already made the motion to purchase the van and that the van has been ordered.

xxv. Overtime
There was a concern about the seasonal position during the last snow clearing season and the committee member was under the impression that it was a call in position. The manager explained that the job ad was placed for a full time seasonal position not a call in position. It was also asked if the current Public Works crew would go on a split shift to prevent some overtime when the crew checks the water systems on the weekends. The manager explained that due to the lack of workers this would not be practical. The member asked the CAO to oversee the overtime.

xxvi. Mechanic for Town
A committee member asked about possibility of working with the Department of Highways to get the repairs done at their facility. The manager explained that the Department of Highways were a union shop and he didn't think that this would work as the Town employees are not union but he would contact the Department of Highways to check and see if this would be possible.

xxvii. Council Orders
2017-05: 57 Main Road, Joe Batt’s Arm
Resolved to ratify order number 2017-05 for 57 Main Road, Joe Batt’s Arm; that a permit application must be submitted to the Town requesting to replace existing front deck. It is also ordered that all construction stop and the five (5) feet section of the deck extending towards Main Road be removed, until such time a development approval is issued for the property and the required permit being picked up so that it complies with the Town of Fogo Island Development Regulations for 2015-2025. Resolution Carried. In favour 9. Against 0.

2017-03: 77 Main Street, Tilting
An update was provided for the order issued at 77 Main Street, Tilting:

that the backfill be removed to within 15 meters from center of road to clear the Department of Transportation and Works drainage ditch, so that it complies with the Town of Fogo Island Development Regulations for 2015-2025 and the Department of Transportation and Works right of way.

An email was received from the property owner outlining his disagreement with the order and a response was made by the CAO, outlining that he backfilled an area larger than his garage (without a permit) and he filled in a portion of a drainage ditch, that is within Department of Transportation and Works 15m right of way. The CAO also indicated that he should follow the process and appeal Councils decision with the Central Newfoundland Appeal Board.
Council indicated that if the property owner wishes to meet with Council a meeting can be set up with the Public Works Committee.

### 7.6 Policy and Human Resources

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 4:30 PM. The Committee was chaired by Councillor Barbara Jacobs and others in attendance were Councillor Sheldon Hamlyn, Councillor Scottie Hart and Karen Lane, CAO

The following items were discussed:

#### I. Remote Meeting Attendance Policy

There was a discussion around the possibilities of creating a remote work policy for council. It was determined that the committee was in agreement with allowing remote work, given that with today’s technology and how people work in various locations it is now the norm. A Remote Meeting Attendance Policy will be developed.

#### II. Current Staffing Requests

Public Works – The department currently has 3 staff members and with one staff member being off, they will be down to 2, with regular day to day plus snowclearing operations to deal with. Request to hire someone ASAP to backfill for this position. In addition, last year the Town employed a seasonal worker from December 1 – April 15 to help with snow clearing operations. Request that a seasonal worker be hired again this year.

Committee discussed the possible costs and how best to handle this decrease in staff.

2017-275
Jacobs/S. Hart
Resolved that a seasonal worker be hired that will serve as backfill for the staff member that will be off and then stay on as the seasonal worker until April.
Resolution Carried. In favour 9. Against 0.

Recreation and Special Events – Committee discussed and agreed they would recommend the Stadium Maintenance position be offered an increase in pay.

The part-time call in worker has been hired and is spending two weeks at the stadium to assist with ice production and other maintenance.

2017-276
Jacobs/S. Hart
Resolved that the Human Resources and Policy Committee Report, as presented be accepted.
Resolution Carried. In favour 9. Against 0.

### 7.7 Finance

A meeting of the Finance Committee was held in the Council Chambers at 4:37 PM. The meeting was chaired by Councillor Sheldon Hamlyn and others in attendance were Councillor Curtis Burns, Karen Lane, CAO and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

#### I. Financial Report

The Committee members reviewed the Financial Reports for the seven month period ending September 30, 2017, as attached.

2017-277
Hamlyn/Burns
Resolved that the financial Report for September 30, 2017 be adopted by Council, as presented. Resolution Carried. In favour 9. Against 0.

Members discussed collections and that staffing to complete the work is an issue.

II. Dart Cases for the Fogo Island Multi Use Building, Stag Harbour
Council had approved this in February 2015 - The Town will build new cases to hold the dart boards and have them installed. The dart players/user group will be asked to supply mats for the floor. Council recommended that staff take care of the issue.

