

A Public Meeting of Council was held at the Town Office on December 19, 2023, with the following in attendance.

**Councillors Present:**

Mayor Andrew Shea

Councillor Mark Budden

Councillor Damian Roebbotham

Councillor Adam Young

Deputy Mayor Alexander Crawford

Councillor David McKenna

Councillor Lary Roebbotham

**Staff:**

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:05PM.
- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

**2. Agenda:**

**2023-235**

**Crawford/McKenna**

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**3. Minutes:**

**2023-236**

**D. Roebbotham/Crawford**

Resolved that the minutes of the Regular Public Meeting held on November 28<sup>th</sup>, 2023, be adopted as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**2023-237**

**L. Roebbotham/McKenna**

Resolved that the minutes of the Special Public Meeting held on December 7<sup>th</sup>, 2023, be adopted as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**4. Business Arising:**

**4.1 Revised Human Resources Policy**

- Current Human Resources Policy has not been reviewed or updated since April 2022. CAO reviewed the policy and edits were required throughout the entire policy.
- Changes to Section 8 b) on Sick Leave were required; no definition of a dependent child listed under this section.

**2023-238**

**L. Roebbotham/Crawford**

Resolved that the Town of Fogo Island adopt the revised Human Resources Policy effective January 1<sup>st</sup>, 2024 with minor edits throughout the entire policy and the addition of the definition of a dependent child to Section 8 b) on Sick Leave. Section 8 b) will read as follows:

- b) Up to seven (7) sick days per year may be taken for attending to illnesses or medical appointments for immediate family members; spouse, partner or dependent child. A dependent child is the natural, foster, adoptive, or non-adoptive child from a previous relationship, of the parent, who is:
- i) under 18 years of age and living with the parent (and his or her spouse, if applicable) for 50% or more of the applicant's study period; or
  - ii) 18 years of age or older; and
    - I. is enrolled in high school and taking at least 60% of a full course load and living with the parent (and his or her spouse, if applicable) for 50% or more of the applicant's study period; or
    - II. is a full-time post-secondary student and has been out of high school less than six years; or
    - III. has a disability and is wholly dependent on the parent (and his or her spouse, if applicable).
  - iii) Staff person must provide a doctor's note for off-island doctor's appointments for themselves or family member.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

#### 4.2 Amendment to Economic Development & Special Events Committee Structure

2023-239

**L. Roebbotham/Crawford**

Resolved that the Town of Fogo Island amend the Economic Development & Special Events Committee Structure by transferring the Chairperson position from Councilor Lary Roebbotham to Councilor Adam Young. Alternate Committee Member will remain as Deputy Mayor Sandy Crawford.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### 5. Department Reports

#### 5.1. Economic Development presented by Councilor Young

A meeting of the Economic Development & Special Projects Committee was held at the Town office on December 11, 2023, at 6:00 PM with the following present: Councilor Lary Roebbotham, Councilor Adam Young, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

#### A. Climate Change Adaptation Workshop:

- I. The Harris Centre with Memorial University has invited the Town of Fogo Island to host the Regional Climate Change Adaptation Workshop in February 2024.
- II. The Harris Centre, in partnership with Econext and Climatatlantic, has been hosting a series of regional workshops throughout 2023, to discuss the impacts and adaptation opportunities associated with climate change in Newfoundland and Labrador. The focus of the sessions will be to discuss the effects of climate change at a regional level and to explore options and development opportunities related to climate change.
- III. The intent of these workshop will be to engage community members and stakeholders and to produce summaries of regional discussions that can be used regionally and locally to....
  - Better inform planning.
  - Provide technical assistance resources.
  - To understand the issues of highest interest, priority and need
  - Provide opportunities to work collectively.

2023-240

**Young/Crawford**

Resolved that the Town of Fogo Island host the Regional Climate Change Adaptation Workshop with the Harris Centre, Econext and Climatatlantic, in February 2024.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

**B. Nature Conservancy of Canada (NCC) and Government of Newfoundland and Labrador have partnered to meet national and international conservation targets.**

- I. The Nature Conservancy has determined that the Town of Fogo Island Valued Natural and Heritage Restricted Areas and Water Resource Restricted Areas already meet the criteria of a protected area.
- II. The NCC would like to recommend to the Government of Newfoundland and Labrador that these lands be formally added to the national and international inventory of conserved lands to support the government on Canada's goal to conserve 30% of land and inland water by 2030.
- III. The NCC has created a MOU to proceed with the work and the project will require 1 day of staff time. This work is non-binding, and the Town of Fogo Island may withdraw with 60 days written notice.

