

**Town of Fogo Island
Minutes of Council Meeting
January 5, 2016**

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

Councillors Present:

Deputy Mayor Wayne Collins
Councillor Bernadette Dwyer
Councillor Leonard McGrath

Councillor Lloyd Bixby
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer CAO
Amanda McGrath, Acting Town Clerk

Absent:

Mayor Andrew Shea, Prior Commitment
Councillor Edward Combden, Vacation
Councillor Edmund Walbourne, Prior Commitment

1. Call to order:

Deputy Mayor Wayne Collins welcomed everyone and called the meeting to order at 2:15 PM.

2. Linkages Program

- The Town has been approached to hire Kyle Sheppard and Alicia Rowe under the linkages program.
- Mr. Sheppard's employment will be 26 weeks; the Town's hourly contribution would be \$1.50 for an approximate cost of \$1,500.
- Miss. Rowe's employment will be until March 31; the Town's hourly contribution would be \$1.50 for an approximate cost of \$400.

2016-001

Bixby/McGrath

Resolved that the Town of Fogo Island hire Kyle Sheppard under the Linkages program for 26 weeks, at a cost of \$1.50 per hour to the Town for an approximate expense of \$1,500. Be it also resolved that the Town of Fogo Island hire Alicia Rowe under the Linkages program until March 31, 2016, at a cost of \$1.50 per hour to the Town for an approximate expense of \$400.
Resolution Carried. In favour 6. Against 0.

3. Agenda for meeting with Minister of Transportation and Works

- Mayor Shea, CAO Susan Cull and Councillors Lynch, Bixby and Rowe will be attending a meeting in Lewisporte on Friday, January 8, 2016 with the Minister, MHA Bragg and Department Officials, to discuss issues with the ferry system.

Agenda items:

- o Wharf Repairs
- o Having the Earl W. Windsor on standby
- o Population Statics – Change Islands vs. Fogo Island
- o Camera's on wharfs
- o Janitor services for ferry
- o Farewell washrooms
- o Water for ferry

**Town of Fogo Island
Minutes of Council Meeting
January 11, 2016**

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

Councillors Present:

Mayor Andrew Shea
Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer CAO
Amanda McGrath, Acting Town Clerk

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 2:30 PM.

2. Employee Wages, Benefits and Job Descriptions

- An employee review will be completed by the CAO, after which a wage review will be completed.
- A 5% equal contribution pension plan will be implemented.
- Councillors will meet on January 20, 2016 to discuss job descriptions.

2016-003

Dwyer/Walbourne

Resolved that a set amount be put into the 2016 budget to allow for wage increases, after evaluations have been completed by the CAO. Be it also resolved that any wage increases be retroactive to January 1, 2016.

Resolution Carried. In favour 9. Against 0.

2016-004

Bixby/Collins

Resolved that the Town of Fogo Island provide up to 5% under an equal contribution pension plan, to eligible employees. Be it also resolved that pension plan be retroactive to January 1, 2016.

Resolution Carried. In favour 9. Against 0.

2016-005

Lynch/McGrath

Resolved that a wage adjustment as recommended by Finance Committee for Terry Ford be implemented as of January 1, 2016.

Resolution Carried. In favour 9. Against 0.

3. 2016 Budget

- Deputy Mayor Collins provided a review of the 2016 Budget for Councillors.

2016-006

Bixby/McGrath

Resolved that the Town of Fogo Island approve the 2016 Municipal Budget as presented with the various tax rates, fees, due dates and expenses as presented in the budget.

1. 2016 Tax Rates and due dates for the Town of Fogo Island:

- a. Residential Property Tax 7.75 mils, minimum \$310.00
 - i. Residential Property Tax shall be charged on the consolidated assessed value of all residential property owned by a resident.
- b. Commercial Property Tax 7.75 mils, minimum \$325.00
- c. Business Tax Rate: Minimum \$350.00, per business

Class Mil Rate

8 mils	Accommodations – B & B's, Boarding Homes
10 mils	Cafeteria
12 mils	Accommodations – Hotels, Motels, Inns, Efficiency Units
13 mils	Other Fishers, Daycares
14 mils	Personal Care Homes
15 mils	Dental
19 mils	Crafts/Arts, Consumer Services, Hair Dressers, Taxation Office, Personal Services
23 mils	Taxis, Boat Tours, Bus Companies
23 mils	Retail-Convenience Store
25 mils	Service Station / Auto Repair
27 mils	Construction companies, small manufacturing, Restaurant / Take out / Grill, Bars / Lounges, Freight Companies, Contractors & Road Transport
29 mils	Retail-Grocery Store, Retail-Convenience Store & Gas Bar, Propane Services
30 mils	Funeral Homes
34 mils	Retail-Hardware/General Stores, Department Stores-Furniture / clothing, Retail-Pharmacies
35 mils	Fish Processors
40 mils	Electrical Contractors
50 mils	Oil Delivery Companies
115 mils	Oil Company - Tank Farm
225 mils	Banks

- i. Businesses with no fixed address will be charged on gross revenue at a rate of 2.5%.
- ii. Business tax will be charged on the consolidated assessed value of all business property per business.

- iii. Business tax will be charged on Vacation Rental Properties whether rented by the day, week, or month.
- d. Residential Water/ Sewer Tax: \$370.00 per Unit
 - i. Water only, 60% of rate
 - ii. Sewer only 40% of rate
 - iii. Churches, Church Halls & Lion's Club
 - iv. Subsidiary Apartments \$370.00 per year
 - v. Apartment Bldgs. Up to 20 units \$370.00 per unit
 - vi. Cottages & vacation homes - Residential rates
 - vii. B & B's and Vacation Rental Properties - \$370 per year for first three (3) rooms, \$100 per every additional room thereafter.
- e. Commercial Water/Sewer Tax
 - i. Basic:\$420.00 per unit per year
 - ii. Water only 60% of rate
 - iii. Sewer only 40% of rate
 - iv. Senior Care residences \$420.00 per 4 restroom
 - vii. Efficiency units \$420.00 per year for first unit, every additional unit \$110 per unit
 - viii. Hotels & Motels \$5000.00 per year
 - ix. Fish Processors:\$110,000.00 per year
 - x. Fish offloading facilities: \$3000.00 per year
- f. Poll Tax: \$275.00 per Year
- g.
 - i. All taxes are due and payable when billed.
 - ii. All taxes shall be billed for the full year.
 - iii. Interest, compounded monthly, shall be charged on all previous years taxes and shall accrue on any unpaid current year's taxes unpaid as of May 31st, at the rate of one percent per month.
- h. Exemption for Senior Citizens:
 - i. A discount of 15% will be available on Residential Property Tax for Senior Citizens subject to the following conditions:
 - 1. All prior year's taxes, including Water and Sewer Tax must be paid in full;
 - 2. Current property taxes must be paid by May 31st of current tax year;
 - 3. Applies to one property within the Town, in which the resident lives: full time or seasonal;
 - 4. If property is in joint names, one owner must be over 65 years of age as of January 1st of current tax year;
 - 5. A copy of birth certificate or other identification must be provided if requested.

Resolution Carried. In favour 9. Against 0.

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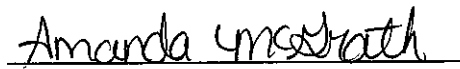
4. Adjournment

2016 -007

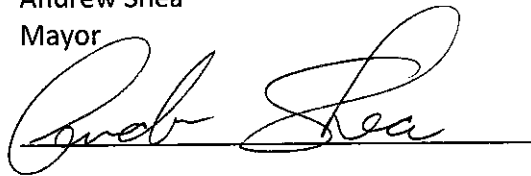
Bixby/McGrath

Resolved that the Special Council meeting of January 11, 2016 adjourn at 3:50 P.M.

Amanda McGrath
Acting Town Clerk

A handwritten signature in cursive script, reading "Amanda McGrath", written over a horizontal line.

Andrew Shea
Mayor

A handwritten signature in cursive script, reading "Andrew Shea", written over a horizontal line.

**Town of Fogo Island
Minutes of Council Meeting
January 12, 2016**

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

Councillors Present:

Mayor Andrew Shea
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Deputy Mayor Wayne Collins
Councillor Lloyd Bixby
Councillor Leonard McGrath
Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer CAO
Amanda McGrath, Acting Town Clerk

Absent:

Councillor Bernadette Dwyer - Sick

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 6:55 PM.

2. Adoption of Agenda

2016-008

Collins/Walbourne

Resolved that the agenda be adopted as presented.
Resolution Carried. In favour 8. Against 0.

3. Adoption of Minutes

2016-009

Bixby/Combden

Resolved that the minutes of November 24, 2015, December 1, 2015 and January 5, 2016 be adopted as presented.
Resolution Carried. In favour 8. Against 0.

4. Business arising

- No business arising

5. Committee issues / reports:

5.1 Finance

i) Financial Report

- Councillors reviewed the financial and accounts payable report.
- It was noted that the Tax Recovery Plan as adopted will assist tax collections efforts.
- Deputy Mayor Collins asked if a quarterly cash flow statement can be provided.

2016-009

Lynch/Collins

Resolved to accept the financial report for December 2015 and approve cheques 4473-4546.
Resolution Carried. In favour 8. Against 0.

ii) Resolution to pay regular invoices of Council

2016-009

Combden/McGrath

Resolved that staff be authorized to pay regular bills of Council.

Resolution Carried. In favour 8. Against 0.

5.2 Public Works

- The monthly report was reviewed.
- It was noted that some items on the report are trivial, with no mention of the Seldom water situation or maintenance on equipment.
- Staff was asked to get price quotes for the removal of the old pump house in JBA and the lighting for the JBS Fire Hall. In addition, contact should be made with a paving contractor.
- Councillors discussed in detail the Seldom water situation. The CAO has not been able to reach Phil Barnes, regarding the report from Progressive Engineering Consultants Ltd. (PEC).
- Councillors were in agreement that it is imperative that this issue must be dealt with now and not wait until this spring.
- Susan Cull was asked to try and make contact again with Phil Barnes or an alternate; if she can't reach him we will proceed and take action.

2016-010

Walbourne/Collins

Resolved that the Town write a letter to Mr. Phil Barnes explaining the acuteness of the water situation in Seldom, requesting a meeting on January 22, giving him one week to respond. Be it also resolved that if no response is received the Town will proceed and implement the necessary changes to their water distribution as recommended.

Resolution Carried. In favour 8. Against 0.

5.3 Recreation, Development & Special Events, Economic Development & Tourism

i. Reports

- The monthly reports from Sandy Crawford and Colette Wells-Coish were reviewed.
- Councillors inquired as to the status of water delivery to the stadium by the Fire Department. Linus Tremblett, Fire and Emergency Services stated that the fire trucks are commercial vehicles when not fighting fires and that the Town can utilize the trucks. Susan Cull has asked Mr. Tremblett for written confirmation.

5.4 Fire Services

- Paul Torraville forwarded a copy of the Fogo Island Fire Department's Operating Procedures and manual for review.
- The Fogo Fire Department forwarded an invoice from Eastcan Fire Trucks Inc., for repairs to their truck, totaling \$5,911.08. Prior approval was not received; therefore Councillors were in agreement that the Town will not pay the invoice.
- The Fire Departments have been notified on several occasions by memo, telephone calls and during committee meetings that they must receive prior approval before any purchases are made.

5.5 Policy and Human Resources

i. Retention and Disposal of Municipal Documents Policy

2016-011

Bixby/Collins

Resolved that the Town of Fogo Island make the following policy:

Records and Retention Policy

PURPOSE Policy of the Town of Fogo Island for the safe record keeping and the retaining of important documentation of the town as well as the schedule for necessary disposal of expired documents.

AUTHORITY As per resolution _____ at Meeting No. _____ held _____ and further to Section 215 of the *Municipalities Act, 1999*.

DOCUMENTS AVAILABLE FOR PUBLIC VIEWING

Section 215 of the *Municipalities Act, 1999* states that the following documentation is available for public inspection:

- a) Adopted minutes of council
- b) Assessment Rolls
- c) Regulations
- d) Municipal Plan
- e) Opened Public Tenders
- f) Financial Statements
- g) Auditor's Report
- h) Adopted Budgets
- i) Contracts
- j) Orders
- k) Permits
- l) All other documents tabled or adopted by council at a public meeting

RETENTION AND DISPOSAL

The following schedule will be adhered to for the retention and the disposal of all documentation for the Town of Fogo Island:

No.	Item	Retention (in years from the date that the document was created)
	<u>ACCOUNTING</u>	
1	Annual Financial Statements	Permanent
2	Bank Statements	7
3	Bank Reconciliation Statements	7
4	Cash Receipts	7
5	Cheque Stubs and/or Duplicates	7
6	Daily Cash Reports and Summaries	7
7	Deposit Books	7

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8	Federal and Provincial Remittance Forms	7
9	General Ledgers and Journals	7
10	Invoices including tax notices and utility billings	7
11	Purchase Orders	7
12	Assessment Rolls	Permanent
13	Payroll Records	SAME AS ITEM NO. 31
14	Change of Ownership Documents	Permanent
15	Tax Certificates	Permanent
	<u>ADMINISTRATION</u>	
16	Appeals under the Planning Act	7
17	Assessment Appeals	7
18	Assessor's Valuation Reports	7
19	Insurance Policies (after policy has expired)	3
20	Permits	Permanent
21	Photographs	Permanent
22	Tax enforcement records (after tax title property has been sold)	7
23	Tax lien withdrawal forms	7
	<u>AGREEMENTS & CONTRACTS</u>	
24	Agreements and supporting documentation	Permanent
	<u>CORRESPONDENCE</u>	
25	From residents regarding taxes, property concerns or complaints	Permanent
26	Any other correspondence not relevant to the town history or to properties	3
27	Historical documents	Permanent
28	Government correspondence relating to Capital Works projects	Permanent
29	General Government correspondence not relevant to the Town's history	7
30	Petitions	7
	<u>EMPLOYER-EMPLOYEE AND UNION</u>	
31	Employee records after termination, resignation or retirement	10
	<u>LEGAL</u>	
32	Minister's Orders	Permanent
33	Notices of Claims (upon completion)	10
34	Statements of Claims	10
	<u>MINUTES/BY-LAWS</u>	
35	Minutes of regular and special meetings	Permanent

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36	Minutes of Committee meetings	Permanent
37	Recordings of meetings	Permanent

NOTE: All documents tabled for disposal are to be shredded. All disposals will take place from December 15th-February 15th of each calendar year.

Policy to be tabled for review for the first meeting in December in every calendar year.
Resolution Carried. In favour 8. Against 0.

ii. Assuming ownership of Non Town Owned Roads Policy

- Councillors discussed Collins Road in detail; and believed something should have been done with this road prior to the winter season.

2016-012

Lynch/Walbourne

Resolved that the Town of Fogo Island make the following policy:

Assuming Ownership of Non Town Owned Roads

PURPOSE: Policy for when considering assuming ownership of non Town owned roads.

AUTHORITY: As per resolution number _____, _____.

ACTION: Before the Town of Fogo Island considers assuming ownership of non Town owned roads, the following must be considered:

1. A minimum of two (2) homes shall be on the designated road.
2. The road shall have a turnaround or alternate exit.
3. The minimum width for the road top shall be 12 foot.
4. The current condition of the road shall have an improved driving surface clear of any objects that will impede drivers or Town equipment.
5. The road must become the property of the Town of Fogo Island.

If a road becomes the property of the Town, the Town will not be responsible for any damage occurring within 6 meters from the side of that road.

