

A Public Meeting of Council was held at the Town Office on November 1, 2023, with the following in attendance.

Councillors Present:

Deputy Mayor Alexander Crawford

Councillor Lary Roebbotham

Councillor Mark Budden

Councillor Adam Young

Staff:

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

Absent:

Mayor Andrew Shea

Councillor David McKenna

1. Call to Order:

- In the absence of the Mayor, Deputy Mayor Crawford chaired the meeting and welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:15PM.

2. Agenda:

- Deputy Mayor Crawford reviewed the meeting agenda for the public joining in on the ZOOM platform.

2023-191

Young/Budden

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

3. Minutes:

2023-192

Roebbotham/Young

Resolved that the minutes of the Regular Public Meeting held on September 26th, 2023, be adopted.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

4. Business Arising:

4.1 9 Hewitt's Point Road, Barr'd Islands – Illegal Dumping & Miscellaneous Violations

- Complaints came to the office in June that the property owner was dumping kitty litter on their property and surrounding areas, dumping garbage in the back shoreline, using wood debris, pallets, and old tires to mark property lines and posts to block entry to the lane.
- Staff reported the incidents to Service NL and Department of Environment; however, they would not provide any help.
- Order was sent to the property owner on July 20, 2023, by registered mail and the Order was returned from the post office on August 22, 2023.
- After the Order was returned undelivered, Town Lawyers were contacted for advice on what the next steps of action would be for the town.

2023-193

Budden/Roebbotham

Resolved that the Town issue a second Order to 9 Hewitt's Point Road, Barr'd Islands giving the Owner 30 days to clean up the kitty litter dumped in various areas and ensure that it is properly disposed of, remove garbage dumped on the back shoreline, and clean up the wood debris, pallets, old tires and

posts blocking entry to the lane, along with other various violations. Order is to be sent by registered mail and to ensure delivery Town Staff will hand deliver the Order and if resident is not at home, the Order must be posted somewhere on the property in a visible location and a picture taken.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

5. Department Reports

5.1. Economic Development

- No meeting was held for the month of October.

5.2. Recreation & Tourism presented by Deputy Mayor Crawford

A meeting of the Recreation and Tourism Committee was held at the Town Office on Tuesday October 17, 2023 at 4:00PM. In attendance were Chairperson, Councillor Alexander Crawford, Councillor Adam Young, Pauline Payne, Chief Administrative Officer, and Colette Wells – Coish, Director of Recreation, and Tourism.

The following items were discussed:

A. Recreation - Stadium

- I. Rollerblading for all ages was offered on Tuesday evenings from 6:30pm – 7:30 pm. This ran for three weeks. There were 4 and 5 participants in attendance each session. It is a new activity added to the weekly schedule and we encourage new participants to get involved next Spring.
- II. Halloween in the Park is planned for October 30th starting at 5:30 pm until 8:00 pm. There has been great support received from local businesses and organizations who are contributing to items for the grab bags for the kids. We are also planning a pumpkin carving activity for all ages from October 23-27. We are asking everyone to carve a pumpkin and simply drop it off and add it to the pumpkin patch on the soccer field.
- III. The Fogo Island Stadium Committee Inc. and the Islander's Hockey team have an alumni game scheduled for February 24th, 2024.
- IV. A new sound system has been installed in the stadium. This was made possible through fundraising done by the Fogo Island Stadium Committee Inc. and from the support of customers who supported the events.
- V. A New Booster Pump has been installed at the stadium. It supplies water to the entire building. The one replaced was the original pump.

B. Tourism

- I. A Job Creation Partnership started on October 10th. This program has employed three individuals who are adding additional cultural experiences to the Fall season. It also includes documenting the artifacts, reviewing, and enhancing the signage.
- II. There will be a representative from Heritage NL visiting all Town buildings this week and will provide a report within the next two – three weeks.

C. Other:

- I. Attended Community Advisory Meeting September 27th. There is a newsletter coming that will outline the role of the Community Advisory Committee. There are spaces for new members in our area.