**2023-241**

**Young/D. Roebbotham**

Resolved that the Town of Fogo Island approve the Memorandum of Understanding from the Natural Conservancy of Canada and Town staff will work with the NCC, for up to one day of staff time.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

**C. The Gander and Area Chamber of Commerce Business Luncheon**

- I. The Gander and Area Chamber of Commerce along with our Economic Development department, conducted an information session on November 16<sup>th</sup> at the Visitors Information Centre in Stag Harbour
- II. With approximately 30 business owners in attendance, there was strong interest in moving to next steps in developing a Fogo Island Chapter of the Gander and Area Chamber of Commerce
- III. Executive Director, Jennifer Mills and our Economic Development department are coordinating a follow-up meeting in January, to reengage the business community and to begin to work through the development of the Chapter.

**D. Capital & Special Projects:**

**I. Affordable Housing Project**

- a) The Housing Needs Assessment has been completed and is in review with Town Staff and Fogo Island Growth Incorporated, for our housing supply strategy development.
- b) The Economic Development team will be moving to next steps with the Federation of Canadian Municipalities Green Municipalities Fund, to begin the Study Grant application process.
- c) The study grant will be used to plan an affordable housing pilot project; a housing conversion project at the old RCMP building in Fogo.

**II. Fogo Island Central Park and Pond Project**

- a) The Fogo Island Central Park project, funded by the Department of Provincial and Municipal Affairs, Building Age-friendly Communities Grant, phase 1, is nearing completion. The phase 1 scope of work includes...
  - i) Accessibility trail resurfacing to accommodate mobility devices (strollers and wheelchairs)
  - ii) The development of a parking area
  - iii) The development of a viewing platform and seating at the ponds edge
- b) Naming the Park

**2023-242**

**Young/Crawford**

Resolved that the Town develop a contest for naming the new Fogo Island Central Park that aligns with the official park opening in the winter of 2024. Contest will be open primarily to children and youth.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

**III. Outdoor Recreation Project on the grounds behind Iceberg Arena**

- a) A funding application was submitted to Active NL on October 31st, for \$30,000 to go towards the children's nature-based play and climbing equipment component of the development.
  - i) The funding application is still under review with Active NL
- b) Community Fundraising
  - i) A discussion was had around accepting community donations to help fund components of outdoor recreational development, and to develop a donation recognition program. For example, if a community stakeholder wanted to donate funds towards a particular component of the park in memory of a loved one, we would apply the donation to the specific component of the park and recognize the donation with a permanent commemorative plaque at the site.

**2023-243**

**Young/L. Roebbotham**

Resolved that the Town Staff develop an Outdoor Recreation Park commemorative donation and recognition program as part of this project's fundraising initiative. Once the details of the program are developed, it will come back to Council for input and feedback prior to rolling out the program.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

**5.2. Recreation & Tourism presented by Councilor Young**

A meeting of the Recreation and Tourism Committee was held at the Town Office on December 5th, at 2:00PM. 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**

- I. The Family Resource Centre is requesting permission to use the Park Area adjacent to the Town Office to erect a Story Walk during the winter months. They have received funding to do a similar program to the one that was offered this past summer.

**2023-244**

**Young/Crawford**

Resolved that once the Park Project is completed, the request to have a Winter Story Walk from the Family Resource Centre will be brought back to council for further discussion.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

- II. A concerned citizen emailed Council on November 16<sup>th</sup> regarding her experience trying to rent the stadium for a birthday party. This has been discussed in detail with staff and we will ensure all potential renters are given an opportunity to use the stadium.
  - a) Committee has reviewed the concerns, and how this can be avoided in the future.

**2023-245**

**Young/Crawford**

Resolved that Staff write a letter to the individual apologizing for her experience in trying to rent the Stadium for a birthday party.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

- III. The Annual Christmas Tree Lighting took place on Tuesday, December 05, at 6:30 pm, near the stadium.