The Town of Fogo Island reserves the right to make any adjustments to this policy during implementation.

Resolution Carried. In favour 8. Against 0.

- Councillors again discussed plowing Collins Road, it was noted that Public Works stated that this road should not be plowed due to possible damage it could cause to Town equipment.
- Councillors said to plow the road with the backhoe first, to create a surface for the plow truck.
- Public Works will visit the road to see how much upgrading it requires.

2016-013

Walbourne/McGrath

Resolved that the Town plow Collins Road in Stag Harbour.

Resolution Carried. In favour 8. Against 0.

Note: The preceding resolution was made against the advice of the CAO and the Public Works Department.

iii. Enforcement Officer/Administrative Assistant Position

- Item was deferred until January 20, 2016 meeting.

5.6 Transportation

- A report was given on the meeting held in Lewisporte with the Minister.
- Councillors discussed taking a more active role in the media where the ferry issues are concerned; this would be after contacts and discussions have been held with Government.

6. Correspondence:

6.1 Department of Municipal Affairs – Stag Harbour Hall Extension

2016-014

Collins/Bixby

Resolved that the Town of Fogo Island accept \$5,989 in additional funding for project Number 17-MCW-13-12081, this funding is on a cost sharing arraignment of 90/10 Provincial/Municipal ratio.

Resolution Carried. In favour 8. Against 0.

6.2 HECL Invoice - Stag Harbour Hall Extension

2016-015

Bixby/Rowe

Resolved that the Town of Fogo Island Pay \$20,608.40 to HECL for engineering fees for Stag Harbour Hall Extension project.

Resolution Carried. In favour 8. Against 0.

6.3 HECL Invoice – Barr'd islands Phase 2

2016-016

Walbourne/Lynch

Resolved that the Town of Fogo Island Pay \$43,163.74 to HECL for engineering fees for Barr'd island Water Project – Phase 2.

Resolution Carried. In favour 8. Against 0.

6.4 Federation of Canadian Municipalities (FCM) – Membership Fees

- Councillors agreed that the Town will not continue its membership with FCM.

6.5 Fergus Foley – Foley's lane

- Mr. Foley's letter regarding Foley's Lane was discussed.
- Contrary to Mr. Foley's letter stating that there has been no response from Council; Susan Cull, CAO had communicated with him both verbally and via email since he attended the Council meeting.
- A letter will be sent to Mr. Foley along with the *Assuming Ownership of Non Town Owned Roads Policy*.

6.6 Brent Walbourne – Request donation/funding to purchase hockey nets

- Mr. Walbourne will be asked for further clarification on the amount requested.

7. New Business

7.1 Filing of Disclosure Statements

- Councillors and staff filled their disclosure statements.

7.2 DMG Invoice

- On March 11, 2013 Shorefast Foundation had a waterline break at the Fogo Island Inn and had their Engineer Bill Baird of DMG to investigate the problem. During DMG's investigation they had asked the Public Works Department for assistance, to investigate our water distribution system and the Town had obliged. Now almost 3 years later we received a bill from DMG and are expected to pay 1/3 of the cost.
- The Town had in no way retained DMG for their services, the Town had merely assisted Mr. Baird and additionally there is no evidence that the Town's water distribution system caused their waterline break. Councillors were in agreement that the Town will not pay this invoice.

7.3 Meeting with MHA Derrick Bragg

- MHA Bragg will be meeting with Council on February 9, 2016.

8. Date of next meeting

- February 9, 2016 at 1:30 PM.

9. Adjournment

2016 -017

Bixby/ McGrath

Resolved that the Regular Council meeting of January 12, 2016 be adjourned at 9:30 P.M.

Amanda McGrath
Acting Town Clerk



Andrew Shea
Mayor



Town of Fogo Island
Minutes of Council Meeting
January 21st, 2016

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

Councillors Present:

Mayor Andrew Shea	Councillor Maureen Lynch
Deputy Mayor Wayne Collins	Councillor Lloyd Bixby
Councillor Edward Combden	Councillor Bernadette Dwyer
Councillor Leonard McGrath	Councillor Samuel Rowe
Councillor Edmund Walbourne	

Staff:

Susan Cull, Chief Administrative Officer

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 10:05 AM.

2. Upcoming Ministerial meetings in St. John's, February 2nd

- Agenda items for the meeting with Minister of Health and Community Services, Dr. John Haggie:
 - o The doctor shortage was discussed, and recruitment efforts on behalf of Central Health
 - o Doctor housing was identified as a major deterrent to physicians living here, and Central Health has committed to providing new housing near the hospital. Council would also like to know the process for obtaining land and building the homes (will this go to an RFP?)
 - o Missed appointments: at a meeting in the fall of 2015, Central Health committed to providing a telephone contact whereby residents could call and re-schedule appointments should the ferry not be operating. To date, we have not received a number. Councillor Combden and the CAO did identify that in their discussions with Central Health this is being worked on.
 - o Ultrasound appointments: Council would like to see the ultrasound machine being utilized by off-island patients. The hospital should commit to scheduling off-island patients in the mornings, so that they can arrive and return on the same day.
 - o Dialysis machine: the dialysis unit is not currently being utilized by anyone on the Island. Is there something that can be done so that residents on the Island who need dialysis can utilize this machine?
 - o Emergency crossings on the ferry: can the Air Ambulance be utilized, rather than cause a disruption to the ferry schedule?
 - o Long Term Care: is there more space available for long term care patients?
- Agenda items discussed for the meeting with Eddie Joyce, Minister of Municipal Affairs, Minister of Service NL, Minister Responsible for Fire and Emergency Services, Government Purchasing Agency, Workplace NL and Registrar General include:
 - o Council would like to make Minister Joyce aware of the funding promises made to the Town of Fogo Island at the time of amalgamation and what the amount of funding that has been provided since. CAO will compile a list for Council
 - o Council feels that Minister Joyce should also be made aware of the progress the Town of Fogo Island has made, and continues to strive to make, in regards to centralizing services.

- The Town's MCW project applications (new Town Office, new Town Hall, new Fire Hall – all centrally located; water services for Barr'd Islands; engineering study on sewer outfalls; and potable water for the centre of the Island) were discussed.
- Council would like to see if there is any type of funding available for the proposed changes to the water system in Seldom by the Town's engineering firm.
- Attendance at the meetings:
 - Mayor Shea and the CAO will attend the meetings. Councillors Rowe, Bixby and McGrath also expressed interest.

3. Transportation and Works

- There was some discussion over the possibility of consolidating Town garages with the Department of Highways depot. This was brought to the Town during amalgamation as a possibility, and Council would like to pursue this idea further.
- While in St. John's to attend the other ministerial meetings, Council will try to meet with representatives from the Transportation and Works department.

4. Seldom Community Hall

- Councillor McGrath brought up the issue of the recent closure to the Seldom Hall. It was closed due to issues with the septic and a 'soft' spot in the floor. Staff attempted to thaw out the sewer lines, but it was determined that it was frozen in the tank. Several attempts were made to thaw it out, but to no avail. The soft area in the floor is due to the shores underneath being rotten, as well as the sill. Based on this, management chose to close the hall and re-visit these issues in the spring.
- Councillors felt that without a central hall, a greater effort could be made to re-open the hall, due to the Fireman's ball that was scheduled for January 23rd and the Seldom Winter Carnival which takes place in February.
- Management agreed to get public works to have another look at the hall.

5. Collins' Road

- The CAO advised Council that Town staff attempted to plow Collins' Road after the most recent snowfall, and there was considerable damage to town equipment. As well, after the last Council meeting, management met with Public Works staff and was given a list of damages that resulted from plowing this road, due to the poor condition it is in, and given this, management does not feel that the Town can continue to plow the road.
- The CAO also advised Council that the road does not fit into the current road policy therefore the Town should not plow the road.
- There was some discussion over the fact that Council had agreed to upgrade the road this past summer, and had that upgrading been complete, it may have fit in the current Town road policy.
- Management agreed to meet with consultant and get his recommendation.

6. Road Policy - Additions

2016-018

Dwyer/Bixby

- Resolved that the Town of Fogo Island make the following changes to their Road Policy:

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Any resident wishing to have their road become a Town road must apply to the Town in writing. Town staff will visit the road and assess the road to determine if it meets current Town standards. If it does not meet the policy requirements, residents can apply to the Town for contributions towards upgrading.

Town contribution to upgrades

Each year Council will budget a set amount for its road upgrade policy based on its financial position at that time. Council will contribute up to a maximum of \$5,000 per road for upgrading as per the Town of Fogo Island's Town Road Policy standards, for a total not exceeding the budgeted amount for road construction for that year.

Resolution Carried. In favour 9. Against 0.

7. Adjournment:

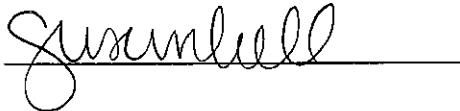
2016-019

Bixby/McGrath

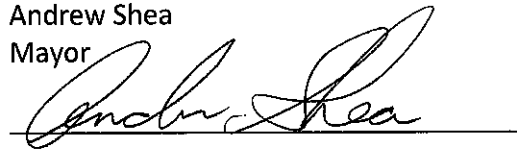
Resolved that the special Council meeting of January 21st, 2016 be adjourned at 12:35 P.M.

Resolution Carried. In favour 9. Against 0.

Susan Cull
Chief Administrative Officer



Andrew Shea
Mayor



**Town of Fogo Island
Minutes of Council Meeting
January 26th, 2016**

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

Councillors Present:

Mayor Andrew Shea	Councillor Maureen Lynch
Deputy Mayor Wayne Collins	Councillor Lloyd Bixby
Councillor Edward Comben	Councillor Bernadette Dwyer
Councillor Leonard McGrath	Councillor Samuel Rowe
Councillor Edmund Walbourne	

Staff:

Susan Cull, Chief Administrative Officer	Amanda McGrath, Acting Town Clerk
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Fogo Island Co-op:

Phil Barnes, General Manager	Jeffrey Decker, Corporate Maintenance Manager
Paul Dennis, Quality Control Manager	

1. Call to order:

- Mayor Shea welcomed everyone and called the meeting to order at 2:05 PM.

2. Meeting with members from the Fogo Island Co-op

- Mayor Shea provided an overview of the water issues in Seldom over the past few years. The Shrimp Plant is using too much water; hence creating low pressure and no water for some residents.
- There is a great possibility of a breakdown, if the plant doesn't reduce their water consumption.
- The Town has been trying to come up with a solution to the problem; the amount of water can't be increased, as the reservoir can't handle it and the pipes can't support a larger flow.
- Progressive Engineering and Consulting Inc. (PEC) performed a review of the Seldom Fish Plant and water system. The submitted proposal for the upgrades totals \$297,275.
- Mr. Barnes stated that his team has met several times since receiving the report from PEC and feel that there is a different route.

Proposal:

Seldom Plant:

1. Install a 75 HP Salt Water pump.
2. Change the cooling water system at the discharge from the cooker to recycle fresh water. Estimated savings is 150 gals per min.
3. Change water from fresh to salt on the after peelers. Estimated savings is ~ 25 gals per min.
4. Water used for general Cleanup around the plant can be converted from fresh to salt water. Estimated savings is 25 gals per min.

5. Change the feed tank supplying shrimp to the peelers from fresh to salt water. Estimated savings is 25 gals per min.
6. Change the flumes carrying shrimp from the peelers to the washers from fresh water to salt water. Estimated savings is 25 gals per min.
 - Total estimated savings at Seldom Plant - 250 gals per min.

Fogo Plant:

1. Install a 75 HP Salt Water pump
 2. Change high pressure crab washer from fresh to salt water. Estimated savings is 100 gals per min.
 3. Water used for general Cleanup around the plant can be converted from fresh to salt water. Estimated savings is 25 gals per min.
 4. Most processing lines in the crab plant can be converted from fresh to salt water. Estimated savings is 75 gals per min.
 - Total estimated savings at Fogo Operation - 200 gals per min.
-
- Co-op's proposal is for the Town to consider helping the Co-op with the costs for purchase and installation on a 50 \50 basis.
 - Seldom Plant - The cost to purchase 75 HP pumps, including fittings, switches, pipe, foot valves etc. and installation is \$65,000.
 - Fogo Plant - The cost to purchase a 75 HP pump, including fittings, switches, pipe, foot valves etc. and installation is \$65,000.

- Mr. Barnes indicated that installation can be completed before startup of the season.
- Co-op is requesting Council to review its water tax.
- Requesting a restocking fee of \$1000 for the PRV that they ordered that needs to be returned.
- Mr. Barnes spoke about the three fines that they received for the Department of Environment and their plan to implement a strategy to clean up the harbour.
- Mayor Shea thanked the representatives from the Fogo Island Co-op for meeting with us and they departed at 2:30pm.
- Councillors discussed the proposal and agreed that the Town needs to make a commitment.

3. Economic Development Committee

- Councillor Dwyer gave a review of the Roles and Responsibilities, Guidance and Direction document for the Economic Development Officer.
 - ❖ Councillor Combden departed the meeting at 3:00 PM.

Councillors agreed with the direction that was given to the EDO by the Town.

**4. Seldom Water System - Fogo Island Co-op
2016-020
Bixby/Rowe**

**Town of Fogo Island
Minutes of Council Meeting
January 26th, 2016**

Resolved that the Town is committed in principle to work with the Fogo Island Co-op to reduce fresh water consumption in their Seldom and Fogo plants by installing salt water pumps.
Resolution Carried. In favour 8. Against 0.

5. Adjournment:

2016-021

McGrath/Dwyer

Resolved that the special Council meeting of January 26th, 2016 be adjourned at 3:20 P.M.
Resolution Carried. In favour 8. Against 0.

Amanda McGrath
Acting Town Clerk

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea

Town of Fogo Island
Minutes of Meeting with MHA Derrick Bragg
February 8th, 2016

A Special Meeting of Council was held with MHA Derrick Bragg on the above date with the following in attendance:

Councillors Present:

Mayor Andrew Shea	Councillor Maureen Lynch
Deputy Mayor Wayne Collins	Councillor Lloyd Bixby
Councillor Edward Combden	Councillor Bernadette Dwyer
Councillor Leonard McGrath	Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer	Amanda McGrath, Acting Town Clerk
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Absent:

Councillor Samuel Rowe, Prior Commitment

MHA:

MHA Derrick Bragg	Dana Blackmore, Constituency Assistant
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1. Call to order:

- Mayor Shea welcomed everyone and called the meeting to order at 1:05 PM.

2. Ferry

- MHA Bragg spoke about the current situation with the Veteran; to date the ferry has only run for 7-8 days straight before a break down or weather interrupted the service. The current problem with the Veteran will not be repaired quickly.
- The Windsor is currently in place for 30 days, after which she will need new certificate.
- MHA Bragg asked Council how they feel about the response to the breakdown, with regard to alternate services, i.e. air and another ferry.
- Communications were good. Notifications were sent out appropriately and in a timely manner, air service commenced the next day (Wednesday) and the Windsor was dispatched from Lewisporte Wednesday night.
- It was asked if government is moving too fast by selling the Windsor, due to the shortage of vessels in the fleet and the ongoing problems with the Veteran. MHA Bragg said that the Deputy Minister said that she is committed to not letting the Windsor go, however this is not in writing.
- Councillors were all in agreement that Fogo Island needs nothing less than the Beaumont if the Windsor is not available.
- It was noted again that the 30 minute rule is not being followed for Change Islands. This item was again brought to the attention of Marine Services and now to the attention of the Minister.
- A plan is needed for what will happen during a breakdown. The tape needs to be updated throughout the night when needed.

