

A Regular Meeting of Council was held at the Town Office on December 20<sup>th</sup>, 2022, with the following in attendance.

**Councilors Present:**

Mayor Andrew Shea  
Councillor Beverly Broders  
Councillor David McKenna  
Councillor Adam Young

Deputy Mayor Alexander Crawford  
Councillor Mark Budden  
Councillor Lary Roebbotham

**Staff:**

Pauline Payne, Chief Administrative Officer  
Daphne Coles, Deputy Town Clerk

**1. Call to Order:**

Mayor Shea welcomed everyone that was viewing the meeting on the ZOOM Platform and the public meeting was called to order at 7:08PM.

**2. Agenda:**

Mayor reviewed the agenda for the public attending by ZOOM Platform.

**2022-222**

**Broders/Crawford**

Resolved that the agenda be adopted as presented

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor McKenna, Councillor Roebbotham, Councillor Young. Against - 0.

**3. Swearing-In of New Council Member**

- Mark Budden was the successful candidate of the bi-election held on December 13, 2022.
- Returning Officer, Daphne Coles carried out the New Councillor Oath of Office and Councillor Mark Budden took his seat at the Council table.

**4. Minutes:**

**2022-223**

**Crawford/McKenna**

Resolved that the minutes of the Regular Public Meeting held on November 29, 2022, be adopted as presented.

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

**5. Business Arising:**

- No Business Arising from the adopted minutes.

**6. Adoption of 2023 Municipal Budget**

- a) Councillor Roebbotham, Chairperson of Finance and Administration Committee presented the 2023 Municipal Budget highlights.
  - i. Total Budget for 2023 with Income and Expenses is \$2,917,615.00. This is an increase over the 2022 Budget by \$48,175.00 or 1.7%.
  - ii. A reduction in the Residential Property Tax Mil Rate from 7.75mils to 7.25mils.
  - iii. Interest charged on overdue accounts will increase from 1% to 2%.
  - iv. Funds allocated for the purchase of new Public Works Equipment: Excavator, Loader and Trailer with trade-in of the 2015 and 2021 Case Backhoes
  - v. Budgeted for Municipal Capital Works Project for Seldom Water and Sewer, Main Street

- vi. Budgeted again for two (2) Slipways/Boat Launches; Stag Harbour and Island Harbour at \$80,000.00 each. This was budgeted for last year but due to delays from other Government Departments the work wasn't completed in 2022.
- b) 2023 Municipal Budget will be posted publicly on the town website once approved by Department of Municipal and Provincial Affairs.

## 2022-224

### Roebbotham/Young

Resolved that the Town of Fogo Island approve the 2023 Tax Rates and 2023 Municipal Budget as presented with the various tax rates, fees, due dates, and expenses including pay rates as presented in the budget with the following changes.

- Interest on overdue accounts increase from 1% to 2%
- Reduction of the Residential Tax Rate from 7.75 to 7.25

### 2023 Tax Rates

**Residential Property Tax:** 7.25 mils, minimum \$340

**Commercial Property Tax:** 7.75 mils, Min. \$415

**Non-Residential – Small Structure Property Tax:** 7.75 mils, minimum \$100

**Vacant Land Property Tax (additional property):** 7.75 mils, minimum \$150

**Business Tax Rate:** Minimum \$410, per business

**Class mil Rate:**

12 mils	Accommodations 1– B & B's, Air B & B's, Boarding Homes, Vacation Home Rentals, Efficiency Units, Campgrounds
17 mils	Accommodations 2 – Hotels, Motels, Inns, Personal Care Homes, Other Fishers
22 mils	Personal and Consumer Services - Crafts/Arts/Textiles, Museums, Consumer Services, Hairdressers, Taxation Office, Personal Services, Daycares, Dental
27 mils	Taxis, Boat Tours, Bus Companies
32 mils	Food/Beverage Services – Restaurant, Take out, Grill, Bars, Lounges, Cafeteria, Bakeries, Coffee Shop, Ice Cream Shop, Mobile Food Services; Fish Processors
37 mils	Retail - Hardware, General Stores, Furniture/Clothing, Pharmacies, Convenience Store, Grocery Store, Convenience Store & Gas Bar; Service Station/Auto Repair
52 mils	Construction Companies, Small manufacturing, Freight Companies, Contractors & Road Transport, Funeral Homes
62 mils	Utilities - Propane Services, Oil Delivery Companies, Electrical Contractors, Plumbing & Heating
132 mils	Oil Company - Tank Farm
232 mils	Banks