5.3. Planning & Public Works presented by Councilor Budden

A meeting of the Planning and Public Works Committee was held at the Town Office on October 18, 2023, at 6:00PM with the following present: Councillor Mark Budden, Councillor Lary Roebbotham, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed;

A. Maintenance:

I. Water Systems

- a) Routine maintenance has been completed in all pump houses for the month of September.
- b) Water lines have been flushed in Joe Batts Arm and Seldom.
- c) One of Tilting's water pumps has broken down and is unable to be repaired. The spare pump has been put in place and is in operation. A new spare has been ordered at a cost of \$2562.00 plus HST.
- d) Chlorine booster pumps had to be replaced in Seldom and Joe Batts Arm. Costs for these were Seldom - \$2425.00 plus HST. Joe Batts Arm - \$2365.00 plus HST.
- e) On October 7, 2023, there were issues with both water supply pumps at the Joe Batts Arm pump house. The system in Joe Batts Arm is now running off loaner pumps. It will cost \$24,130.00 plus HST to replace these pumps, or we can repair for an estimated cost of \$11,308.00 plus HST.

2023-194

Budden/Young

Resolved to approve that Electric Motor and Pumps repair the water pumps at Joe Batt's Arm pump house for the estimated cost of \$11,308.00 plus HST.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

- f) There have been 4 water leaks repaired in the last month or so. (2 Joe Batts Arm, 1 Seldom, 1 Fogo)
- g) The check valves that control the flow of water from the tower in Joe Batts Arm are not functioning correctly. The price for parts and labour to have technicians come out from Newvalve Services & Consulting to repair these valves is \$7248.57 plus HST. This doesn't include meals and accommodation.

2023-195

Budden/Roebbotham

Resolved to approve that the Superintendent of Public Works proceed with scheduling Newvalve Services and Consulting to repair the check valves at the Joe Batt's Arm Water Tower at the quoted costs of \$7,248.57 plus HST which includes price for parts and labour for Technicians to come to Fogo Island. Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

- Councilor Roebbotham departed the meeting at 8:27pm due to conflict of interest.

- h) One of the Variable Frequency Drives in Seldom pump house has stopped working and will need to be replaced. Cost of replacement will be \$3029.32 plus HST from Sansom Equipment.

2023-196

Budden/Young

Resolved to approve purchasing the Variable Frequency Drive for Seldom Pump House from Sansom Equipment for \$3029.32 plus HST.

Resolution Carried. In favour – 3. Deputy Mayor Crawford, Councilor Budden, and Councilor Young. Against - 0.

- Councilor Roebbotham returned to the meeting at 8:30pm.

II. Sewer Systems

- a) A pump from the lift station in Seldom wasn't working. It has been sent to Xylem to be assessed and repairs will cost 6710.05 plus HST. A new replacement pump will cost \$13,493.82 plus HST.

2023-197

Budden/Roebotham

Resolved to approve that Xylem repair the pump for Seldom lift station for \$6710.05 plus HST.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

III. Vehicle Maintenance/Inspections

- a) KMR Transport continues to maintain our vehicle fleet as deemed necessary. Equipment will soon be prepared for the upcoming snow clearing season.

B. Other:

I. Advanced Drinking Water System:

- a) Both units are fully operational. The boil order on Seldoms water unit was removed on October 12, 2023.

II. Dumping Trailer

- a) Two (2) price quotes have been obtained for a new dumping trailer. Other dealers have been contacted but no quote has been submitted to date. The cheaper of the two (2) is Atlantic Trailer and Tractor, \$23,890.00 plus HST

2023-198

Budden/Young

Resolved to approve including in the 2024 Municipal Budget the cost of purchasing a new Dump Trailer.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

III. Fogo Salt/Sand Shed

- a) The back wall of the Fogo salt/sand shed has sustained damage over the years from the excessive weight and pressure of the salt/sand. Temporary repairs will be completed by Maintenance Staff for this season.