- Mayor Shea said that the previous government had committed to two ferries during the tourist season; however we have not received a commitment from the new government. This needs to be followed up on.

3. Transportation Committee / Communication

- MHA Bragg asked what the Transportation Committees relationship is to the Town.
- The Transportation Committee is made up of three Councillors and four members of the public/business community.
- Communication from Lewisporte is directed through Maureen Lynch, Committee Chair/Councillor, Mayor Shea, Susan Cull, CAO and Amanda McGrath, Town Clerk. Councillor Lynch informs the remaining Committee members, while the CAO informs the remaining Councillors and updates the Town's Facebook page.
- MHA Bragg said that the Town needs to go to Lewisporte at least 2 times per year and that we need to approach the government with a few issues at a time.
- The three big issues addressed at the meeting in Lewisporte were: 1.) 30 minute rule. 2.) Deck space relating to population. 3.) Condition of washroom in Farewell.
- MHA Bragg said that swing vessels are a big problem facing the government; there are no extra vessels available.

4. Newfoundland and Labrador Hydro

- Hydro does not have anyone on standby during weekends. This past weekend there was only one worker on the island and he is not permitted to climb poles without another worker present who is certified to climb a pole, due to safety reasons. Councillors said this should not be the case and there should be someone on call at all times.

5. Open Line

- MHA Bragg asked what is Councils view on his role as MHA with regard to open line? He said that he is not a fan of open line because the information is often misunderstood and/or turned around. Councillors agreed that open line often does not get the important information across.

6. Municipal Capital Works

- Government has not made a decision yet as to how much each district will receive.
- MHA Bragg asked what Councils priority is: priority was noted on the MCW applications.
- Request for funding for the saltwater pumps – It was suggested to see if the Town can get funding through the Department of Fisheries or BTCRD because it may be quite a while before MCW funding is announced.
- PDWU sites – The Minister of MA said that the Town picked the sites for the wells. This was not the case; Jim Harty Jr. completed the final site selection. All the sites that the Town had picked were not considered.

7. Hospital

- This issue of doctor shortage and housing were discussed.

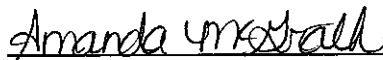
Town of Fogo Island
Minutes of Meeting with MHA Derrick Bragg
February 8th, 2016

- Dr. Tarik has recruited a doctor; however the contract has not been finalized.
- The current plan is for Central health to have two doctors and one nurse practitioner at the Fogo Island Health Centre, instead of three doctors.
- The RFP has not been issued for the doctor residences.
- Mayor Shea spoke about the difficulty in reaching management at Central Health. Heather Brown, Vice President, Long Term Care, Community Supports and Rural Health, is the only individual that will call him back. Rosemarie Goodyear is the President & Chief Executive Officer of Central Health; Mayor Shea will contact her.

8. Adjournment

- Meeting adjourned at 2:40 PM.

Amanda McGrath
Acting Town Clerk



Andrew Shea
Mayor



**Town of Fogo Island
Minutes of Council Meeting
February 8th, 2016**

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

Councillors Present:

Mayor Andrew Shea	Councillor Maureen Lynch
Deputy Mayor Wayne Collins	Councillor Lloyd Bixby
Councillor Edward Combden	Councillor Bernadette Dwyer
Councillor Leonard McGrath	Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer Amanda McGrath, Acting Town Clerk

Absent:

Councillor Samuel Rowe, Prior Commitment

1. Call to order:

- Mayor Shea called the special meeting to order at 2:50 PM.
- Meeting was called to discuss the plowing of Collins' Road.

2. Road Issues

- At a meeting held on January 12, 2016, Council decided that Collins' Road would be plowed. Staff had attempted to plow the road; however there was considerable damage done to town equipment. In addition, safety of the employees is a great concern.
- At a special meeting of Council held on January 21, 2016, Councillors were notified of this. Councillors then decided to have the Town's Consultant to assess the road. The Consultant provided a list of problems with the road, damage that occurred to the equipment and determined that the road is unsafe. In addition, the road does not meet the Town's road policy. Councillors were notified of the Consultants assessment and recommendation.
- Councillor Bixby questioned the CAO's role in deciding not to plow the road any longer and accused her of having no right to decide that the road will not be plowed. The CAO referenced section 3.5 of the Municipal Handbook which states that Council cannot direct staff to perform an act that is unsafe and that they have a right to refuse work that is unsafe.
- Susan Cull, CAO said that staff along with the Town's Consultant said that the road was unsafe, therefore based on this the road could not be done.
- It was noted that during the January 12 meeting Council suggested that staff were to plow the road with a backhoe; however staff had used the truck. Staff did not use the backhoe because it was unsafe to do so. The road is not wide enough and a few years ago the backhoe had almost tipped over.
- Councillors spoke about discussions they had at a special council meeting, where Mayor Shea said he would visit Foley's Lane and the possibility of a turnaround in Fergus Foley's driveway. Some thought that a decision was made outside the policy for Collins' Road and Foley's Lane; other Councillors thought only for Collins' Road.
- Councillor Bixby asked to have a decision made now.
- Councillors discussed getting a contractor to plow Collins' Road and Foley's Lane.

Town of Fogo Island
Minutes of Council Meeting
February 8th, 2016

- The Town Clerk cautioned Councillors decision on plowing non Town owned roads as other residents will then want their driveways plowed. Councillor Bixby accused the Town Clerk of looking for ways to not plow the road. Staff said that they are trying to ensure Council makes informed decisions based on the Municipalities Act.
- Councillors agreed to get a legal opinion to see if the Town is liable for a contractor.

2016-022

Collins/Combden

Resolved that the Town seek legal advice to see if the Town can send in a contractor, with full disclosure, to plow Collin's Road and Foley's Lane.

Resolution Carried. In favour 8. Against 0.

3. Adjournment

Meeting adjourned at 3:27 PM.

Amanda McGrath
Acting Town Clerk

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea

Town of Fogo Island
Minutes of Meeting with Representatives from Bell Island
February 16th, 2016

A Special Meeting of Council was held with representatives from Bell Island on the above date with the following in attendance:

Councillors Present:

Deputy Mayor Wayne Collins
Councillor Bernadette Dwyer (9:20)
Councillor Edmund Walbourne

Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer Amanda McGrath, Acting Town Clerk

Absent:

Mayor Andrew Shea, Prior Commitment
Councillor Lloyd Bixby, Prior Commitment
Councillor Leonard McGrath, Prior Commitment

Bell Island representatives:

Mayor Gary Gosine
Linda Hickey, CAO
MHA David Brazil

Councillor Teresita McCarthy
Ed Kent, Town Consultant

- Deputy Mayor Collins welcomed everyone and called the meeting to order at 9:10 AM.
- Introductions.
- Mayor Gosine stated that Fogo Island has a similar population as Bell Island and they approximately the same number of employees. He asked if we have continuing problems with boil orders, as they have a six million dollar water system but have been on a boil order since 2002.
- One of their main purposes for visiting Fogo Island was to learn and discuss waste management. They have a land fill site which may be closing down on July 1. Their current budget for waste management is \$100,000 per year, however if they have to ship their waste to Robin Hood Bay it will be approximately \$240,000.
- Since recycling begun in St. John's, garbage for the land fill site has reduced by 60%.
- Options they are looking at are a transfer station or daily transfers off island. They asked if we encounter any problems with smell, leakages or maggots on the ferry. Fogo Island has encountered those problems sometimes during the summer; however they don't outweigh the benefit of having a transfer station.
- Susan Cull, CAO will forward the yearly cost and tonnage to the Town of Wabana.
- Members from Bell Island met with the Fogo Island transportation committee last night. They want to work together as Bell Island has similar challenges. It was noted that the Provincial Government may be reducing schedules and increasing fees to save money and increase revenues; however they should be investing, to promote the island communities.

Town of Fogo Island
Minutes of Meeting with Representatives from Bell Island
February 16th, 2016

- Mayor Gosine spoke about resurrecting the Island Wide Ferry Users Committee that was in place a few years ago, however without it being run by the government this time.
- Ferry statistics, free passage for crew members and their families along with employee contracts was discussed.
- Bell Island ticket booth doesn't accept debit or credit cards, cash only.
- Bell Island raised the issue of having mandatory drug testing for employees of the ferry system.
- Tourism and economic opportunities are vast on Fogo Island and the ferry system is vital.
- Information provided by the government lately has improved, however the "dashboard" while a good idea is not readily available to everyone.
- Members agreed to work together where possible, but no formal commitment was made.

Meeting concluded at 11:10 A.M.

**Town of Fogo Island
Minutes of Council Meeting
February 22, 2016**

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

Councillors Present:

Mayor Andrew Shea	Deputy Mayor Wayne Collins
Councillor Lloyd Bixby	Councillor Edward Combden
Councillor Bernadette Dwyer	Councillor Leonard McGrath
Councillor Samuel Rowe	Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer CAO
Amanda McGrath, Acting Town Clerk

Absent:

Councillor Maureen Lynch – Medical Appointment

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 1:30 PM.

2. Adoption of Agenda

2016-023

Collins/Dwyer

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 8. Against 0.

3. Adoption of Minutes

2016-024

McGrath/Combden

Resolved that the minutes of January 11, 12, 21 and 26, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

4. Business arising

4.1 Restocking fee for PRV

2016-025

Bixby/Collins

Resolved that the Town pay ½ of the \$1,000 restocking fee, for the return of the PVR that the Fogo Island Co-op had ordered on a 50/50 cost shared basis with the Town.

Resolution Carried. In favour 8. Against 0.

4.2 Request for contribution for the purchase of nets

- Town was asked to reconsider contributing to the purchasing new nets for the stadium as this is not a donation, it will become the property of the Town.
- Council made reference to Colette Wells-Coish's report, whereby the existing nets can be altered to conform to the shape of nets that the Town was asked to contribute to.
- The decision will be left up to Mrs. Wells-Coish.

5. Committee issues / reports:

5.2 Finance

i. 2014 Audit

- The 2014 audit has been completed; a review of the audit was conducted by Councillors last week.

ii. Financial Report

- Councillors reviewed and asked questions regarding the financial and accounts payable report.
- A revised format will be used for the next report.

2016-026

Collins/McGrath

Resolved to accept the financial report for January 2016 and approve cheques 4545-4582.

Resolution Carried. In favour 8. Against 0.

iii. Borrowing Resolution

2016-027

Dwyer/ Walbourne

Resolved that

1. the Town Manager with any one of the Mayor, Deputy Mayor or Councillor are hereby authorized to borrow on behalf of the Town of Fogo Island (the "Corporation") from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note a sum or sums not exceeding at any one time Two Hundred Thousand dollars (\$200,000.00) to meet, until taxes are collected, current expenditures of the Corporation for the year 2016.
2. the Town Manager with any one of the Mayor, Deputy Mayor or Councillor are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.
3. the Town Manager with any one of the Mayor, Deputy Mayor or Councillor are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.
4. the Town Manager with any one of the Mayor, Deputy Mayor or Councillor are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

Resolution Carried. In favour 8. Against 0.

5.2 Public Works

i. Report

- The monthly report was submitted for review.

ii. Snow clearing operations

- Councillors spoke about a resident making a post on Facebook regarding snowclearing operations during a recent storm; the resident should have contacted the office with any issues or concerns. The

operator had cleared the road however, the resident had placed snow in the roadway after it was plowed, which is illegal.

- Snowplow operators will be told that in the future to clear the snow and report the incident to the Town Office.
- Councillors thought that more preventative maintenance should have been performed prior to the recent rain storm.
- It was noted that private snowplow operators are plowing snow into ditches; they will be notified not to do this.

iii. Fogo Island Co-op – Installation of Salt Water Pumps

- Councillors reviewed the letter from Phil Barnes, General Manager, which outlined the cost and installation of salt water pumps at their Fogo and Seldom plants. The pumps and installation will cost \$65,000 for each plant and the Co-op is requesting that the Town contribute 50%.
- When Council met with the Minister of Municipal Affairs in St. John's earlier this month, they had requested funding to offset this cost, however no commitments were made.
- Susan Cull, CAO was asked to check into two possible funding programs; Fisheries Grant with DFO and a Special Assistance Grant with Municipal Affairs. The Fisheries Grant is up to a maximum of \$3,000 and the Special Assistance Grant is up to a maximum of \$30,000, however the Town of Fogo Island most likely can not avail of this either.

2016-028

Bixby/Combden

Resolved that the Town of Fogo Island pay for ½ of the cost for the pump at the Shrimp Plant in Seldom now, but is committed to working on the pump for the Fogo Crab Plan in the future.
Resolution Carried. In favour 7. Against 1 (Deputy Mayor Collins).

5.3 Recreation, Development & Special Events, Economic Development & Tourism

i. Report

- The monthly reports were submitted for review.

ii. Water Deliver to the Stadium

- CAO, Susan Cull received verbal confirmation from Linus Tremblett, Fire Protection Officer with Fire and Emergency Services that the Town can use the fire trucks to deliver water to the Stadium, as long as another Fire Department is on standby. He also indicated that this is great training opportunity for Fire Department members.
- Water delivery - from the Town system is vital because on site water is causing problems with the pipes and the system; this season sections of the pipes have been replaced twice.

2016-029

Bixby/Collins

Resolved that the Town ask the Fire Department to deliver water to the Stadium, if they refuse the Town will have Town Staff use the Fire Truck(s) for water delivery.
Resolution Carried. In favour 8. Against 0.

iii. Green Team

2016-030

Walbourne/Dwyer

**Town of Fogo Island
Minutes of Council Meeting
February 22, 2016**

Resolved that the Town apply for a Green Team Project, which will employ four local youth aged 16–30 at a cost of \$3,500 (14.5% of total cost) to the Town.
Resolution Carried. In favour 8. Against 0.

5.4 Fire Services

i. Fogo Fire Department Invoice – Eastcan Fire Trucks Inc.

- Paul Torrance, Fire Chief forwarded the invoice totaling \$5,911.08 and an email with an account of his conversation with Mayor Shea regarding what he understood to be approval from Mayor Shea for the repairs.
- Councillors yet again discussed the numerous written and verbal notices to the departments stating that they must receive a purchase order (PO) from the Town Office prior to any purchases being made.
- Councillors decided that due to the misunderstanding with Mayor Shea regarding the repairs to the Fogo Fire Truck, the invoice will be paid by the Town.
- Suppliers will be notified not offer any services to the Fire Departments without a PO being issued; if a PO is not issued then payment of the invoice will be the responsibility of the Fire Department. It was also noted that Councillors cannot give permission or approval, only the CAO or Town Clerk.

2016-031

Combden/Rowe

Resolved that the Town pay Eastcan Fire Trucks Inc. \$5,911.08, for repairs to the fire truck in Fogo.
Resolution Carried. In favour 8. Against 0.

ii. Emergency Services Coordinator

- Susan Cull, CAO was asked to set up a meeting with Paul Torrance, Emergency Services Coordinator to go over a clear set of protocols regarding the Fire Department.
- Standard Operating procedure – Fire Services Committee will review.

iii. Election of Fire Chiefs

- The Department asked if Council would halt the annual election of officers so that the Department would continue with the same Fire Chiefs during this planning period.
- Councillors were in agreement that at the next Fire Services Committee Meeting, Council representatives would hold discussions with the Committee proposing that there be one Fire Chief for Fogo Island Fire Services and the fire stations have Assistant Fire Chiefs.

iv. Other

- It was noted that not all the audits have been received from Grant Thornton yet. Staff will check on this.