- IV. Funding has been approved under the Community Enhancement Employment Program for \$48,000.00.
- V. The Canada Day Application has been submitted to Heritage Canada for 2024. The application is focusing on a Family Day for July 1<sup>st</sup>.
- VI. The Canada Summer Jobs Applications are open for businesses and organizations to apply. We will remind all community groups and organizations. We will also review our job titles and prioritize areas best suited to our needs.

### 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 December 12, 2023 at 7 PM with the following present: Committee Chairperson, Councillor Mark Budden, Councillor Damian 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) Parts for the chlorination system in Seldom arrived on December 8, and have been installed. Service NL has been notified to conduct sampling to have the boil order removed but possibly this won't happen until early in the new year.
- b) The pumps from Joe Batt's Arm pump house are repaired and have been sent back to us. Electric Motor and pumps have offered to sell us the loaner pumps for \$6000 each, the new ones are approximately \$12,000 each. These pumps have approximately 2 years of use.

#### 2023-246

##### Budden/Young

Resolved that the Town add to the 2024 Municipal Budget the purchase of both water pumps from Electric Motor & Pumps at the cost of \$6000.00 each for Joe Batt's Arm Pump House.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

##### II. Sewer Systems

- a) All lift stations have been inspected for November with a few minor issues being detected, all parts are ordered.

##### III. Vehicle Maintenance/Inspections

- a) Equipment is ready for snow clearing and the 2023 Komatsu loader will be back from St John's any day with the wing installed.

#### B. Other:

##### I. Advanced Drinking Water System:

- a) Terra Nova Water Services replaced the carbon filters in both units on December 5th and 6th. New door closers have been ordered for both units and will be installed once they arrive.

##### II. JBA Recreation Committee Request

- a) The Joe Batts Arm Recreation Committee has requested that council reconsider the decision not to install a curb stop at Luke's Landing.

#### 2023-247

##### Budden/D. Roebbotham

Resolved that Council deny the request from Joe Batt's Arm Recreation Committee to reconsider the decision not to approve a curb stop being installed by the Town at the Luke's Landing site passed at a public meeting held on August 2, 2023.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### **III. Snow Clearing Policy**

- a) Updates have been made to the Towns Snow Clearing Policy for Council's review.

### **IV. 2008 Sterling Flat Deck Truck**

- a) The 2008 Sterling Truck was posted for tender for 2 weeks with a minimum bid of \$5000 and closed on December 8, 2023. One bid in the amount of \$6000 was received.

**2023-248**

**Budden/McKenna**

Resolved that the Town of Fogo Island accept the bid of \$6000.00 from Tyler Mullaly for the 2008 Sterling Flat Deck Truck, with the successful bidder having 7 days from notification to make payment and 30 days to have it removed from Town property.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### **V. Request from Residents of 4,6 and 6A Country Road, Fogo**

- a) A letter has been received from the owners of 4,6, and 6A Country Road in Fogo requesting the Town consider an application to have ownership of the lane accessing their properties.

**2023-249**

**Budden/Young**

Resolved that a public notice be posted for the first 2 weeks of January 2024 advising the public of the request from the property owners of 4, 6 and 6A Country Road to obtain ownership of the lane leading to their properties. This will allow the public an opportunity to provide any input to Council in their consideration of this request.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### **VI. 2012 Dodge Ram Truck**

- a) On August 29, 2023, Council decided to not complete repairs to the 2012 Dodge Ram Truck because of the high cost and age of the truck. This Truck has been out of service since this time.

**2023-250**

**Budden/Young**

Resolved that Council approve placing the 2012 Dodge Ram Truck and snow plow up for sale by tender for a period of 30 days with a minimum bid of \$10,000.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### **5.4. Enforcement/Permitting presented by Councilor Budden**

Municipal Enforcement met with the Planning and Public Works Committee on December 12<sup>th</sup>, 2023, at 7:00PM with the following present: Committee Chairperson, Councillor Mark Budden, Councillor Damian Roebbotham, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan.