Business with no fixed address: 2.5% Gross Revenue

Utility Tax: 2.5% Gross Revenue

Peddlers: \$20 per day / \$125 per Season

Direct Sellers \$25 - Consultants/Representative's such as Tupperware, Mary Kay, Avon, Scentsy, etc.

### **Small Home-Based Business**

- Minimum business tax of \$25, maximum of \$400, at 2.5% of Gross Revenue.
- Individuals are asked to please advise the Town of your Gross Sales and your appropriate taxes will be applied.
- A small Home-based business is defined as an undertaking supplying a product or service for a fee, on a continual or ongoing basis, that has not or cannot be assessed under the Municipal Assessment Agency.

### **Residential Water/ Sewer Tax: \$410.00 per Unit**

- i) Water only, 60% of rate
- ii) Sewer only 40% of rate
- iii) Churches, Church Halls & Lion's Club
- iv) Subsidiary Apartments \$410.00 per year
- v) Apartment Bldgs. Up to 20 units \$410.00 per unit
- vi) Cottages & vacation homes - Residential rates
- vii) B & B's and Vacation Rental Properties - \$410.00 per year for first three (3) rooms, \$130 per every additional room thereafter.

### **Commercial Water/Sewer Tax**

- i) Basic: \$460.00 per unit per year
- ii) Water only 60% of rate
- iii) Sewer only 40% of rate
- iv) Senior Care residences \$460.00 per 4 restrooms
- v) Efficiency units \$460.00 per year for first unit, every additional unit \$140 per unit
- vi) Hotels & Motels \$6,000.00 per year
- vii) Fish Processors: \$110,000.00 per year
- viii) Fish offloading facilities: \$3,000.00 per year

### **Poll Tax: \$275.00 per Year**

**Business Licences (Non- Resident Businesses and outside contractors):** 2.5% of Contract, Minimum \$400

### **Residential 10% Property Tax Discount:**

- All prior year's taxes, including Water and Sewer Tax must be paid in full.
- Current property taxes must be paid by May 31st of current tax year.
- Applies to one property within the Town lives and will apply to all residents (permanent and seasonal)).
- Will not apply to residential properties that are used for rentals or nightly rentals.

### **Permit Fees:**

- a) Residential Permit – New Construction or Moved to new lot \$150
- b) Residential Shed, Fence, Deck \$25
- c) Renovations/Extension \$25
- d) Demolition Permit – Residential or Commercial \$25
- e) Commercial Permit - New Construction or Moved to new lot \$250 Minimum, plus \$5 per \$1,000 of construction value.
- f) Commercial Permit – Renovations/Extension/Fencing \$100 Minimum, plus \$5 per \$1,000 of construction value.
- g) Ditching and Relocation and hard surfacing of driveways \$25
- h) Landscaping \$25
- i) Curb Stop Installation: \$100
- j) Occupancy Permit \$50
- k) Permit to Operate \$50

**Curb Stop Fees:**

- |                                       |       |
|---------------------------------------|-------|
| i) During Business Hours              | \$50  |
| ii) After Business Hours and Holidays | \$100 |

- |                          |               |       |
|--------------------------|---------------|-------|
| <b>Fire Inspection's</b> | - Commercial  | \$300 |
|                          | - Residential | \$100 |

<b>Tax Certificate</b>	\$50
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<b>Cutting of Pavement (Town Roads)</b>	Cost Recovery
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**Other Fees and Charges:**

All other fees remain unchanged or at cost recovery and are subject to change within the year.