5.5 Policy and Human Resources

2016-032

Combden/Dwyer

Resolved that the Town of Fogo Island accept the job descriptions as presented by the CAO for Town employees.

Resolution Carried. In favour 8. Against 0.

5.6 Transportation

- It is estimated that the Veteran will not resume service until the end of March; the Windsor is in place for now, however her 30 day certificate will soon be running out. Government will not confirm what boat will replace the Windsor, if it becomes necessary to do so, before the Veteran returns.

6. Correspondence:

6.1 MNL Regional Meeting – February 26-27 - Gander (Sinbad's Hotel)

- Mayor Shea will attend and Councillor Dwyer expressed an interest in attending.

6.2 RCMP Quarterly Report

- Report was addressed.

**6.3 Crown Land Application – Lambert Dwyer
2016-033**

Walbourne/Bixby

Resolved that the crown land application for Lambert Dwyer for an extension to his shed receive municipal approval, stating that the land ownership is unclear. Be it also resolved that approval is subject to him submitting a map, procured from crown lands, to the Town Office.

Resolution Carried. In favour 8. Against 0.

6.4 Gerald & Eileen Freake – Closure of Peg's B & B

- Mr. & Mrs. Freake's letter stated that Peg's Bed and Breakfast closed as of December 31, 2015, however will continue to rent the two outside rooms with no breakfast.

**6.5 Dr. Hurley – Appeal Costs
2016-034**

Dwyer/Rowe

Resolved that the Town pay the appeal cost of \$5,465.95 for the Dr. Hurley's appeal.

Resolution Carried. In favour 8. Against 0.

6.6 WaterWerks Communication – Creative Brief

- The creative brief submitted by WaterWerks Communication, for the Town Logo and Branding project was reviewed and accepted by Councillors.

6.7 Department of Municipal Affairs - 2016 Budget

- The Department of Municipal Affairs has carried out a review of the 2016 budget and no material deficiencies were revealed.

7. New Business

7.1 Quarry Pit

- The quarry pit located near Tilting on Tate's Hill will be closed.

7.2 Repair of concrete pad at VIC, Stag Harbour

- The top of concrete pad at VIC in Stag Harbour had crumbled; the contractor has proposed that the pad be repaired using Sigma Gel (epoxy).

2016-035

Collins/Bixby

Resolved that the concrete pad at the Fogo Island Multi-Purpose Building in Stag Harbour be repaired by Sigma Gel.

Resolution Carried. In favour 8. Against 0.

8. Privileged Meeting

- A privileged meeting was declared at 4:00 P.M.
- Regular meeting of council reconvened at 4:30 P.M.

9. Taxes

2016-036

Dwyer/Walbourne

Resolved that the Town of Fogo Island:

1. Issue a notice of arrears as per Section 137 of the Municipalities Act, 1999, under which the properties listed below are liable to be sold under this Act for the arrears:
 - 75 Main Street, Seldom
 - 54 B Southside Road, Joe Batt's Arm
 - 62 Brown's Point Road, Joe Batt's Arm
 - 51 North Shore Road, Fogo
 - 102 North Shore Road, Fogo
 - 4 Stag Harbour Hill Rd., Stag Harbour
 - 23 Stag Hr Rd North, Stag Harbour
 - 26 Sargent's Cove Road, Fogo
 - 78 Neck Road, Seldom
 - 125 Main Street, Tilting
 - 127 Southside Road, Joe Batt's Arm
 - 5 Wild Cove Road, Seldom
 - 1 Freake's Lane, Fogo
 - 30 Stag Hr Rd North, Stag Harbour
2. That the following accounts are exempt from Poll Tax as per Section 127 of the Municipalities Act, 1999:
 - BRENK001 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - BROWC003 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - CAMPL001 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - CURED001 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - HEATS001 - 2007 Poll tax and accrued interest under Section 127 (1)(b)
 - MCCAB002 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - MCGRD002 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - OAKEK002 – September – October, 2015 Poll tax and accrued interest under Section 127 (1)(b)
 - PAYNA007 – 2005 and 2006 Poll tax and accrued interest under Section 127 (1)(b)
 - PAYNN001 – 2013 and 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - SIMOV001 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - PENTD003 – 2011, 2013 and 2014 Poll tax and accrued interest under Section 127 (1)(c)

**Town of Fogo Island
Minutes of Council Meeting
February 22, 2016**

- BROWP001 - 2013 Poll tax and accrued interest under Section 127 (1)(c)
 - POLLB001 - 2014 Poll tax and accrued interest under Section 127 (1)(b)
 - DECKC004 – 2011 Poll tax and accrued interest under Section 127 (1)(c)
 - COLER001 – 2004 and 2005 Poll Tax and accrued interest under Section 127 (1)(c)
 - PAYNG001 - 2003 and 20004 Poll Tax and accrued interest under Section 127 (1)(b)
3. That the following accounts receive a remission or exemption of taxes as per Section 111 of the Municipalities Act, 1999:
- CHRIS015 - 2001 Bus Tax - Exemption
 - CULLM002 - 2004 Property and W/S Tax - Remission
 - FORDA001 - 1999-2002 Property & W/S Tax - Remission
 - FORDK002 - 2004 & 2005 Property & W/S Tax- Remission
 - PAYNC007 - 2007-2011 serviced property W/S Tax – Exemption
 - PRECI001 – 2011 and 2012 Business Tax – Exemption
 - HARTE002 – 2002 and 2003 Property & W/S Tax – Remission
 - CANAD003 – Interest charges- Exemption
 - J-EAU001 - Interest charges- Exemption
 - NEWFO001 - Interest charges- Exemption

Resolution Carried. In favour 8. Against 0.

10. Date of next meeting

March 8, 2016.

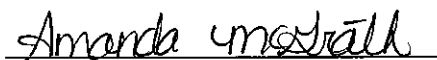
11. Adjournment

2016 -037

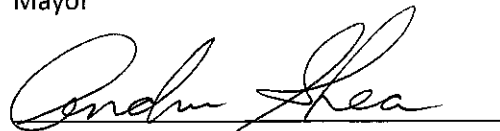
Collins

Resolved that the Regular Council meeting of February 22, 2016 be adjourned at 4:35 P.M.

Amanda McGrath
Acting Town Clerk



Andrew Shea
Mayor



Town of Fogo Island
Minutes of Meeting with Representatives from Bell Island
March 15, 2016

A Special Meeting of Council was held via teleconference with representatives from Bell Island on the above date with the following in attendance:

Councillors Present:

Mayor Andrew Shea
Councillor Bernadette Dwyer
Councillor Leonard McGrath

Deputy Mayor Wayne Collins
Councillor Maureen Lynch
Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer

Amanda McGrath, Acting Town Clerk

Absent:

Councillor Lloyd Bixby, Medical Appointment
Councillor Samuel Rowe, Work Commitment

Councillor Edward Combden, Vacation

Bell Island representatives – Via Teleconference:

Mayor Gary Gosine
Linda Hickey, CAO
Harry Crane, Tourism

Councillor Teresita McCarthy
Ed Kent, Town Consultant

- Mayor Shea welcomed everyone and called the meeting to order at 11:00 AM.
- Introductions.
- Mayor Gosine suggested that we need to work together to ensure that no reduction in trips or crew and no rate increases are implemented by Government. Currently Bell Island has a walk on only service.
- Reference was made to an article in the Telegram by Jon Duke; the information within the article was very damaging to ferry user communities.
- The Town of Wabana created a proposal for Government about the economy, tourism, population, population, personal income, etc. of Bell Island. They suggested that we create a document on Fogo Island or incorporate into Bell islands and both Councils meet with the Minister of Transportation and Works and present the documents.
- It was agreed that the meeting should be held in early April.
- Members discussed Change Islands vs. Fogo Island trips, economy and population; there being no back up ferries in the fleet; management problems and problems with the refit schedule.
- Meeting with Bell Island representatives concluded at 12:00 P.M.
- Councillors agreed that we would attend the meeting with Bell Island representatives, but the Town would do its own presentation.
- Council will discuss the proposal with the Co-op and Shorefast to obtain necessary data from them.
- Members spoke about Allan Cobb's email and did not agree with him with regard to a two tier rate system.
- Meeting concluded at 12:30 P.M.

**Town of Fogo Island
Minutes of Council Meeting
March 15, 2016**

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

Councillors Present:

Mayor Andrew Shea

Councillor Bernadette Dwyer

Councillor Leonard McGrath

Councillor Edmund Walbourne

Deputy Mayor Wayne Collins

Councillor Maureen Lynch

Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer CAO

Amanda McGrath, Acting Town Clerk

Absent:

Councillor Lloyd Bixby – Medical Appointment Councillor Edward Combden - Vacation

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 1:00 PM.

2. Adoption of Agenda

2016-038

Dwyer/ Lynch

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 7. Against 0.

3. Adoption of Minutes

2016-039

Walbourne/Collins

Resolved that the minutes of February 8 and 22, 2016 be adopted as presented.

Resolution Carried. In favour 7. Against 0.

4. Business arising

No Business arising.

5. Committee issues / reports:

i. Financial Report

Councillors reviewed and asked questions regarding the financial and accounts payable report.

2016-040

Collins/McGrath

Resolved to accept the financial report for February 2016 and approve for payment invoices totaling \$184,962.47.

Resolution Carried. In favour 7. Against 0.

ii. Staff Evaluations

A special meeting will be held to review the staff evaluations and wage rates, after the evaluations have been completed by staff.

5.2 Public Works

i. Report

- The monthly report was submitted for review.
- Other issues were discussed including, water delivery to the stadium by staff; light being left on overnight at a rental property; if the Town received any resumes for Manager of External Operations position; and it was noted that damage was done to the garage door and main door at the Tilting Fire Hall.

5.3 Recreation, Development & Special Events, Economic Development & Tourism

- The monthly reports were submitted for review.
- Councillors were briefed on the Trail Proposal and the Logo and Branding Project.
- A yearly financial report will be submitted for the Stadium at the next meeting.

5.4 Fire Services

- The committee meeting has not been held yet.
- Water delivery to the Stadium – Fire and Emergency Services has confirmed that the Fire Trucks can deliver water to the Stadium as long as another Fire Department is on standby.
- Guy Oakley, Region 3 Director with Newfoundland & Labrador Association of Fire Services is interested in meeting with us to discuss the future plan for Fogo Island Fire Services.

5.5 Policy and Human Resources

- No report was submitted.

5.6 Transportation

- Councillors provided a recap of the teleconference that was held with the Bell Island Transportation Committee prior to this meeting. Representatives of Bell Island requested that Fogo Island join forces with Bell Island to lobby the Government to ensure that there is no reduction in service or crew members and that no rate increases are implemented.
- The Town decided that they would participate in a joint meeting with Bell Island and the Department of Transportation and Works. However, the Town decided to compile and present their own presentation.

6. Correspondence

6.1 Bernice Payne

- Ms. Payne's letter requested that 46-48 North Shore Road become 48 North Shore Road and to be exempt from water and sewer taxes for "46" North Shore Road.
- Councillors were all in agreement that the street address would not change, as it would negatively affect the sequential street numbering on the road. In addition, 911 have been advocating Municipalities about the importance of sequential street numbering, as it relates to emergency staff locating a property.
- It is the Town's policy that if a lot is serviced with water and/or sewer and is capable to accommodate a development, it shall be charged a water and/or sewer tax. Public Works Staff will be instructed to evaluate the lot to see can accommodate a development. If the lot can accommodate a development Ms. Payne will not receive an exemption for W/S Tax.

6.2 Fergus, Regina and Martin Foley

**Town of Fogo Island
Minutes of Council Meeting
March 15, 2016**

- The letter from Fergus, Regina and Martin Foley requesting that a culvert be replaced on Foley's Lane and that the Town continue to plow the road was addressed by Councillors.
- Councillors reiterated that a decision was made by the Town regarding non Town owned roads; that they had adopted the "Assuming Ownership of Non Town Owned Roads" policy.
- Susan Cull, CAO had spoken to Fergus Foley after the policy was adopted and Mr. Foley stated that he was refusing the correspondence from Council regarding the policy and snowclearing.
- Council directed that the correspondence be forwarded to Mr. Foley. In addition, Councillors stated that they had created and adopted the policy not staff; therefore any animosity surrounding the policy should be directed at Council not staff members.

7. New Business

7.1 Telephone Lines

- Council decided that the telephone land lines at the Community Halls will be disconnected, which will be a cost savings of approximately \$3,500 per year. The Fire Hall telephone lines will remain in place at this time and the telephone line at the VIC will be put on a seasonal service.

2016-041

Walbourne/Rowe

Resolved that the Town disconnect the telephone lines at the Community Halls and place the telephone line at the Visitor Information Centre and a season service.

Resolution Carried. In favour 7. Against 0.

7.2 LIFO / Area 6

- Deputy Mayor Collins asked if Councillors would support the Shrimp Fishery by making a call to MP Scott Simms to support that closure of Area 6 be closed to offshore draggers and that the LIFO (Last in First Out) policy be abolished.

7.3 Training

- Susan Cull and Darryl Hart will be attending the Clean and Safe Drinking Water Workshop in Gander from March 22-24.
- Susan Cull and Amanda McGrath will be attending the PMA Convention in St. John's from April 20-22.

8. Date of next meeting

- April 12, 2016 at 7:00 P.M.

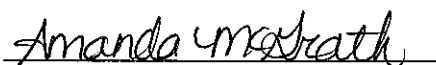
9. Adjournment

2016 -042

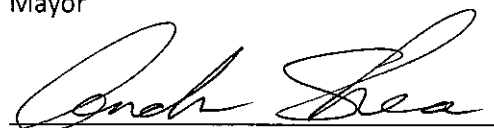
Dwyer

Resolved that the Regular Council meeting of March 15, 2016 be adjourned at 2:45 P.M.

Amanda McGrath
Acting Town Clerk



Andrew Shea
Mayor



**Town of Fogo Island
Minutes of Council Meeting
April 12, 2016**

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

Councillors Present:

Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer CAO
Amanda McGrath, Acting Town Clerk

Absent:

Mayor Andrew Shea

1. Call to order:

Deputy Mayor Collins welcomed everyone and called the meeting to order at 7:00 PM.

2. Adoption of Agenda

2016-043

Bixby/Dwyer

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 8. Against 0.

3. Adoption of Minutes

2016-044

Lynch/Walbourne

Resolved that the minutes of March 15, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

4. Business arising

i. Purchase of Salt Water Pumps

- At a previous meeting with the Co-Op, the Town had made a commitment to paying for ½ the cost of two salt water pumps for the Seldom and Fogo Plants.

- At the council meeting held in February Council had made a resolution to pay for ½ of the cost of the pump for the Shrimp Plant in Seldom now, but was committed to working on the pump for the Fogo Crab Plan in the future. Susan Cull, CAO had made several attempts to contact the General Manager to inform him of this decision but was unsuccessful in her attempts. Meanwhile management at the Co-Op had ordered both pumps and Council has to revisit their decision on the matter.

- Susan Cull, CAO has applied for a Special Assistance Grant with the Department of Municipal Affairs for the Town's share amounting \$65,000.

2016-045

Walbourne/Dwyer

Resolved that the Town of Fogo Island support purchasing two salt water pumps for the Seldom Shrimp Plant and the Fogo Crab Plant now, the Town's contribution will be ½ the cost of two saltwater pumps.