III. Request for a Seasonal Worker – Public Works
2017-278
Hamlyn/Burns
Resolved that a seasonal worker for the Public Works Department be hired; same pay rate as last year. Resolution Carried. In favour 9. Against 0.

IV. Interest Write Off
The property owner that has request for interest write off in July 2017 wishes to have the issue re-addressed.

2017-279
Hamlyn/Burns
Resolved that account number AUBID001 receive a remission of interest, on taxes predating amalgamation (March 1, 2011) as per Section 111 of the Municipalities Act, 1999. Resolution Carried. In favour 9. Against 0.

It was noted that in 2014, Council passed a resolution that individuals who had tax arrears predating amalgamation (2011), that the interest charged to those invoices predating 2011 will be written off, if the principal was paid in full.

V. Taxes and Licences
Committee members discussed other sources of revenue including Business Licencing, which will not only cover local businesses but businesses contracting within the Town and Accommodation Levy.

Councillors agreed that this is a good idea and recommended that the committee explore and do further research into the ideas,

7. Administration
i. Invoice
   ❖ Councillor Rowe declared himself in conflict of interest and was excused from the proceedings.

2017-280
Hamlyn/Burns
Resolved that invoice number 4192 from R & K Construction in the amount of $5,837.40 be paid. Resolution Carried. In favour 8. Against 0.

❖ Councillor Rowe rejoined the meeting.

8. Correspondence


8.1 Economic Development Partnership (EDP)
As per the partnership’s by-laws and articles of incorporation one of the members of Council should be the Mayor, therefore Councillor Jacobs vacated her seat on the EDP and the Mayor will become a member in her place.

2017-281
Burns/T. Hart
Resolved that the Town of Fogo Island provide its annual commitment for 2018, in the amount of $25,000 to the Fogo Island Economic Development Partnership Inc.
Resolution Carried. In favour 9. Against 0.

8.2 Deep Bay Community Committee Inc.
Transfer of Old School
Group wished to have the old school also transferred. The issues addressed in the letter will be further explored and recommendations will be made at the next meeting.

Safety Concerns
Fire Department calling list – List will be mailed out. It was noted that fridge magnets were delivered to the residents of Deep Bay a couple of years ago.

Insurance questions for Deep Bay Community Hall – The Town does have insurance for the hall through Baine Johnston, it may not be transferrable to the committee however they will need to have their own policy.

8.3 Gerald and Eileen Freake
Policy for Feeding Wild Birds
The Town does not have a policy for feeding wild birds. The issue will be referred to the HR and Policy Committee.

Stop Work and Removal Order
Councillors reviewed the letter from Mr. and Mrs. Freake’s lawyer. Issue will be forwarded to the Town’s lawyer for review.

8.4 BizPaL
Letter providing information to Councillors was provided for review.

8.5 Museum of the Flat Earth
   ❖ Councillor Burns declared himself in conflict of interest and was excused from the proceedings.

Request to use the Old RCMP House, to house the Museum of the Flat Earth was reviewed. Council will gather more information on the ownership documents.

It was noted that the Fogo Heritage and Tourism Committee has requested that the Town transfer the house to them.

   ❖ Councillor Burns rejoined the meeting.

9. New Business
9.1 Premiers Forum
The Town has been chosen to have a Councillor present at the forum, Councillor Burns had agreed to be the Town’s representative.

9.2 Councillor Orientation
Ed Goodyear, Regional Manager, Department of Municipal Affairs and Environment has agreed to do the councillor training in early December or January.

**9.3 Stantec Architecture Ltd.**
Stantec Architecture Ltd. is the prime consultant related to municipal infrastructure projects to complete a site and program assessment for a possible Fogo Island Municipal Complex, which would include a Fire Hall, Community Hall, and Municipal Office, either as separate buildings or in combination all on a single site.

They will be out next week to meet with staff, town council, and other interested stakeholders. They will be looking for feedback and suggestions on the location and the programming/usage of this new complex.

**10. Date of Next Meeting:**
November 28, 2017 at 7:00 PM

**11. Adjournment:**
2017-282 Jacobs
Resolved the meeting adjourned at 10:28 PM

Amanda McGrath
Town Clerk/Treasurer

Wayne Collins
Mayor