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

**7. Departmental Meeting Reports****7.1 Planning & Public Works presented by Councillor Broders**

A meeting of the Planning and Public Works Committee was held in the Council Chambers on December 12, 2022, at 6:00PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Adam Young (Via Zoom), Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed:

**A. Maintenance:****I. Preventative Maintenance**

- a) All routine maintenance in the pump houses have been completed for the month of November and intake screens have been cleaned in Fogo, Seldom and Tilting.
- b) A boil water advisory was issued in Seldom on October 27, 2022, due to mechanical issues with the chlorination system. Waiting on test results from Service NL before we can remove this order.
- c) Several of the fluorescent light fixtures in our pump houses are no longer working and staff feel that it would be better to upgrade with new LED fixtures instead of repairing the current ones.
- d) All lift stations have been inspected with no new issues to report.
  - i) We are still waiting on the engineers to complete a site visit and recommendations on the damaged lift station located next to the Experience Fogo site.  
Update: Engineers have been onsite and the concrete in the lift station is in good shape so it won't need replacement, the recommendation for repairs is to use a screen inside the lift station which will cost much less than originally anticipated.

**II. Vehicle Maintenance/Inspections**

- a) KMR Transport has most of the snow clearing equipment ready to go, they are just waiting on a few parts for the CAT Loader.

**B. Other:****I. Permit Applications**

- a) Field visits ongoing to determine compliance, as requested. Training is also being provided to the new Enforcement/Permitting Officer.

**II. Water turn on/turn-off**

- a) Water turn on/turn-offs being requested intermittently. Residents are reminded that 48 hours' notice is required prior to scheduling water turn on/off.

**III. Advanced Drinking Water System:**

- a) Both units are fully operational. The ozone generator in the Fogo unit wasn't working during a routine system check. Staff contacted Terra Nova Water Services and found a blown fuse that was most likely caused by power surges in a recent windstorm.

#### **IV. Turnaround Southside Fogo**

- a) A resident contacted the Town office with a concern that the turnaround located on the southside of Fogo is starting to wash away. Public Works staff conducted a site visit of the area and there is a portion of the turnaround that is starting to be eroded by the water's edge.
- b) This turnaround is not owned by the Town, the Town turnaround is further down on the inside of the road across from Best's fishing wharf.

**2022-225**

#### **Broders/Crawford**

Resolved that no work will be done to the turnaround located on the waterfront near the end of Main Street on the Southside of Fogo at this time and Public Works Staff will monitor the area closely.

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

#### **V. Damage to Fogo Garage**

- a) During the windstorm on November 24, 2022, the Town Garage in Fogo sustained damage to the roof and siding. A claim was submitted to the insurance company, and they are in the process of having the roof repaired but it is likely that the siding repairs will have to wait until the weather improves in the spring.

#### **VI. Snow Clearing Request**

- a) Residents of 160 Main Road Joe Batt's Arm have requested that Town equipment plow the lane adjacent to their property leading to the government wharf.
- b) Road leading to the wharf is owned by Harbour Authority and they were contacted last winter with this same concern however they don't plow the road due to no funding allocated.
- c) Council discussed the residents concerns and requested that the CAO contact Harbour Authority again for further information and it will be brought back to the next Committee meeting for further discussion.

#### **VII. Restructure of Public Works Equipment**

- a) Superintendent of Public Works and CAO have reviewed the current equipment fleet for Public Works and have gathered information from Equipment Dealerships for exchange and turnover of the fleet.
- b) Public Works Committee have reviewed the recommendations put forward by the Superintendent of Public Works and propose the following changes to equipment to better service the needs of our Town roads and infrastructure.
  - i) The purchase of a Caterpillar Excavator \$234,846.91 plus HST, with trade-in of 2021 Case Backhoe and 2015 Case Back-Hoe for \$215,000.00, balance along with buyout of existing loan for 2021 Case Backhoe to be financed.
  - ii) The lease of a Komatsu Loader for \$338,920.00 plus HST over 5 years with option to purchase at the end of the term.
- c) Public Works Committee defers to the Finance and Administration Committee to table the motion to purchase these pieces of equipment.