Resolution Carried. In favour 8. Against 0.

ii. Water Issue in Seldom

- In this month's newsletter, residents will be informed of the work that will be completed at the Seldom Fish Plant with regard to fresh water consumption and Council's commitment to pay for ½ of the cost for the saltwater pump.

5. Committee Reports:

i. Financial Report

Councillors reviewed and asked questions regarding the financial report.

2016-046

Dwyer/Combden

Resolved to accept the financial report for March 2016 and approve for payment invoices totaling \$446,945.79.

Resolution Carried. In favour 8. Against 0.

ii. Auditing Services

2016-047

Bixby/Lynch

Resolved that the Town continue to contract our auditing services to Grant Thornton for our 2015 Municipal Audit.

Resolution Carried. In favour 8. Against 0

5.2 Public Works

i. Report

- The monthly report was submitted for review.
- Installation of storm the drain next to Harvey Rowe's residence – Staff will get price quotes for the work.
- Seldom Community Hall – The septic tank will have to be pumped out.
- Councillors spoke about the halls around the Town; possible future closures, rental fees and solutions to reduce costs. The CAO will gather information for the next meeting regarding rentals, cost for utilities, maintenance and conditions of the buildings.

5.3 Tourism, Culture and Heritage

i. Report

- The monthly report was submitted for review.
- The Town was awarded a \$10,000 Age Friendly Grant.
- Approved for a Green Team Project.
- Young Canada Works Program – Approved for two students
- JCP - Will be applying for summer project to aid Tourism.
- CEDP funding – Applications for operational funding for the museums will be submitted soon.
- AES Student Jobs – Applied for 4 post-secondary student positions.
- Phase 2: Trail Project – Application for funding has been submitted for funding in the amount of \$300,000.

ii. MEMO

a) Marine Information Centre (MIC) Gift Shop

2016-048

Bixby/Dwyer

Resolved that the MIC Gift Shop be re-stocked.

Resolution Carried. In favour 8. Against 0

b) Touch Tank

2016-049

Walbourne/Lynch

Resolved that the Town of Fogo Island purchase a new touch tank for the Marine Information Centre at an approximate cost of \$10,000 - \$12,000. Be it also resolved that the Town apply for funding under the FIT project and/or Canada 150, raise funds through investors and charge admission fees to recover the cost.

Resolution Carried. In favour 8. Against 0

c) Tourism Manager's Season

2016-050

Walbourne/Combden

Resolved that certain Tourism Sites open on the May 24th weekend and run until Thanksgiving weekend; 22 week period. Be it also resolved that a schedule will be developed for the Tourism Managers to fulfill those weeks.

Resolution Carried. In favour 8. Against 0

d) Admission vs. Donations

- The goal of the department is to begin charging admission fees for the 2017 tourism season. This season admittance to sites will remain by donations, but will charge for "experiences".

iii. Marconi Site

- It was suggested that the gate to the hill leading up to the Marconi Site be locked at night, as it has become a "hang-out" after dark. This may cause problems for residents and visitors whom wish to view Fogo during night time.

- The RCMP will be asked to monitor the site.

5.4 Economic Development

- From June 1-5 an island-wide radio program will be taking place. The events during this period include: a number of workshops and roundtables will take place on topics relating the economy; an Economic Fair; a Public Forum on "Eco-Tourism and "A Travel Destination of Distinction"; and a Public Forum/Roundtable on the Fishery.

5.5 Recreation and Leisure Services

- Monthly Report was reviewed.
- National Volunteer Week will be celebrated this week with events taking place at the stadium.
- The compressors will have to be overhauled this summer.

5.6 Fire Services

- No report was submitted.

5.7 Policy and Human Resources

- No report was submitted.

5.8 Transportation

i. Report

- On Sunday, April 3 the *MV Veteran* experienced mechanical issues and had to be taken out of service again. The *MV Beaumont Hamel* is now operating on the run, which immensely reduces our capacity. Council has participated in numerous meetings and teleconferences over the past week lobbying Government to have the current service upgraded. Council has suggested having the *MV Captain Earl W. Windsor* return to service, having an enhanced schedule (two crews), having the ferry operate on the summer schedule and adding a second vessel, specifically one that can accommodate a tractor trailer. To date Government has committed to having a second ferry when one becomes available, but we have not received a firm commitment for the *MV Captain Earl W. Windsor* yet.
- The letter from Fogo Island Co-Op to the Department of Transportation and Works requesting the Committees support in granting priority for one boarding pass per day from Fogo Island to Farewell during the 2016 production season while we are operating on reduced capacity was read.
- Councillors discussed the request and sited possible conflicts and issues that could arise. Councillors noted that this request is essential to the Co-Op as they would be transporting live product.
- It was stated that two tractor trailers still have priority on the ferry each trip, this was supposed to be discontinued when the backlog of traffic was cleared up last week.
- A teleconference will be requested with the Minister Al Hoskins, Derrick Bragg and Nansen Smith ASAP. Susan Cull, CAO will request the meeting tomorrow and provide the agenda.

ii. Committee Elections

- Several individuals have requested to sit on the committee.
- Members of the committee are two representatives of Council and five elected members from the public. Election takes place every four years.

6. Correspondence

6.1 David Snow

- Mr. Snow's request to have the road in which he lives on designated as a Town road was discussed.
- This road will be assessed and may be considered as becoming a Town road.

6.2 Diane Strickland

- Ms. Strickland's letter informed council that she is appealing her assessment with Municipal Assessment Agency.

**6.3 Vanessa's Take Out & Convenience – Request for Approval - liquor license
2016-051**

Bixby/Walbourne

Resolved that the Town of Fogo Island has no objections to Vanessa's Take Out & Convenience's application for a restaurant liquor license to sell spirits, beer and wines at 4-6 Harbour Drive, Seldom, NL.

Resolution Carried. In favour 8. Against 0.

6.4 MNL

i. MNL Symposium

- The Symposium will be taking place from May 5-7, 2016 in Gander. Councillors will notify staff if they wish to attend.

ii. Information Package

- Tabled for information.

6.5 Safe Grad Request for Donation

2016-052

Lynch/McGrath

Resolved that the Town of Fogo Island to continue donating \$200 per year to the Safe Grad.
Resolution Carried. In favour 8. Against 0.

6.6 Carol Penton – Hall Rental

- Mrs. Penton's letter expressed an interest in renting the JBA Town Hall 2-3 days per week to hold a dinner theater.
- Staff had completed evaluations for all the halls on Fogo Island and had made recommendations with regard to monthly rentals from the May – September season.

2016-053

Dwyer/Lynch

Resolved that the Town of Fogo Island set monthly rental rates for the May – September season for the following halls:

1. Joe Batt's Arm Hall: based on a three day rental per week - \$50 per day / \$600 per month, utilities included,
2. Fogo Rec Centre: \$500 per month, plus pay for utilities,
3. Seldom Hall: \$500 per month, plus pay for utilities,
4. Deep Bay Hall: \$500 per month, plus pay for utilities,
5. Island Harbour Hall: \$450 per month, utilities included,

Resolution Carried. In favour 8. Against 0.

6.7 Eric Vander Wal – Caribou Research

- Eric Vander Wal, Assistant Professor at MUN will be conducting research on the caribou of Fogo Island and the population dynamics. He also indicated that he is available to answer any questions.
- Some Councillors expressed an interest in meeting with him.

7. New Business

7.1 Office iPad

- Request to purchase an iPad to allow Public Works Staff to have instant, searchable access to documents necessary for permits, Crown land applications, etc., access to the Town's Municipal Plan and Development Regulations, Municipalities Act, Department of Environment regulations, etc. It will also give staff the ability to take photos, perform web searches, etc. Cost will be \$1,000 which will be paid through telephone savings (which totaled \$3,500), to be purchased through a promotion for \$30 per month.

2016-054

Walbourne/Bixby

Resolved that the Town of Fogo Island purchase an office iPad at a cost of \$1,000, which will be purchased through a promotion for \$30 per month.

Resolution Carried. In favour 8. Against 0.

7.2 Subsidizing Cell Phones

- Permission requested to discontinue Council cell phones for staff and compensate staff for the use of the personal cell phones. A contract will be drawn up stipulating the agreement.

2016-055

Walbourne/Dwyer

Resolved that Susan Cull, CAO be given permission to discontinue Council cell phones for staff and compensate staff for the use of their personal cell phones for work. Be it further resolved that the CAO can enter into an agreement with staff with regard to the use of their personal cell phone for work.

Resolution Carried. In favour 8. Against 0.

7.3 Recruitment Services

- If current recruitment efforts do not provide positive results in hiring a Manager of External Operations, permission is requested to utilize a recruitment service.

- Three quotes for recruitment services were obtained and fees range from 15% - 20% of offered salary. Jump Solutions was the cheapest and offered a guarantee.

2016-056

Dwyer/Rowe

Resolved that the if the Town's current recruitment efforts does not provide positive results in hiring a Manager of External Operations, permission is granted to utilize a recruitment service.

Resolution Carried. In favour 8. Against 0.

7.4 Judy Reid – Request Approval to Operate a Business

- Ms. Reid's proposal to open a business "Beothuk Glamping" was discussed.

- Councillors discussed getting the opinion of the Community of Tilting. Safety, noise factor and the location (in or near the water shed area) were some of the concerns addressed.

- Contact will be made with Ms. Reid to see if she is willing to come out and visit the site with Council members and Management.

7.4 Kay Burns – Request Approval to Operate a Business

- Ms. Burns' letter requesting approval to operate a new museum – Museum of the Flat Earth, on Fogo Island was discussed.

- Council has some concerns and questions with regard to the Museum of the Flat Earth; they would like to gather input from residents of Fogo as this affects a prominent land mark within the Community, they would like to know if the Flat Earth Society in Canada endorses the idea and Council was wondering if the name Flat Earth infringes on any copy rights.

- The Town wishes to do further research into the idea and has deferred the decision for a later date.

**Town of Fogo Island
Minutes of Council Meeting
April 12, 2016**

8. Privileged Meeting

- ❖ Council convened to a Privileged Meeting from 10:05 – 10:10.

9. Tax Exemptions

2016-057

Dwyer/Walbourne

Resolved that account number REDDL002 be exempt from Poll Tax and accrued interest under Section 126 (2) of the Municipalities Act, 1999, from May – December 2015 – non-resident.
Resolution Carried. In favour 8. Against 0.

2016-058

Dwyer/Walbourne

Resolved that account number FORD M011 be exempt from Poll Tax and accrued interest under Section 126 (2) of the Municipalities Act, 1999, from May – December 2015 – non-resident.
Resolution Carried. In favour 8. Against 0.

2016-059

Dwyer/Walbourne

Resolved that account number WALBB005 be exempt from Poll Tax and accrued interest under Section 126 (2) of the Municipalities Act, 1999, for 2014 – 2016 taxation year – non-resident.
Resolution Carried. In favour 8. Against 0.

2016-060

Dwyer/Walbourne

Resolved that account number PAYNG005 receive an adjustment to 2015 interest charges on w/s taxes under Section 111 (1) of the Municipalities Act, 1999.
Resolution Carried. In favour 8. Against 0.

10. Date of next meeting

- May 10, 2016 at 1:30 P.M.

11. Adjournment

2016 -061

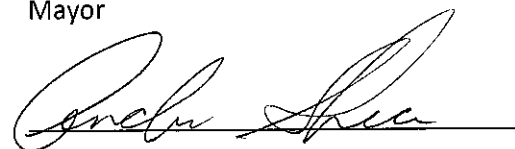
Lynch

Resolved that the Regular Council meeting of April 12, 2016 be adjourned at 10:25 P.M.

Amanda McGrath
Acting Town Clerk



Andrew Shea
Mayor



**Town of Fogo Island
Minutes of Council Meeting
May 10, 2016**

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

Councillors Present:

Mayor Andrew Shea
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Edmund Walbourne

Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath

Staff:

Susan Cull, Chief Administrative Officer
Amanda McGrath, Acting Town Clerk

Absent:

Deputy Mayor Wayne Collins, Prior Commitment
Councillor Samuel Rowe, Work

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 1:35 PM.

2. Adoption of Agenda

2016-062

Lynch/Dwyer

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 7. Against 0.

3. Adoption of Minutes

2016-063

Walbourne/Bixby

Resolved that the minutes of April 6, 8 and 12, 2016 be adopted as presented.

Resolution Carried. In favour 7. Against 0.

4. Business arising

i. Museum of the Flat Earth

a) Permit to Operate

- Discussion - Concerns from residents with regard to Brimstone Head in Fogo.

2016-064

Combden/Bixby

Resolved that the Museum of the Flat Earth be granted a permit to operate, pending approval of all other licences and permits from Government.

Resolution Carried. In favour 7. Against 0.

b) Invitation

- Invitation was extended to Council to attend the grand opening of the Museum of the Flat Earth on May 21, 2016 from 3:00pm - 5:00pm.

ii. Judy Reid – Request Approval to Operate a Business

- Ms. Reid will be available later in May to visit the site with Council members.

5. Committee Reports:

5.1 Financial Report

Councillors reviewed and asked questions regarding the financial report.

2016-065

Lynch/Dwyer

Resolved to accept the financial report for April 2016 and approve for payment invoices totaling \$39,918.43.

Resolution Carried. In favour 7. Against 0.

5.2 Public Works

i. Report

- The monthly report was submitted for review.
- Presently there is no material available for road maintenance. Councillors also discussed the possibility of having an area to store bulk material.
- Last week the Town experienced major problem with the lift station in Little Harbour, Fogo, the capacitors and relay systems was burnt up and have to be replaced. The two pumps have to be sent to St. John's for repairs and possibly one of the pumps may need to be replaced.
- Three quotes were received for the removal of the old pump house in JBA; they will be reviewed at the next Public Works meeting.

ii. Special Assistance Grant

- The Town has been successful in securing a grant in the amount of \$65,000 on a 10/90 cost shared basis with the Department of Municipal Affairs. This grant is for the Town's 50% share, for the purchase of two salt water pumps for the Fogo and Seldom Fish Plants. The two pumps have been ordered; Susan Cull will contact Jeff Decker for a status update.

iii. Project Updates

- Susan Cull, CAO presented a brief on the status of Capital Works and Gas Tax Projects.

iv. Interviews

- Three individuals were interviewed for the Manager of External Operations position. The hiring committee made two recommendations; one for the Manager of External Operations position and one the Technician, External Operations position.

2016-066

Bixby/Dwyer

Resolved that Cordell Waterman be offered the position of Manager of External Operations and Bradley Waterman be offered the position of Technician, External Operations as per the recommendation of the hiring committee, pending reference checks.

Resolution Carried. In favour 7. Against 0.

5.3 Tourism, Culture and Heritage

i. Report

- The monthly report was submitted for review.
- A brief of the Tourism projects was submitted for review.