The following items were discussed:

#### **A. Business Arising and Updates from Previous Public Council Meeting**

##### **I. Update on Sale of Property for Tax Arrears**

- a) On November 15<sup>th</sup>, 2023, an auction was held at the Visitor Information Centre in Stag Harbour and one property was sold, 11 Bullies' Cove Road, Seldom.
- b) A second auction was held on November 29<sup>th</sup>, 2023, at the Visitor Information Centre in Stag Harbour and all remaining properties were sold:
  - i) 75 Main Street, Seldom
  - ii) 32 Brown's Point Road, Joe Batt's Arm
  - iii) 23 Stag Harbour Hill Road, Stag Harbour



- iv) 4 Stag Harbour Road North, Stag Harbour
- v) 30 Stag Harbour Road North, Stag Harbour

## II. Update on Abandoned Vehicles

- a) Letters were sent out on November 3<sup>rd</sup>, 2023, to vehicles owners at the properties listed below and residents were asked to provide the Town with their plan and timeline for removal.
  - i) 103 Stag Harbour Road South, Stag Harbour – owner called the office requesting an extension until early spring, he was having health issues and needed work done on his house. Vehicle removal would be his priority once he finishes his house.
  - ii) 174A Main Street, Tilting – No Response
  - iii) 7 Hewitt's Point Road, Barr'd Islands – 2 vehicles – Resident stated that he will have the vehicles removed from the property and disposed of by the spring.
  - iv) 40 Hewitt's Point Road, Barr'd Islands – 2 vehicles – Resident stated that he will have the vehicles removed from the property and disposed of by the spring.
  - v) 104 North Shore Road, Fogo - No Response
- b) The Committee recommends sending a second letter to the owners of the vehicles located at 174A Main Street. Tilting and 104 North Shore Road, Fogo by registered mail stating that if we do not receive a response, we will hire a contractor to remove the vehicles at a quoted cost of \$1900.00 per vehicle.

## III. 24 Main Street, Fogo

- a) A second letter was received from the Business Owner(s) requesting that council reconsider the motion passed at the last public council meeting concerning the chimney that is located on the building adjacent to their property.
- b) At the public meeting held on November 28<sup>th</sup>, Council passed a motion to not get involved as this is an issue between neighbouring property owners.

### 2023-251

#### Budden/Young

Resolved that Council deny the request from the business owner(s) located at 24 Main Street, Fogo to reconsider the motion passed at the meeting held on November 28<sup>th</sup>, 2023 concerning the chimney at the adjacent property and no further action will be considered.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

## B. Orders

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

- a) Complaints came to the office in June that the property owner was dumping kitty litter on their property and surrounding areas, dumping garbage on the back shoreline, using wood debris, pallets, and old tires to mark property lines and posts to block entry to the lane.
- b) 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.
- c) Town Lawyers were contacted for advice and the Lawyers recommended that a second Order be issued 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. The Order was to be sent by registered mail and to ensure delivery Town Staff will hand deliver the Order and if the resident isn't at home, the Order must be posted somewhere on the property in a visible location and a picture taken.
- d) A Registered letter was sent to the resident on November 9<sup>th</sup>, 2023, and a copy of the order was tied to her door on November 10<sup>th</sup>, 2023. The registered letter was returned to our office on December 5<sup>th</sup>, 2023. Another copy of the order was delivered to the residents' door on December 5<sup>th</sup>, 2023, and the resident stated that the order would not be adhered to and would continue to dump kitty litter on the property and will proceed with taking crushed stone from town roadways.
- e) The committee recommended that Council direct staff to seek the advice of our lawyer on this matter and to determine if court action will be the next step.

- Before a motion from the Committee Chairperson was tabled, Mayor Shea requested to speak on the matter, the position of Chairperson was passed to Deputy Mayor Crawford at 8:13pm.
- Mayor Shea suggested that the Committee recommendation should be changed to contact the Town Lawyer to start proceedings for the Town to take court action against the property owner of 9 Hewitt's Point Road, Barr'd Islands.
- Mayor Shea resumed the position of Chairperson at 8:15pm.