2023-199

Budden/Young

Resolved to approve that the Superintendent of Public Works obtain pricing for permanent repairs to the back wall at the Salt/Sand Shed located in Fogo,

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

IV. 36 Main Street Tilting Sewer Issues

- a) Resident at 36 Main Street Tilting have experienced multiple sewer line freeze-ups since its installation in 2015 and have requested council explore options to resolve these issues.

2023-200

Budden/Roebotham

Resolved to approve for the Superintendent of Public Works to investigate the problem and possible solutions for the sewer issues experienced at 36 Main Street, Tilting.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

V. Allnorth Engineering Services

- a) Representatives from Allnorth Engineering Services were here from August 28-30, 2023. Projects they looked at were:
 - i) Survey and site evaluation for a dumping station in Fogo
 - ii) Municipal Capital Works application for a study of a new water supply for Fogo
 - iii) Survey and inspection of gabion wall located on Main Street Fogo
 - iv) Survey of area for approved Municipal Capital Works project Main Street Fogo
 - v) Municipal Capital Works Application for upgrades to Seldom Pump House

- vi) Survey and site evaluation of existing dumping station in Seldom
- vii) Structural assessment of the Marine Interpretation Centre in Seldom
- viii) Site evaluation of area on Brown's Point that's experiencing sewer build-up

VI. Fogo Island Beekeeper Request

- a) A request has been received from the Fogo Island Beekeeper for the Town to upgrade the area he currently occupies in the Little Seldom Community Garden.

2023-201

Budden/Young

Resolved that Council deny the proposal from Fogo Island Beekeeper requesting the Town to perform upgrades to the Little Seldom Community Garden that would allow the bee hives to be located in a more sheltered area with the added garden space becoming a pollinator garden with local forage for all types of bees.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

5.4. Enforcement/Permitting presented by Councilor Roebbotham

Meeting was held in conjunction with Planning and Public Works Committee and the following items were discussed:

A. Update on Sale of Property for Tax Arrears

- I. The residents of the remaining properties listed below have until November 14th, 2023, to pay their account in full. Once this date is reached and the property remains in arrears, the Town will take ownership and auction all remaining properties. The Auction will take place on November 15th, 2023, at the Visitor Information Centre in Stag Harbour at 2:00PM.
 - a) 11 Bullies' Cove Road, Seldom
 - b) 75 Main Street, Seldom
 - c) 32 Brown's Point Road, Joe Batt's Arm
 - d) 23 Stag Harbour Hill Road, Stag Harbour
 - e) 4 Stag Harbour Road North, Stag Harbour
 - f) 30 Stag Harbour Road North, Stag Harbour

B. Update on Previous Issues

- I. **16-18 Stag Harbour Road South, Stag Harbour**
 - a) Sent a letter to the resident on February 6th, 2023, asking them to provide Council with the timeline needed to clean up their property of debris and piles of wood, as well as remove several car wrecks that they have scattered on their property. The resident responded stating they would work on the situation and will do what they can to clean this up within the year. The owner has cleaned up other properties in their possession but has continued to bring more debris, piles of old lumber and wrecked vehicles, which has accumulated into a mess at their main residence.

2023-202

Roebbotham/Young

Resolved to issue an Order to the property owner of 16-18 Stag Harbour Road South, Stag Harbour ordering them to clean up their property, requesting that they remove the debris, piles of wood and car wrecks.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

II. 101 Stag Harbour Road South, Stag Harbour

- b) The owner has removed the shed and has cleaned up the area.

C. Correspondence

- I. A Business Owner(s) is concerned over the chimney that is located on the building adjacent to their property. Over the years the roof spans have rusted, and they are concerned that it will fall onto their rental property.

2023-203

Roebbotham/Budden

Resolved that the Town deny the business owner's request for the Town to get involved with the chimney concerns as this is an issue between property owners.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

- II. A resident is concerned about a greenhouse that is next to their property, they stated that if there is a storm it is quite possible that parts of the structure may damage their vehicle.