- It was brought to Council's attention that the Slipway building in Tilting was used by a resident to fiberglass his punt and had left the building in a mess. No authorization was given by the Town to use this building.
- Dan Murphy said he had spoken to Sandy Crawford, Director of Tourism, Culture and Heritage asking that the roof on the Slipway Building be repaired and gravel be placed on Sandy Cove Road. However the requests were not completed.
- TRACS will be asked to put all their requests in writing and submit to Town Clerk.

ii. Trail Assessment

2016-067

Walbourne/McGrath

Resolved that the Trail Assessment as completed by Green Leaf Resources be adopted.
Resolution Carried. In favour 7. Against 0.

iii. Community Enhancement Employment Program

- The letter from Ron Murphy, Manager of Employment Support was read. In the letter Mr. Murphy stated that the *project activities differ significantly from the application without prior approval*. Mr. Murphy specified that they will not cover the cost of the materials purchased without prior approval and that the Town may also be fined for doing work without prior amending the project activities. Mr. Murphy had also sent a copy of a letter from last year's CEEP project in which he indicated that the same had been done.
- It was noted that the Town Clerk or Council members did not receive or see this letter last year, it had been sent to the Department Head. The total cost to the Town is approximately \$2,500, not including the possible fine.

5.4 Recreation and Leisure Services

- Monthly Report was reviewed.

2016-068

Walbourne/McGrath

Resolved that Colette Wells-Coish, Manager of Recreation and Leisure Services be approved to attend the Recreation NL AGM and Conference in St. John's from May 26 – 28, 2016.
Resolution Carried. In favour 7. Against 0.

5.5 Economic Development

- The Economic Development Officer has resigned her position.
- Councillor Dwyer gave a brief of the schedule of events for the radio program and Economic Development Expo that will take place in June.

5.6 Fire Services

- No Committee meetings were held since the last Council meeting.
- Under Government PSAB (Public Sector Accounting Board) regulations Fire Department's finances shall become part of the Town's accounting system.
- It was noted that the Tilting Fire Department had the former Hydro truck painted, without prior approval or a PO.

5.7 Policy and Human Resources

- No report was submitted.

5.8 Transportation

- Councillor Lynch gave an account of some issues/concerns with our current ferry system: lineup issues, volume of traffic and the ticket booth attendant not being aware of the 30 minute rule for combined runs.
- The Lewisporte office had approved a stop in Change Islands on a direct crossing to pick up MP Scott Simms, who was attending the graduation. Also, Lewisporte gave priority for cement trucks to cross on the 3 PM trip.

6. Correspondence / New Business

6.1 Department of Municipal Affairs – Community Sustainability Partnership Accountability Measures and Exemptions

- Information was submitted for information purposes.

6.2 Fergus, Regina & Martin Foley – Request funding to upgrade Foley's Lane

- An assessment of the road will be completed soon, to determine if the road can meet Town standards.

6.3 Cheryl Cobb-Penton- Marine Interpretation Centre – Condition of site

- It was noted that there is a mess around the building and that damage has been done to the railing and walkway. Additionally, the business adjacent to the MIC is encroaching on the property.
- The MIC deed will be reviewed and a letter will be written to the business.

6.4 Gus Penton – 54B Southside Road, JBA

- Mr. Penton's letter stated that he uses the above noted property: a notice had been posted on this property notifying the owner that it may be sold under the Municipalities Act for tax arrears.

6.5 Alvie Brown – Request for refund for glasses purchased due to an accident

- Mrs. Brown had fallen in July 2015, when the contractors were on Brown's Road preparing to pave the road. She had suffered facial injuries, had to have stitches in her mouth and hurt her arms, shoulders, knees and hands. Additionally, her eyeglasses were damaged and had to be replaced.
- Mrs. Brown is now requesting that the Town pay for her eyeglasses.
- The contractors were aware of Mrs. Brown's accident; they had worked out a deal with her and compensated her by paving her driveway. The Town therefore will not be refunding her for the purchase of her eyeglasses.

6.6 Petition – Re: Brown's Point Road – Request that speed bumps be installed

- Councillors were all in agreement that no speed bumps will be installed on Brown's Point Road.
- Residents will be asked to forward their complaints about speeding vehicles to the RCMP and the Town will install a speed limit sign in the area.

6.7 Stag Harbour Enhancement Committee

- The letter from the Stag Harbour Enhancement Committee was read.
- Request permission for food service's at the VIC: More investigation is need into this as the Town is not permitted to be in completion with other businesses.

- Concern regarding the speed limit near Stag Harbour Pond: A request had been made to the Department of Transportation and Works, to reduce the speed limit from the ferry terminal to just past the VIC.

6.8 Permit to Operate

i. Bradley Sargent –Automotive Garage

- Councillors discussed Mr. Sargent's original permit to build the garage; one condition of the permit, was that it would be used for personal use only.

2016-068

Combden/Bixby

Resolved that Bradley Sargent's request for a permit to operate an automotive garage at 12 Brown's Road be refused.

Resolution Carried. In favour 7. Against 0.

ii. Tracey Hart - Adventures with Hart

2016-069

Walbourne/Lynch

Resolved that *Adventures with Hart* be granted a permit to operate a tourism based company, pending approval of all other licences and permits from Government.

Resolution Carried. In favour 7. Against 0.

- Ms. Hart will be renting the Rec Centre to operate her business. She has requested that the Town install a handwashing sink in the kitchen. Councillors agreed that the installation of the sink will be at her expense, but must be approved by the Town, prior to installation.

iii. Raymond Freake and Tyler Leyte - R & T Services

2016-070

Walbourne/Lynch

Resolved that *R & T Services* be granted a permit to operate a contracting company, pending approval of all other licences and permits from Government.

Resolution Carried. In favour 7. Against 0.

6.9 JBA Heritage & Culture Committee – Hydro hook-up for Brett House Museum shed

- Request for financial assistance and labour to help with installation: The Town may contribute, Susan Cull was asked to contact the group for further information regarding contribution amounts.

6.10 Ocean Ethic

- The Town and the Shorefast Foundation had a MOU in place for programs of ocean literacy and marine information at the Fogo Island Marine Interpretation Centre. This MOU has recently expired; the Town will write a letter regarding the MOU, asking what Shorefast Foundation's intent is now regarding the Centre and if they want to sign a new MOU.

- It was noted that on Shorefast Foundation's website they have a section under Ocean Ethic called The New Ocean Ethic – Protecting the Health of Our Oceans.

The New Ocean Ethic is a series of projects being developed on Fogo Island and Change Islands by the Shorefast Foundation to seek new ways to care for the health of the oceans and in doing so protect the livelihood of the people whose culture is linked to the sea.

The Ocean Interpretation Centre on Fogo Island will foster an ocean literate society. The Centre will connect local people, schools and visitors and will serve as a focal point for ocean resource research. Fogo Island is home to one of Canada's oldest fishing communities, carrying extensive knowledge in the practical, hands-on issues facing the fishing industry.

6.11 Residents of Deep Bay – Concerns

- A petition was presented to Mayor Shea from Eugene Nippard outlining several issues they feel that need to be addressed within their Community.

6.12 Foley's Shed

- It was brought to Council's attention that the owners of a shed, located at 23 B Kelly's Island Road Tilting, commonly known as "Foley's Shed" are using it as a place of entertainment. A poster was circulating within the Town advertising a concert that was held last Friday, admission was by donation.
- Under Section 199 of the Municipalities Act 199, it states that:
A person shall not operate a place of entertainment within a municipality except in accordance with the terms of a written permit from the council.
- A letter will be written to the shed owners.

7. Date of next meeting

- June 7, 2016 at 7:00 P.M.

8. Adjournment

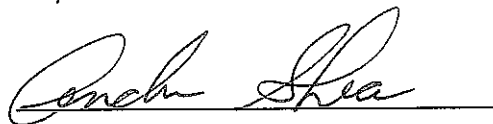
2016 -071

Combden/McGrath

Resolved that the Regular Council meeting of May 10, 2016 be adjourned at 4:35 P.M.

Amanda McGrath
Acting Town Clerk

Andrew Shea
Mayor



Town of Fogo Island
Minutes of Council Meeting
June 7, 2016

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

Councillors Present:

Mayor Andrew Shea
Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath

Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer
Amanda McGrath, Acting Town Clerk

Absent:

Councillor Edmund Walbourne, Prior Commitment

Delegation(s):

Bradley Sargent
Cpl. Shaun Coady, RCMP

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 6:58 PM.

2. Adoption of Agenda:

2016-072

Bixby/Collins

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 8. Against 0.

3. Delegations:

i. Bradley Sargent – Request - Permit to Operate a Business and Permit to Build Extension to Garage

- Mr. Sargent presented a petition with over 400 signatures supporting his intention to open a garage at 12 Brown's Road, Joe Batt's Arm.
- Approval for extension to shed will depend on regulations within the Town's Municipal Plan and Development Regulations.
- Mr. Sargent stated that he has no intent for parking vehicles. It was noted that parking requirements are required for all developments.
- Council members commented that the original approval to build this garage was for residential purposes only, not for business use.
- Council will let Mr. Sargent know the decision of Council in a few days. Mr. Sargent departed the meeting at 7:20 PM.

ii. Cpl. Shaun Coady, RCMP

- Cpl. Coady presented their annual report from April 1, 2015-March 30, 2016.
- Issues discussed: use of cellphones while driving, loud mufflers on vehicles, drug use, non-factory installed lights and lift kits.
- The RCMP's focus for this year: Seatbelt use, using cellphones while driving, drug use, impaired driving and speeding.

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Minutes of Council Meeting
June 7, 2016**

- Other issues of concern for the RCMP are: the speed limit through Tilting, it is a 50km zone but should be 30km; speed limit from the ferry to just past the VIC; passing lane and speed limit by 638 Main Road, Shoal Bay; and the 50km speed limit sign between seldom and Little Seldom that was removed last year during road paving.
- Cpl. Coady noted that Cst. David Fitzpatrick will be leaving near the end of June and his replacement Cst. Kenneth Hurley will be arriving in July.
- Roaming dogs was an area of concern for Council, however most residents do not give the owner name. It was questioned if an owner of farm animals can shoot a dog if they are harming the farm animal; under the Act they can.
- Mayor Shea thanked Cpl. Coady for meeting with Council. Cpl. Coady departed the meeting at 7:45 PM.

4. Adoption of Minutes:

2016-073

Combden/McGrath

Resolved that the minutes of May 10, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

5. Business Arising:

i. Bradley Sargent - Permit to Operate a Garage / Permit to build Extension to Garage.

- Councillors discussed the issues at length.
- Petition presented to Council - it was noted that the petition does not include all the property owners in the immediate area.
- The proposed business and building extension will have to comply with the Town's Municipal Plan and Development Regulations.
- Councillors agreed that more information is needed before a decision can be made. Staff will be instructed to measure the lot and building and do further investigation.

ii. Brett House Museum – Electrical

- The electrical service to the shed was completed; the total cost was \$2,696.18 – request for 100% funding.
- The issue of proceeding with repairs/maintenance and purchases without prior approval was discussed. A letter will be written to Committees regarding expenditures and completing work on Council property without prior approval.

2016-074

Lynch/McGrath

Resolved that the electrical project for the Brett House Museum shed be funded through the Fogo Island Tourism project (FIT project); be it also resolved that if not enough funds are available through the FIT project, the project will be funded through Town funds.

Resolution Carried. In favour 8. Against 0.

6. Committee Reports:

6.1 Finance

i. Report

Councillors reviewed and asked questions regarding the financial report.

2016-075

McGrath/Collins

Resolved to accept the financial report for May 2016 and approve for payment invoices totaling \$216,014.74.

Resolution Carried. In favour 8. Against 0.

ii. Town of Fogo Island Tax Recovery Plan

- Under the Community Sustainability Partnership Accountability Measures and Exemptions, the Town shall adopt a Tax recovery Plan by June 30.

2016-076

Collins/Dwyer

Resolved that the Town of Fogo Island adopt the following Tax Recovery Plan for the year ended December 31, 2015:

Town of Fogo Island Tax Recovery Plan

A. Objectives of the Town's Tax Recovery Plan

- ❖ The Town of Fogo Islands objectives for a tax recovery plan are to ensure maximum recovery of taxes receivable.
- ❖ Our plan will consider objectives that are reasonable and achievable.
- ❖ In order to operate effectively and efficiently, the Town's accounts receivable must be collected in a timely fashion.
- ❖ Factors we will consider include, but are not limited to:
 - Past tax payment trends,
 - Set up tax payment arrangements,
 - Review our current tax recovery/collection policies and procedures,
 - Use alternate resources that are available to recover,
 - Review the age of taxes receivable balance,
 - Consider the resident's financial capacity for paying balances owed,
- Communication with the taxpayers by issuing an annual letter and invoice informing all taxpayers of the amount of annual taxes, payment due date and include a reference to charging interest as applicable.
- Taxpayers must be treated in a fair and consistent manner, and must be aware of their obligations and the consequences of non-payment.
- ❖ Objectives will include, but are not limited to:
 - To recover 95% of the December 31 total taxes receivable balance.

B. Actions to recover taxes receivable

- Issuing a Statement of Account to taxpayers on May 31,
- Issuing payment reminder letters to taxpayers throughout the year,
- Issuing a Notice of Arrears as per Section 137 of the *Municipalities Act, 1999* as of June 30, which will include a notification of possible discontinuance of service if a payment or payment arrangements are not made within ten working days,
- Placing phone calls/reminder notices to taxpayers when beyond 30 days in arrears,
- Charge interest on outstanding amounts as of June 1,

- Issuing a Discontinuation of Service as per Section 132 of the *Municipalities Act, 1999* when 40 days in arrears,
 - Property liens as per Section 134 of the *Municipalities Act, 1999*,
 - Submitting account to collection agency for recovery,
 - Legal action as per Section 133 of the *Municipalities Act, 1999*,
 - Rent garnishment on rental properties as per Section 148 of the *Municipalities Act, 1999*,
 - Sale of vacant land or non-occupied property as per Section 139 of the *Municipalities Act, 1999*; list will be provided in July of each year,
 - Request that the person's employer deduct the poll tax for the current year and arrears and interest on arrears of poll tax for previous years, from that person's wages as per Section 128 of the *Municipalities Act, 1999*,
 - Conduct a yearly review the current policies and procedures regarding recovery of taxes receivable,
 - Issue an annual newsletter to all taxpayers (residents and commercial) of the amount of annual taxes prior to the payment due date and include reference to charging interest as applicable.
 - No Town services such as equipment or space rentals will be supplied for any person or property where taxes are in arrears and there is no current repayment plan.
- ❖ To apply for exemption, remission or deferment of taxes and interest on the taxes, the Town of Fogo Island requires a person to submit a written request to Council, one week prior to a Council meeting, as set out in Section 111 of the *Municipalities Act, 1999*. A 2/3 vote by Council may grant the request; however, council may require further evidence before the request is considered.
- ❖ Acceptable payment methods for tax collection include:
- Paying in full,
 - Pre-authorized payment arrangement,
 - Post-dated cheques,
 - Or other reasonable arrangements for a regular payment schedule.

C. Monitoring taxes receivables

- ❖ Steps for monitoring receivables including:
- Documenting issuance of invoices,
 - Maintaining receipt of payment,
 - Maintaining a record of accounts identifying those that have paid and those with balances outstanding,
 - Documenting all recovery actions taken especially phone calls,
 - Maintaining copies of correspondence issued to tax payer in relation to recovery of receivables,
 - Maintaining aged receivables report for each tax payer.

D. Reporting tax receivable activity to Council

- ❖ A written tax receivable and recovery activity report will be submitted to both the Finance Committee and Council monthly. It will include:
- Status of receivable balance: current and prior years,
 - Status of recovery activity, and

- Receivable/recovery issues that require input from Council.

Resolution Carried. In favour 8. Against 0.

6.2 Public Works

i. Report

- A written report was not submitted.
- A brief overview was given of the committee meeting last week.
- With regard to the lift pumps for Sandy Cove sewer services, conflicting information was given from engineers and the supplier (ITT Flygt). The Department of Municipal Affairs has questioned the relocation of the lift station; the Department of Municipal Affairs is reviewing the issue.