#### **7.2 Finance & Administration presented by Councilor Roebbotham**

A meeting of the Finance and Administration Committee was held at the Town Office on December 14, 2022, at 6:00PM. In attendance were Chairperson, Councilor Lary Roebbotham, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk. Absent from the meeting was Councilor Adam Young.

The following items were discussed:

#### **A. For Council Approval**

##### **I. Adoption of Cheque Register**

- a) Committee reviewed the cheques that were issued during November 2022.

**2022-226**

### **Roebbotham/Crawford**

Resolved that Council adopt the cheque registers from November 1<sup>st</sup> – 30<sup>th</sup>, 2022 in the amount of \$345,304.14.

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

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

a) Committee reviewed the following reports for November 2022:

- i) Breakdown of Receipts
- ii) Quick Statistics Summary
- iii) Detailed Income Statement
- iv) Bank Reconciliation

### **2022-227**

#### **Roebbotham/Broders**

Resolved that Council adopt the cheque registers from November 1<sup>st</sup> – 30<sup>th</sup>, 2022 in the amount of \$345,304.14.

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

## **III. Approval of Payment of Invoices**

### **2022-228**

#### **Roebbotham/Young**

Resolved that Council approve payment of the invoices listed below:

- Twin City Paving - \$81,075.00
- Kelco Construction Inc - \$83,054.68

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

## **IV. Request for Exemption of Property Tax – Account #BRODA004**

a) Resident has submitted a letter informing the Town that he doesn't have any ownership claim to the property associated with this account.

### **2022-229**

#### **Roebbotham/Young**

Resolved that Council approve to write-off the property taxes and accrued interest on Account #BRODA004. It is further recommended that the property located at 24 Oliver's Cove Road, be transferred to the Town of Fogo Island with the Municipal Assessment Agency until further investigation can be done on ownership and location of parcels of land in Oliver's Cove, Tilting.

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

## **V. Request for Exemption of Poll Tax**

a) **Account #VILLS001**

- i) Individual is requesting an exemption of Poll Taxes charged for 2020 and 2021 as she moved off the island in March 2019.

### **2022-230**

#### **Roebbotham/Crawford**

Resolved that Council approve the exemption of 2020 and 2021 Poll Taxes plus accrued interest charged to Account #VILLS001.

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



**b) Account #DEMAB001 and MARKD001**

- i) Individuals are requesting an exemption of Poll Taxes charged for 2020 and 2021 as they only lived on the island for a short period during the winter of 2020.

**2022-231**

**Roebbotham/Broders**

Resolved that Council approve the exemption of 2020 and 2021 Poll Taxes plus accrued interest charged to Account #DEMAB001 and MARKD001.

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

**VI. Approval of Economic Development Committee Structure and Committee Terms of Reference**

- a) Committee will consist of two (2) councillors and a Department Head Staff member as a Resource Person with the Mayor and CAO as ex-officio members. Economic Development Officer will fill the role of Resource Person.
- b) Terms of Reference and Committee Mandate to include the following.
- Strategic Planning, for the purposes of fostering and advancing economic and business opportunities and the promotion of the Town of Fogo Island
  - Providing input to help identify future projects or strategic priorities for future years' work.
  - Capital Projects, including housing developments and heritage building revitalization projects.
  - Special Projects, including community capacity building projects, workshops, and sustainability projects.
  - Communications and Public Engagement
  - Consult with existing businesses and facilitate scale up and the development of new enterprises.
  - Support opportunities for new economic growth.
  - Work towards creating a positive business climate and fostering new business and employment opportunities.
  - Partner with local community groups and provide guidance and support to the development and sustainability of the local community;
  - Establish a suitable communication protocol.
  - Hear from various stakeholders and potential community investors at Committee meetings.
  - Strive to maintain community quality of life and cultural integrity, while addressing a wide-ranging set of community development issues; and
  - As a group or individually, function as 'Ambassadors' for the community

**2022-232**

**Roebbotham/Crawford**

Resolved that Council approve the Economic Development Committee Structure and Terms of Reference as outlined above.