2023-204

Roebbotham/Young

Resolved that the Town deny the residents request for the Town to get involved with the greenhouse concerns as this is a property issue and the resident should speak to their neighbors and voice their concerns.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

D. Orders

I. Hewitt's Point Road, Barr'd Islands

- a) An Order was sent to the resident on March 8th, 2023, concerning the condition of the property, it was ordered that the buildings be removed or repaired and restored to their original state by June 15th, 2023. The owner notified the town and provided documentation that the property had changed ownership.
- b) Staff were advised by the Planning and Public Works Committee to get advice from town lawyers on how to proceed on this issue. The lawyer advised sending a new Order to the new homeowners.

2023-205

Roebbotham/Budden

Resolved that the Town send an Order to the new property owners located at 7 Hewitt's Point Road, Barr'd Islands with 30 days' notice to repair or remove any structures that need restoration on the property.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

E. Car Wrecks

- I. The following vehicles have been abandoned for some time and it is requested that a letter for removal be sent to the owner(s).
 - a) 103 Stag Harbour Road South, Stag Harbour
 - b) 174A Main Street, Tilting
 - c) 7 Hewitt's Point Road – 2 vehicles
 - d) 40 Hewitt's Point Road – 2 vehicles
 - e) 104 Northshore Road
- II. The Committee and Council has advised Staff to start the enforcement process and send letters to the owners of these vehicles asking for them to be removed and properly disposed of.

5.5. Public Safety – Fire Services presented by Councilor Budden

A meeting of the Fire Services Committee was held on October 17, 2023, at 7:05 pm at the Town Office. In attendance: Councillor Mark Budden, Committee Alternate Deputy Mayor Alexander Crawford, Station Chiefs Paul Torraville, Bobby Parsons, Dion Harnett, and CAO Pauline Payne. Unable to attend Chairperson Councillor David McKenna.

A. Fire Calls – September

- I. Emergency Medical Assist
- II. Fire Alarm Bell Aliant Building

B. Training

- I. Training is resuming at all Fire Stations over the next week or so.
- II. Naloxone Training is being arranged by staff for the near future, awaiting trainer.
- III. All fire stations will be included in a training event once a month. The aim is to determine response times, any additional training required, and to practice major event responses.

C. Items for discussion:

I. Fire Services Ball

- a. All stations would like to extend their sincere appreciation to Council for the supper at the Fire Services Ball, and for the support of all staff, and volunteers who helped make it happen.

II. Town Bonfire

- a) Fire Services will be overseeing this year's Town Bonfire on Nov. 5th.

III. New Signs for Fire Halls

- a) Fire Services would like to see new signage on the Fire Stations that says "Fogo Island Fire Services" along with Station 1, 2 or 3.

2023-206

Budden/Young

Resolved that the CAO obtain quotes for 3 new signs for the Fire Stations for Council's approval that read "Fogo Island Fire Services" along with Station 1, 2 or 3.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

IV. Letter from Feltham's Construction.

- a) Discussed Fire Services' ability to respond to a "Confined Space Rescue" and determined that our volunteers are neither trained nor equipped to commit to this request.

2023-207

Budden/Young

Resolved that the CAO respond to Feltham's Construction letter that the Fogo Island Fire Department are neither trained nor equipped to commit to this request.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

V. Date for review of Emergency Plan

- a) Minimum of 3 hours required. Committee has discussed and decided on Sunday, November 19th for the first review to determine needed edits and inadequacies.

VI. Firettes Fundraiser

- a) A TV which was purchased by Fire Services and the Town would be a great fundraising prize before Christmas. It was discussed that there isn't really a space that requires a TV that doesn't already have one.

2023-208

Budden/Young

Resolved that Council approve the donation of the TV, that was purchased jointly by Fire Services and the Town, to Fire Services for the Firettes to organize a ticket fundraiser.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

VII. Santa Claus Parade

- a) It was discussed by the Committee that it would be great to have one Santa Claus parade for the Island instead of multiple parades in different communities. This parade would focus on the center of the island on a pre-planned route that would allow spectators to watch. Then Santa and the parade would end at the Stadium for an event for the kids.