2016-077

Collins/Lynch

Resolved that the Town of Fogo Island have Progressive Engineering to complete engineering work for: Sandy Cove Sewer lift pumps, Sandy Cove lift station option for three homes, culvert replacement for Penton's Brook and WSER Federal flow meter regulations.

Resolution Carried. In favour 8. Against 0.

2016-078

Lynch/Bixby

Resolved that the Town of Fogo Island adopt the following policy regarding fire hydrant connections:

1. Anyone connecting to a hydrant will be charged a hook up fee of \$100.00 and a monthly water fee of \$18.50.
2. The Town will not provide any connection hardware (hoses, fittings, etc).
3. Should a resident require the water turned off at the hydrant for any reason, they will be charged a turn off/on fee as per the Town's water regulations below:

Water and Sewer Turn On and Off

- i. Turn on and off during regular working hours - \$25.00
 - ii. Turn on and off after hours/holidays/weekends - \$75.00
 - iii. Once each year the fee for i. above will be waived per household.
4. This policy will remain into effect until Council or other governing body prohibits these connections.
 5. Water obtained from a source of this nature is not suitable for consumption.
 6. This water service is a temporary seasonal service and only available when weather permits, normally from May – October.

Resolution Carried. In favour 8. Against 0.

6.3 Tourism, Culture and Heritage

i. Report

- The monthly report was submitted for review.
- The condition of the skiffs located in JBA and Fogo was brought to Council's attention. The two skiffs will be checked out and a plan will be developed prior to the next meeting.
- A resident from Stag Harbour has questioned why they cannot rent the Fogo Island Multi-Purpose Building in September. When funding was approved for this building, it was on the condition that it would be used as a visitor information centre (VIC) during tourism season. This building is only available for full use, for the Stag Harbour Day celebrations while the VIC is open. It was noted that small events, that would not need to use the section used for the VIC, can be rented after VIC hours.

**Town of Fogo Island
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June 7, 2016**

- A notice will be posted at the hall regarding rental of this building.
- A Tourism Steering Committee meeting will take place tomorrow.
- Due to immediate need, Joan Foley, Regional Tourism Manager will be recalled back to work as soon as possible.

6.4 Recreation and Leisure Services

- Monthly Report was reviewed.
- Request to purchase new clock: Cost of the clock is approximately \$8,000 and the funding raised to date is \$2,000, including a \$600 donation. A decision will be made at the next meeting.

6.5 Economic Development

- No report was submitted.

6.6 Fire Services

- A resident had inquired if women are permitted to join the fire department. There is no restriction on gender; however there is currently a freeze on new members.
- Request for staff to use the Island Harbour truck that is currently parked at the Fogo salt and sand shed: The CAO was asked to contact the Island Harbour Fire Chief to see if they have any further use for the truck.

6.7 Policy and Human Resources

- The employee reviews are nearing completion; a meeting will be scheduled for next week.
- The CAO had met with the maintenance staff regarding their request for a raise. Council has a meeting set for next week to conclude staff evaluations along with wages.

2016-079

Dwyer/Lynch

Resolved that the Town of Fogo Island amend the HR policy to include:

Town employees shall make a written request to the Town if they wish to work for an outside employer or start a business.

Resolution Carried. In favour 8. Against 0.

6.8 Transportation

- Meeting notes regarding ferry issues were submitted for review.
- Alan Cobb – Request to change his alternate. The Town had three requests in the past few months from residents to join the committee that were denied, therefore Council cannot honor his request at this time.

6.9 Administration

- A request was made to reconfigure the office network and install a backup solution at a cost of approximately \$2,200.

2016-080

Dwyer/Lynch

Resolved that the Town of Fogo Island reconfigure the office network and install a backup solution at a cost of approximately \$2,200.

Resolution Carried. In favour 8. Against 0.

7. Correspondence / New Business

7.1 DMA – Special Assistance Grant

2016-081

Combden/Bixby

Resolved that the Town of Fogo Island accept the Special Assistance Grant for project number 17-SAG-17-003 in the amount of \$65,000, less the GST rebate, on a 90/10 Provincial /Municipal cost-shared basis, to assist with the purchase of a saltwater pump for the Fogo Island Co-operative operation.

Resolution Carried. In favour 8. Against 0.

7.2 Dana Sheppard & Damian Brown – Use of the former United Church, Fogo

2016-082

Bixby/McGrath

Resolved that the request from Dana Sheppard and Damian Brown to hold a wedding ceremony at the United Church Cultural Gallery be approved, as per the Community Hall rental policy.

Resolution Carried. In favour 8. Against 0.

7.3 Work Without a Permit – 113 Main Street, Tilting

- The issue of infilling land at 113 Main Street, Tilting has been referred to Crown Lands, the Department of Municipal Affairs, Land Use Division and the Department of Environment.

- A policy will be developed for the Town to issue fines to individuals and/or businesses carrying out any development without a permit.

2016-083

Dwyer/Rowe

Resolved that the owner of 113 Main Street, Tilting be ordered to remove the fill and restore the site to its original condition.

Resolution Carried. In favour 8. Against 0.

7.4 Curtis Burns – Fire Optic Cable

- A copy of Mr. Burns' letter that was sent to NL Hydro and the Newfoundland PUB requesting to have fiber optic cable installed when they replace the underwater hydro cable in the near future, was discussed.

- Council will write a letter of support.

7.5 Kevin Rowe – Crown land

- ❖ Councillor Samuel Rowe declared himself in conflict of interest and departed the council chambers at 10:05 PM.

- Council had given municipal approval for Mr. Rowe's crown land application for the development of a subdivision in the community of Fogo last year; however the process is taking a very long time. Mr. Rowe has requested that Council write a letter of support to speed up the process.

2016-084

Collins/Bixby

Resolved that the Town of Fogo Island write a letter to Crown Land, supporting Mr. Rowe's efforts to have the process speed up on his crown land application, for the development of a subdivision in the community of Fogo, as there is a great need for subdivision on Fogo Island.

Resolution Carried. In favour 7. Against 0.

❖ Councillor Samuel Rowe rejoined the meeting at 10:11 PM.

7.6 Bernice Payne – W/s Fees

- Councillors reviewed Ms. Payne's letter in which she outlined several correspondences between the Town and herself regarding the w/s tax for her property at 46 North Shore Road and the order that was issued to remove the dilapidated building.

- Ms. Payne is required to pay w/s tax on this property as per the Town's policy: that any property that has a water and/or sewer service shall be charged the yearly w/s tax, if the property is sufficient to accommodate a development. Ms. Payne has requested that her curb stop be turned on if she has to pay the tax; Council agreed that she can have the curb stop turned on, however she is not permitted to let the water run.

7.7 Pauline Nippard – Request for Street Light

- The installation of a street light will be referred to the Public Works Department for decision.

7.8 No smoking on/in Town Property

2016-085

Bixby/McGrath

Resolved that no smoking will be permitted in or on Town property.

Resolution Carried. In favour 8. Against 0.

7.9 Sarah Heath – Permit to Operate – Fogo Island Bus Tours

2016-086

Bixby/McGrath

Resolved that Fogo Island Bus Tours be granted a permit to operate a bus tour company, pending approval of all other licences and permits from Government.

Resolution Carried. In favour 8. Against 0.

7.10 Alan Cobb – Upgrades needed to Farm Road, Tilting

- The Public Works Department will assess the road to see if upgrades are needed.

7.11 Harbour Authority – Install Electrical Hookup

- Request to install an electrical hookup on the slipway building. The Harbour Authority will be asked if they will be willing to pay the monthly hydro fees.

7.12 FICA – Playground

- Fogo Island Central Academy request for any type of donation (time, equipment, materials, etc.) was discussed.

- More details are required before a decision can be made. Additionally, Council requested to know the design, cost and funds raised for the playground, before making a decision.

**Town of Fogo Island
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7.13 Fogo Island Public Library

2016-087

Bixby/Dwyer

Resolved that the Town of Fogo Island write a letter of support regarding the closure of the library.
Resolution Carried. In favour 8. Against 0.

6.8 Permit to Operate

2016-088

Dwyer/McGrath

Resolved that Harbour View Suites be granted a permit to operate an efficiency unit, pending approval of all other licences and permits from Government.
Resolution Carried. In favour 8. Against 0.

8. Date of next meeting

- July 12, 2016 at 9:00 A.M.

9. Adjournment

2016 -089

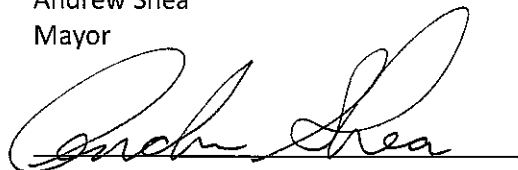
Bixby/Dwyer

Resolved that the Regular Council meeting of June 7, 2016 be adjourned at 10:48 P.M.

Amanda McGrath
Acting Town Clerk



Andrew Shea
Mayor



**Town of Fogo Island
Minutes of Council Meeting
June 15, 2016**

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

Councillors Present:

Mayor Andrew Shea	Deputy Mayor Wayne Collins
Councillor Lloyd Bixby	Councillor Edward Combden
Councillor Leonard McGrath	Councillor Samuel Rowe
Councillor Edmund Walbourne	

Staff:

Susan Cull, Chief Administrative Officer
Amanda McGrath, Acting Town Clerk

Absent:

Councillor Maureen Lynch, Prior Commitment Councillor Bernadette Dwyer, Prior Commitment

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 11:40 AM.

2. Job Descriptions and Wage Reviews:

2016 -090

Walbourne/Collins

Resolved that the Town of Fogo Island accept the job descriptions, as proposed by CAO and wage reviews as discussed at privileged meeting, for the following positions: Town Clerk/Treasurer; Administrative Assistant/Field Officer; Accounting Clerk; Director of Tourism, Culture and Heritage; Manager of Recreation and Leisure Services and Maintenance Worker (Lead Hand). Be it also resolved that Amanda McGrath be appointed as Town Clerk/Treasurer.

Resolution Carried. In favour 7. Against 0.

3. Tax Arrears:

2016 -091

Rowe/Combden

Resolved that the Town of Fogo Island issue a notice of arrears as per Section 137 of the Municipalities Act, 1999, under which 78 Neck Road, Seldom is liable to be sold under this Act for the arrears.

Resolution Carried. In favour 7. Against 0.

2016 -092

Collins/Bixby

Resolved that the Town of Fogo Island conduct property title searches, for properties to be sold under Section 139 of the Municipalities Act, 1999 sell the following properties located at:

- 75 Main Street, Seldom
- 5 Wild Cove Road, Seldom
- 54 B Southside Road, Joe Batt's Arm
- 4 Stag Harbour Hill Rd., Stag Harbour
- 23 Stag Hr Rd North, Stag Harbour
- 1 Freake's Lane, Fogo

Resolution Carried. In favour 7. Against 0.

**Town of Fogo Island
Minutes of Council Meeting
June 15, 2016**

4. Exemption of Taxes

2016-093

Walbourne/Collins

Resolved that the Town of Fogo Island grant an exemption of taxes as per Section 111 of the Municipalities Act, 1999, for account NEWMM001 for Property and W/S Tax, as this property had been turned over to the crown a number of years ago.

Resolution Carried. In favour 7. Against 0.

2016-094

Bixby/McGrath

Resolved that account number COFIP001 be exempt from Poll Tax and accrued as per Section 127 (1)(b) of the Municipalities Act, 1999.

Resolution Carried. In favour 7. Against 0.

5. Bradley Sargent

- Staff gave an update on the Mr. Sargent's request to build an extension on his building and request to operate a garage.
- Issue will be dealt with at the next public meeting.

❖ Deputy Mayor declared himself in conflict of interest and departed the meeting at 11:55 am.

6. Request for an Exemption

- An exemption for poll tax for account number WATEB003 will not be granted; as per rules of residency:

Residency

24. (1) The following rules shall determine the residency of a person for the purpose of this Act:
- (a) a person shall be a resident of the place where he or she lives and sleeps and to which, when absent, he or she intends to return;
 - (b) residency is not lost by a person who leaves that residence for temporary purposes only; and
 - (c) the place where a person's family resides shall be his or her residence unless that person commences and continues to live at some other place with the intention of remaining there, in which case, the person shall be considered to be resident in the place in which he or she intends to reside.
- (2) A person shall, for the purpose of this Act, have only one place of residency.

7. Adjournment

2016 -095

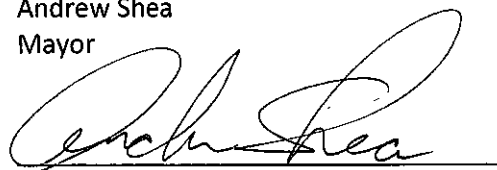
Bixby/Dwyer

Resolved that the Regular Council meeting of June 7, 2016 be adjourned at 10:48 P.M.

Amanda McGrath
Town Clerk/Treasurer



Andrew Shea
Mayor





Minutes of Council Meeting July 12, 2016

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

Councillors Present:

Mayor Andrew Shea
Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe (9:15am)

Staff:

Susan Cull, Chief Administrative Officer Amanda McGrath, Acting Town Clerk

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 9:04 AM.

2. Adoption of Agenda:

2016-096

Combden/Collins

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 8. Against 0.

3. Delegation

Residents of Deep Bay scheduled to be in attendance cancelled.

4. Adoption of Minutes:

2016-097

Bixby/Lynch

Resolved that the minutes of June 7 and 15, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

5. Business Arising:

5.1 Score Clock for Stadium

- A new score clock will cost \$8,000 and funds raised to date is approximately \$2,000.

- Staff will continue to raise funds to go towards the purchase of a new score clock.

2016-098

Bixby/Collins

Resolved that a new score clock be purchased for Iceberg Arena at a cost of \$8,000.

Resolution Carried. In favour 8. Against 0.

- ❖ Privileged meeting from 9:10 am until 9:22 am. Staff and members for the gallery were asked to exit the council chambers while the privileged meeting took place.

- ❖ Councillor Rowe joined the meeting at 9:15 am

5.2. Bradley Sargent

i. Permit to build Extension to Garage

- Under the Town's development Regulations there is not sufficient space to permit the extension.
Permit was denied.

ii. Permit to Operate a Garage

- Mayor Shea read sections from the Town's Municipal Plan (pages 25-28) relating to the development of businesses in Community Development Areas.
- Items Councillors discussed included:
 - Commercial development in this area is at Council's discretion.
 - Original approval for the building was residential. Plans were for a steel building; however property owner agreed to erect a wooden building.
 - Council can direct the developer to erect a fence if it is deemed to be an eyesore.
 - Town is promoting economic development.
 - As per the Town's Municipal Plan a central location is preferred, however there is no water or sewer in the area.
 - Sufficient parking is required for the operation and on street parking will not be permitted. Signage should be installed to deter on street parking.
 - If approved, all regulations must be followed and licences must be obtained from all government agencies.
 - The development, if approved, must be kept clear of car wrecks and not become an eyesore.
 - As this area is primarily residential a commercial development may devalue the residential properties.
 - It was suggested to set a probationary period, however Councillors agreed that this not an option.
 - If the proposed development does not meet the standards, than the operation can be closed.
 - o Please note: Susan Cull, CAO was told by Council not to speak or give any recommendations on the issue, therefore no staff were able to give information development regulations.