## **2023-252**

### **Budden/McKenna**

Resolved that Staff contact the Town Lawyer to start proceedings for the Town to take court action against the property owner of 9 Hewitt's Point Road, Barr'd Islands for non-compliance of Order sent by registered mail on November 9<sup>th</sup>, 2023 and hand delivered on December 5<sup>th</sup>, 2023 for the following violations:

- 1) Kitty Litter illegally dumped all over your property and surrounding properties.
- 2) Garbage illegally dumped all along the back shoreline.
- 3) Wood debris, pallets and vehicle tires placed along the property and adjacent properties.
- 4) Post blocking the entrance to a public laneway.
- 5) Removing of crushed stone along town owned roads for your own personal use, and
- 6) Tampering with Town Infrastructure by digging out around a town owned culvert crossing Hewitt's Point Road.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

## **II. 16-18 Stag Harbour Road South, Stag Harbour**

- a) An order was sent to the resident on November 9<sup>th</sup>, 2023, regarding the wrecks and piles of debris that are on the property. The resident sent a letter to the Town with a response.

## **2023-253**

### **Budden/Young**

Resolved that staff respond to the property owner of 16-18 Stag Harbour Road South, Stag Harbour thanking him for his letter and provide the owner with an extension until May 31<sup>st</sup>, 2024, to tidy up the property and remove and properly dispose of the vehicles that are to be scrapped.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

## **III. 154B Main Road, Joe Batt's Arm**

- a) On August 2<sup>nd</sup>, 2023 Council approved to send the owner an order to remove or repair the shed located at 154B Main Street in Joe Batt's Arm within 30 days, along with a contractor price to complete the work, if the owner does not comply, the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account.
- b) On August 18<sup>th</sup> we received an email from the resident, explaining why the fishing shed and wharf are not removed and denying ownership of the dilapidated building close to the main road. An order was delivered to the resident on October 10<sup>th</sup>, 2023, stating that the property had to be removed or restored by November 11<sup>th</sup>, 2023.

## **2023-254**

### **Budden/Crawford**

Resolved that council approve for Town Staff to contact the property owner of 154B Main Road, Joe Batt's Arm asking what their plan and timeframe for removal would be. Also, to let the resident know that this will be the final opportunity for them to start dismantling the old shed and wharf. If no suitable response is made, the Town will hire the contractor on the resident's behalf to complete the work and charge the resident the quoted price of \$9600.00.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0



## 5.5. Public Safety – Fire Services

- No committee meeting was held for the month of December.

## 5.6. Transportation Advisory Committee presented by Councilor Damian Roebbotham

A meeting of the Fogo Island Transportation Advisory Committee was held at the Town Office on December 14<sup>th</sup>, 2023. Meeting was called to Order at 7:05 pm. In attendance were Councillor Mark Budden, Councillor Damian Roebbotham, Amanda Decker-Penton, John Greene, Clifford Rowe, Deputy Town Clerk, Daphne Coles. Absent from the meeting were Councillor David McKenna, CAO, Pauline Payne, William Miller.

The following items were discussed:

### A. Letter – Ferry Passes

- Request was received from Fogo Island Minor Hockey for ferry passes for teams that are travelling to the Island to play hockey tournaments. Very few teams are willing to travel to Fogo Island.
- Governments policy on complimentary travel for sports teams is only applicable to teams that are traveling from Fogo Island to other parts of the province and includes travel for players, coaches, supervisors and associated vehicles. This policy applies to the whole province and is applied to all services in the same manner.

**2023-255**

#### D. Roebbotham/Crawford

Resolved that Staff write a letter to the Minister of Transportation and Infrastructure requesting that they revise or reconsider the Complementary Travel Policy to accommodate teams that have to use the ferry service for sports events around the province. This will help alleviate some of the costs of travel and enhance team to come to Fogo Island for hockey tournaments.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### B. Installation of Generator and Major Bathroom Repairs.

- Repairs are expected to take place early January 2024
- Generators are going to be temporarily placed on the deck and this will create a loss of deck space of approximately 12 spaces.
- Timeline for repairs is unsure at this time.
- Repair to Men's bathroom pipes is to be done as well.
- Goal is to provide a replacement vessel with same capacity or more, however there is no mention of which vessel will serve Fogo Island/Change Islands in the absence of the Veteran.
- Veteran is expected to be out of service again in September for extended period to install generator where it is supposed to be located.