2023-209

Budden/Young

Resolved that Council approve 1 Santa Claus parade for the island to be focused on the Center of the island and to end at the Stadium bringing all communities together. The parade would take place on Dec. 16th, with a fallback date of the 17th in case of bad weather.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

5.6. Finance and Administration presented by Councilor Roebbotham

A meeting of the Finance and Administration Committee was held at the Town Office on October 20th, 2023, at 5:30PM. In attendance were Chairperson, Councilor Lary Roebbotham, Councilor Adam Young, and CAO Pauline Payne.

The following items were discussed:

A. For Council Approval

I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during September 2023

2023-210

Roebbotham/Young

Resolved that Council adopt the cheque register from September 1st – 30th, 2023 in the amount of \$178,604.10.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

II. Adoption of Finance Reports

- a) Committee reviewed the following reports for September 2023
 - i) Breakdown of Receipts
 - ii) Quick Statistics Summary
 - iii) Detailed Income Statement
 - iv) Bank Reconciliation

2023-211

Roebbotham/Budden

Resolved that Council adopt the Financial Reports for September 2023 as presented.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

III. Appointment of Acting Town Clerk in CAO's Absence

2023-212

Roebbotham/Young

Resolved that Council approve Deputy Town Clerk, Daphne Coles as Acting Town Clerk in the absence of the CAO.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

IV. Bi-Election – Appointment of Alternate Returning Officer and Poll Clerk

2023-213

Roebbotham/Budden

Resolved that Council appoint Accounting Clerk, Tracy Torraville as Alternate Returning Officer and CAO, Pauline Payne as Poll Clerk for the November 16th bi-election.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

V. General Complaint Form

2023-214

Roebbotham/Young

Resolved that Council adopt the General Complaint Form as presented and further resolved that effective November 2nd 2023 any complaints submitted by residents or businesses must be filed through the General Complaint Form before Staff will investigate.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

VI. Business Closure Form

2023-215

Roebbotham/Young

Resolved that Council adopt the Business Closure Form as presented and further resolved that effective November 2nd 2023 any businesses that close on Fogo Island must submit this form before any business taxes are adjusted or discontinued.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

6. Correspondence

6.1 Dept of Provincial & Municipal Affairs – 2024 Municipal Budget

- Council is required to adopt a 2024 Municipal Budget and submit a copy to Department of Municipal & Provincial Affairs by December 31st, 2023.

6.2 Municipal Assessment Agency – 2024 Assessment Service Fee

- The fee for assessment services will remain at \$26.00 per parcel and per tenant for the 2024 tax year.
- The annual 2024 assessment fee for the Town of Fogo Island will be \$50,258.00 based on 1804 parcels of land and 129 tenants.

6.3 Letter – Concerned Resident – Missing Slide

- Letter was received from a resident expressing their concern and disappointment with Town Staff taking a slide that was loaded with old mattresses and was left in Kelly's Pit since last Spring to the transfer station.
- Town received several complaints from residents. Staff investigated the complaint by going to Kelly's Pit to confirm the complaint and made 2 telephone calls to determine ownership that was denied.

2023-216

Roebbotham/Young

Resolved that a letter be forwarded to the resident stating that Town Staff has done their due diligence by contacting the person they were told was the owner, who in turn denied ownership of the sled and mattresses and therefore the items were disposed of by Town Staff.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

6.4 New Commercial Housing Development

2023-217

Budden/Young

Resolved that a Special Committee be formed to review the Commercial Housing Development application that will consist of one (1) Councilor, who will be determined by the Mayor, CAO, Deputy Town Clerk, and Superintendent of Public Works.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

7. New Business

- No new business for discussion

8. Date of Next Regular Meeting:

- Public Council Meeting – November 28th, 2023 @ 7:00pm.

9. Adjournment:

2023-218

Budden/Roebotham

Resolved the public council meeting of November 1st, 2023, be adjourned at 8:25PM.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

Pauline Payne
Chief Administrative Officer

Alexander Crawford
Deputy Mayor