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

**VII. Restructure of Public Works Equipment**

- a) Superintendent of Public Works and CAO have reviewed the current equipment fleet for Public Works and have gathered information from Equipment Dealerships for exchange and turnover of the fleet.
- b) Committee has reviewed the recommendations put forward by the Superintendent of Public Works and the Public Works committee and are in agreement with the proposed changes to equipment as follows.

- i) Purchase of Caterpillar Excavator \$234,846.91 plus HST, with trade-in of 2021 Case Backhoe and 2015 Case Back-Hoe for \$215,000.00, balance along with buyout of existing loan for 2021 Case Backhoe to be financed.
- ii) Lease of Komatsu Loader for \$338,920.00 plus HST over 5 years with option to purchase at the end of the term.

## **2022-233**

### **Roebbotham/Broders**

Resolved that Council, purchase Caterpillar Excavator quoted as \$234,846.91 plus HST, with trade-in of 2021 Case Backhoe and 2015 Case Back-Hoe for \$215,000.00, balance along with buyout of existing loan for 2021 Case Backhoe to be financed.

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

## **2022-234**

### **Roebbotham/Broders**

Resolved that Council enter into a Lease Agreement with Komatsu Financial to lease a 2023 Komatsu Loader at a price of \$279,148.8000 plus HST over a 5-year term with monthly payment of \$4652.48 plus HST at a interest rate of 5.05 percent with the option to purchase at the end of the 5-year term.

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

## **VIII. New Standing Committee Structure**

### **2022-235**

#### **Roebbotham/McKenna**

Resolved that the Town of Fogo Island adopt the new Standing Committee Structure as presented below, effective December 20<sup>th</sup>, 2022, with the following committee members:

#### **Finance and Administration Committee**

1. Chairperson – Councilor Lary Roebbotham
2. Member – Councilor Adam Young
3. Alternate Member – Deputy Mayor Sandy Crawford

#### **Planning and Public Works Committee**

1. Chairperson – Councilor Beverly Broders
2. Member – Councilor Mark Budden
3. Alternate Member – Councilor Lary Roebbotham

#### **Recreation and Tourism Committee**

1. Chairperson – Deputy Mayor Sandy Crawford
2. Member – Councilor Adam Young
3. Alternate Member – Councilor David McKenna

#### **Public Safety and Transportation Committee**

1. Chairperson – Councilor David McKenna
2. Member – Councilor Mark Budden
3. Alternate Member – Deputy Mayor Sandy Crawford

#### **Economic Development and Special Projects**

1. Chairperson- Councilor Beverley Broders
2. Member-Councilor Lary Roebbotham
3. Alternate Member-Adam Young

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



## 8. Correspondence

### 8.1 PMA – Letter to Mayor and Councilors

- Letter from the Professional Administrators Association encouraging Council of the importance of ensuring adequate financial resources are in place to attract and retain professional staff and with preparing the 2023 Municipal Budget to consider the importance of funding for professional development and training for employees.

### 8.2 Telecommunications Alliance – Local 10-Digit Dialing Coming to Newfoundland & Labrador

- Starting April 1<sup>st</sup>, 2023, local 10-digit dialing will be introduced in Newfoundland & Labrador.
- Residents and businesses will need to add their area code to programmed numbers in all of their communication devices and equipment.

### 8.3 Town of Gander – Health Accord NL

- Town of Gander is asking the Town to write a letter to our MHA, Minister of Health and the Premier supporting their concerns with the new Health Accord NL.
- Council discussed their concerns and the possible changes to our Health Care System, and it was agreed that the town will not write a letter at this time and will gather further information as the Health Accord NL comes into effect and monitor how it affects the residents of Fogo Island.

## 9. New Business

- No new business for discussion

## 10. Date of next meeting

Public Council Meeting – Tuesday, January 31, 2023 @7:00 PM

## 11. Adjournment:

2022-236

McKenna/Crawford

Resolved that the Public Council Meeting of November 29th, 2022, be adjourned at 8:05PM.

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

Pauline Payne  
CAO

Andrew Shea  
Mayor