**2023-256**

#### D. Roebbotham/Young

Resolved that Council request a meeting with Marine Services, Regional Director Mr. Colin Power to discuss the repairs and concerns raised with the departure of the M.V. Veteran in early January for the installation of the generator and repairs to the pipes in the men's washroom. An in-person meeting is preferred, if Mr. Power is unwilling to come to the Island a ZOOM meeting can be arranged. Members of the Transportation Committee are to be included in the meeting and forward copies of the request to Minister of Transportation and Infrastructure, Honorable John Abbott and MHA Derrick Bragg.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### C. Canteen

- Still no canteen service on the M. V. Veteran and vending machines are empty.
- Contract was awarded this past tourism season; however, it is unclear if the bidder declined the contract or just didn't provide the service to the public.

**2023-257**

#### **D. Roebbotham/Crawford**

Resolved that Staff send an email to Marine Services, Regional Director Mr. Colin Power asking for clarification on why the canteen is not operating on the M. V. Veteran. If the successful bidder declined or cannot provide the canteen service, can government either award the contract to another bidder if there was any or put out another Request for Proposals for the Canteen Service, providing vending machine services could also be an option. Is there a plan for the upcoming 2024 Tourism Season? Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

#### **D. Other**

- I. Separate room for those people travelling that are sick or a quiet space for children and adults that have issues with tolerating crowded areas and strangers.
- II. Council briefly discussed this request, and it will be added to the agenda for the meeting with Marine Services.

#### **5.7. Finance and Administration presented by Councilor Roebbotham**

A meeting of the Finance and Administration Committee was held at the Town Office on December 14, 2023, at 5:00PM. In attendance were Chairperson Councilor Roebbotham, Councilor Adam Young, and Deputy Town Clerk Daphne Coles. Absent from the meeting was 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 November 2023

**2023-258**

##### **L. Roebbotham/McKenna**

Resolved that Council adopt the cheque register from November 1<sup>st</sup> – 30<sup>th</sup>, 2023 in the amount of \$242,935.30.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

##### **II. Adoption of Finance Reports**

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

**2023-259**

##### **L. Roebbotham/D. Roebbotham**

Resolved that Council accept the Financial Reports for November 2023 as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

##### **III. Request for Exemption of Curb Stop Turn On/Off Fee**

- a) Public Works Employee went to a property located at 11 Greene's Point Road, Tilting on July 1<sup>st</sup>, 2023 and turned on curb stop. Property Owner was present when water was turned on. Due to this being a holiday the Curb Stop On/Off fee was \$100.00.
- b) After leaving the property and coming back to the Centre of the Island, employee received a call from the resident saying that the water was not turned on, so a second visit was made to the property. After arriving the employee and the property owner discovered that the valve on the waterline connected to the curb stop was not turned on, once the valve was on there was water to the property.

- c) Due to a second visit to the property and no issues present caused by the Town a second Curb Stop On/Off fee of \$100.00 was charged to the property owner's account.

**2023-260**

**L. Roebbotham/Crawford**

Resolved that Council deny the request from property owner of 11 Greene's Point Road, Tilting for an exemption of the 2<sup>nd</sup> charge for the Curb Stop On/Off Fee in the amount of \$100.00 due to the water issues resulting from the valve not being turned on by the property owner and there being no fault of the Town.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

#### **IV. Personal Protection Equipment Policy**

**2023-261**

**L. Roebbotham/Crawford**

Resolved to adopt the Personal Protection Equipment Policy for Public Works effective December 20<sup>th</sup>, 2023.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

#### **V. Revised Snow Clearing Policy**

**2023-262**

**L. Roebbotham/D. Roebbotham**

Resolved to adopt the Snow Clearing Policy for Public Works effective December 20<sup>th</sup>, 2023.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

#### **6. Correspondence**

- No Correspondence received for discussion.

#### **7. New Business**

- No New Business for discussion.

#### **8. Date of Next Regular Meeting:**

- Public Council Meeting – January 30<sup>th</sup>, 2024 @ 7:00pm.

#### **9. Adjournment:**

**2023-263**

**D. Roebbotham/McKenna**

Resolved the public council meeting of December 19<sup>th</sup>, 2023, be adjourned at 9:00PM.

Pauline Payne  
Chief Administrative Officer

Andrew Shea  
Mayor