2016-099

Bixby/Collins

Resolved that Bradley Sargent be given permission to operate a garage at 12 Brown's Road, Joe Batt's Arm as per the Town of Fogo Island Municipal Plan and Development Regulations and pending approval of all other government licences and permits.

Resolution Carried. In favour 9. Against 0.

5.3. Request to Install Street Light – Island Harbour

- Staff visited the area at night time and noted that the area is very dark; however there are no hydro poles adjacent to the street.
- It will cost \$2,000 to install a new poll plus \$15 per month
- The area will be checked to see if a street light can be installed across the road, as it is the Town's policy not to install streetlights in the back of a property.

2016-100

Combden/McGrath

Resolved that the Town will have a street light put on a hydro poll across the road from 178 Harbour View Drive, if one is available.

Resolution Carried. In favour 9. Against 0.

6. Committee Reports:

6.1 Finance

i. Report

Councillors reviewed the financial report for June 2016.

2016-101

Collins/Dwyer

Resolved to accept the financial report for June 2016 and approve for payment invoices totaling \$1,159.50

Resolution Carried. In favour 9. Against 0.

ii. Audit

- Susan Cull, CAO will contact Grant Thorton again to see when they can complete the Town's audit.

6.2 Public Works

i. Report

- Councillor Walbourne gave an overview of the monthly report and committee meeting.

ii. Potable Drinking Water Unit (PDWU)

- Susan Cull, CAO gave an update from Government on the PDWU's for Stag Harbour and Island Harbour.
- Councillors discussed the water source for the units.

Stag Harbour

- If Stag Harbour Pond is used as a water source for the unit, the pond will have to become a protected area.
- It was decided that the Town will get the well pumped out and check to L/min.

Island Harbour

- Government suggested that there may be the pond (near the pit) outside the community that would be a viable option for the unit because wells in Island Harbour don't have enough yield for the unit.

- A teleconference will be set up with Dan Hynes, Jim Harty Jr. and David Faye.

iii. JBA Water Tank

- A panel had blown off the water tank in JBA this past winter; cost estimate to repair the tank is approximately \$38,000.
- The warranty period has expired on the tank. A claim will be submitted to our insurance provider.
- Contact will be made with Bill Baird, DMG Consulting Limited for further information regarding the damage and possible coverage.

iv. Road Work

- Testing has been completed on the road materials acquired from the two contractors with the lowest price quotes; R & K Construction will be providing the material. Road maintenance will be completed soon.

v. Paving Tender

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the proceedings at 10:45 am.
- Four tenders were received for the paving tender:
 - o Ken Gar \$71,000 plus HST
 - o Feltham's \$51,644 plus HST
 - o R & K Construction \$49,980 plus HST
 - o Greenfield Enterprises Ltd \$48,042 HST included

2016-102

Dwyer/Walbourne

Resolved to award the paving tender to Greenfield Enterprises Limited at a cost of \$48,042. Be it further resolved to get a quote to pave the upper parking lot at the Fogo Island Multi-Purpose Building.

Resolution Carried. In favour 8. Against 0.

- ❖ Councilor Rowe rejoined the meeting at 10:59am.

vi. Town Trucks

- Councillors were given a list of repairs needed on Town vehicles.
- Staff evaluated the old Island Harbour Fire Dept. truck and the old Tiling Fire Dept. cube van; they have both been deemed unsuitable for use. Both trucks will be placed on tender.

6.3 Tourism, Culture and Heritage

i. Report

- The monthly report was submitted for review.

ii. Old RCMP House

- Report was submitted by Susan Cull, CAO. A letter will be forthcoming from Don Currie, Property Manager with the RCMP, releasing the Town from the \$50,000 lien on the building.

iii. Letter from Fogo Heritage Committee

- A response letter will be written to the Committee stating that the Town has not made a decision on the Former RCMP House, as we are waiting on the letter releasing the Town from the lien. Additionally, the Town is in the processes of setting up a meeting with Bruce McGrath regarding the Provincial Building.

iv. Trap Skiffs

- Two price quotes were received for repairs to the two traps skiffs in JBA and Fogo.
 - o Aiden Penton
 - Fogo Skiff \$6,000 - \$7,000 for materials plus labour.
 - JBA Skiff \$5,000 - \$6,000 for materials plus labour.
 - o Haldon Anthony
 - Fogo Skiff \$7,000 - \$8,000
 - JBA Skiff \$4,000 - \$5,000

2016-103

Dwyer/Bixby

Resolved to dispose of the old trap skiff in Joe Batt's Arm. Be it further resolved that the old trap skiff in Fogo be restored, due to its historic attachment with the CBC video and story. Be it further resolved that the Town will apply for funding for the repairs to the old skiff in Fogo, once ownership is obtained.

Resolution Carried. In favour 9. Against 0.

v. Stag Harbour Enhancement Committee

- Susan Cull, CAO spoke with the Department of Municipal Affairs and they confirmed that because the Committee is an arm of council (set up through the Regional Council) they cannot operate a business as they would be in conflict with other businesses. However, for occasional fundraising events this conflict does not apply.
- The letter regarding the Committee's concerns with rental of the building during the tourist season was discussed. A notice will be posted at the VIC regarding rental of the building during the tourism season. It will let the residents know that the hours of operation for the VIC are from 9:30 A.M. to 5:30 P.M. and cannot be used for other purposes during those hours (Stag Harbour Day being the exception). However, they may rent the Fogo Island Multi-Purpose Building during the tourism season after VIC hours of operation. Rental however is on the condition that the building must be cleaned up before 9:30 A.M. the next morning.

6.4 Recreation and Leisure Services

- Monthly Report was reviewed.

6.5 Economic Development

- No report was submitted.
- A debriefing report will be submitted next month on the conference held in June.

6.6 Fire Services

2016-104

Collins/McGrath

Resolved that the Town of Fogo Island adopt its Emergency Management Plan as approved by Fire and Emergency Services - NL.

Resolution Carried. In favour 9. Against 0.

6.7 Policy and Human Resources

- Staff comparison with other Towns will be tabled for the next meeting.

6.8 Transportation

- A teleconference was held last week with members from the Department of Transportation and Works and our MHA. The meeting did not go well. Councillors agreed that they will no longer deal with a senior member of the department as he is unreasonable.

6.9 Administration

2016-105

Walbourne/Collins

Resolved that Cordell Waterman, Manager of External Operations be granted a spending limit of \$5,000 and have a Town credit card from the Bank of Nova Scotia, with a credit limit of \$5,000.

Resolution Carried. In favour 9. Against 0.

7. Correspondence / New Business

7.1 Deep Bay Slipway

- Cordell Waterman, Manager of External Operations is working on the issues with the slipway.

7.2 Feile Tilting

- Request to install a repeater transmitter at the Iceberg Arena was granted.

7.3 JBS Recreation Committee

i. Request to plant flower gardens

a) **Cenotaph** - Councillors approved the request for the cenotaph location as it is located on Town property. However, must work with Town staff for approval of the design. The Committee will be notified that Council insists all community improvements utilize the natural surroundings as much as possible for natural beautification.

b) **Southside Road** – The request to build a wall located next to 1 Southside Road is not Town property therefore Council did not approve this request until land ownership along with other issues such as liability, future maintenance, snowclearing, etc. are resolved. When these issues are resolved, the Committee must apply for a permit for Council's consent.

Additionally, the Committee will be informed that Council will not be involved in the installation or future maintenance of this site, should they proceed with beautifying this area.

ii. Basket Ball Court – Paving Project

2016-106

Walbourne/Collins

Resolved that that Town contribute 1/3 of the cost, up to \$1,500 to pave the basketball court on Etheridge's Point.

Resolution Carried. In favour 8. Against 1 (Councillor Lynch).

7.4 Anna Smyth

-Request for sponsorship under a Targeted Wage Program.

2016-107

Walbourne/Collins

Resolved that that Town do not have any positions available at this time, therefore it cannot sponsor Mrs. Anna Smyth under a Targeted Wage Program.
Resolution Carried. In favour 9. Against 0.

**7.5 Engineering Design Initiative – Town Hall/Fire Hall, Project No. 17-MCW-17-00009
2016-108**

Collins /Walbourne

Resolved that the Town of Fogo Island accept funding for Town Hall/Fire Hall, Project No. 17-MCW-17-00009 in the amount of \$500,000 on a 90/10 cost sharing ratio, with the Town's share (less GST and PST rebates) being \$45,348.
Resolution Carried. In favour 9. Against 0.

**7.6 Extend Congratulations to Zita Cobb
2016-109**

Collins /Walbourne

Resolved that the Town of Fogo Island offer congratulations to Zita Cobb:

The Town of Fogo Island wishes to offer its sincerest congratulations to Zita Cobb on being named a Member of the Order of Canada. Through her work with the Shorefast Foundation, Zita's passion and commitment to Fogo Island has brought significant economic benefit to our community, all while respecting and reinforcing our culture and heritage.

Her vision and personal dedication has helped Fogo Island become one of the world's most acclaimed geotourism destinations, which has helped secure a brighter future for all Fogo Islanders.

The Town also extends its appreciation to Zita's family, friends and donors around the world who support Shorefast's work, and who now share in the recognition with her as a Member of the Order of Canada.

The Town of Fogo Island is very proud of Zita and her work through the Shorefast Foundation.

Resolution Carried. In favour 9. Against 0.

**7.7 Town of Grand Falls-Windsor
2016-110**

Dwyer/Combden

Resolved that the Town of Fogo Island write a letter of support for the establishment of a Satellite Campus of Memorial University's School of Nursing in Grand Falls-Windsor.
Resolution Carried. In favour 9. Against 0.

7.8 Tracey Hart

- Ms. Hart asked Council to enforce having their garbage covered. In the next newsletter, residents will be asked to cover their garbage.

❖ Closed session from 1:00pm until 1:10 pm

8. Job Descriptions and Wage Reviews:

2016 -111

Bixby/Dwyer

Resolved that the Town of Fogo Island accept the job descriptions, as proposed by CAO and wage reviews as discussed at privileged meeting, for Maintenance Worker.
Resolution Carried. In favour 9. Against 0.

9. Date of next meeting

- August 9, 2016 at 10:00 A.M.

10. Adjournment

2016 -112

Collins/McGrath

Resolved that the Regular Council meeting of July 12, 2016 be adjourned at 1:14 P.M.

Amanda McGrath
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea



Minutes of Council Meeting July 22, 2016

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

Councillors Present:

Deputy Mayor Wayne Collins
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer

Amanda McGrath, Acting Town Clerk

Absent:

Mayor Andrew Shea, Medical

Councillor Lloyd Bixby, Prior Commitment

1. Call to order:

Deputy Mayor Collins welcomed everyone and called the special meeting to order at 10:04 AM.

2. Paving:

- Councillors met to discuss having extra roads paved.
- From the paving project last year requests had been made to the Town to pave Godwin's Road and further paving on Meaney's Road, Penney's Lane, Penton's Lane, School Road and Brown's Point Road. Paving of the upper parking lot at the VIC was also discussed last year, if enough funding was available through the FIT Project.
- School Road was not paved because there is no w/s infrastructure in the road.
- Extra paving on Penney's Lane and Brown's Point Road – the cut off is in the same area as the old pavement had cut off.
- Councillors spoke about requests to upgrade roads such as Collins' Road.
- Additionally, Little Harbour Road will need to be considered for future paving.
- Councillors discussed borrowing, the Town's DSR (debt servicing ratio) and budget. Some Councillors were not in favour of borrowing or using all the money budgeted for road repairs.
- Field staff will be asked to compile a list of what repairs, maintenance or upgrades needed for future reference and budget items.
- The quality of the pavement was brought forth, as it relates to the time of production until it gets installed.

2016 -113

Dwyer/Lynch

Resolved that in addition to the lower parking lot being paved under FIT project funding, the Town of Fogo Island agrees to use the administrative fees under this project to pave the upper parking lot at the Fogo Island Multi-Purpose Building.

Resolution Carried. In favour 6. Against 1 (Councillor Rowe).

- Patching in Fogo will be completed under the budget for R/M – Streets and Roads.
 - Near Diane's Units
 - Near Mel Payne's
 - Near Experience Fogo
 - Near Glen Best's

- No other roads will be considered at this time, due to no additional funding being available. Consideration for other roads and requests will be done in the future.

- ❖ Councillor Edward Combden departed the meeting at 10:56AM due to a prior commitment.

- Councillors spoke about the condition of the main road from Seldom to Fogo; this will be brought to the attention of the Department of Transportation and Works again.

3. Adjournment

2016 -114

Lynch/Walbourne

Resolved that the Regular Council meeting of July 22, 2016 be adjourned at 10:50 A.M.

Amanda McGrath
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea



Minutes of Council Meeting August 9, 2016

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

Councillors Present:

Mayor Andrew Shea

Councillor Lloyd Bixby

Councillor Maureen Lynch

Councillor Samuel Rowe

Deputy Mayor Wayne Collins

Councillor Edward Combden

Councillor Leonard McGrath

Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

Absent:

Councillor Bernadette Dwyer, Family Responsibility

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 10:00 AM.

2. Delegation – Vincent Penton:

- Vincent Penton spoke with Councillors via teleconference to address the stop work order that was issued to him on July 27, 2016, for doing work outside the parameters of permit number 2015-179 issued to him on August 14, 2015.

- Mr. Penton stated that he had completed work as per the site visit last year with a Town employee and wishes to have his permit extended. He indicated that it was communicated to him during that site visit to not go outside the infill area adjoining his property.

- Mr. Penton has been in contact with Dr. Abdel-Razek, Manager of Water Resources Management Division to request a permit to infill a body of water under section 48 of the water Resources Act.

- Mayor Shea thanked Mr. Penton for calling and reminded him that Council's decision will be based on rules and regulations of the Municipality and Government, not on how much money he has spent on work that has been completed outside of the parameters of his permit.

3. Request to Extend Permit:

3.1 Permit Number 2015-179 – Vincent Penton

- A Stop Work Order was issued to Vincent Penton on July 27, 2016 for completing work outside the parameters of his permit. His request for a permit and subsequently his granted permit was for an "Extension to driveway, landscaping and fill by shed and house". However Mr. Penton had backfilled a 40' X 44' section outside of his request and approved permit.

- Additionally, there are conditions under the Water Resources Act, DFO and the Lands Act, in which individuals must obtain permits to complete this work. Mr. Penton does not have these permits, as they were not required for his permit application.

- Further to this, under the sections 5.2 h) and 7.5 of Town of Fogo Island Municipal Plan and Section 62 of the Town of Fogo Island Development Regulations is not permitted or desirable.

- Furthermore, the Town office has received several complaints from local residents that he is destroying the shoreline.

2016-115

Walbourne/Combden

Resolved that the Town of Fogo Island is unable to extend Permit Number 2015-179 to include infilling of approximately a 40' by 44' section that is within the Crown Lands 15 meter reserve under the Lands Act, outside the high water mark under the Water Resources Act and within a body of water protected under the Department of Fisheries and Oceans, without approval from

government agencies, specifically the Department of Environment and Conservation, Water Resources Division, the Department of Municipal Affairs, Crown Lands Office and the Department of Fisheries and Oceans. Be it also resolved that Mr. Vincent Penton be ordered to remove the 40' by 44' section of fill that was placed outside of his approved permit or obtain the necessary permits from Water Resources, Crown Lands and the Department of Fisheries and oceans, within a two month period.

Resolution Carried. In favour 8. Against 0.

3.2 Permit Number 2016-196 – David Decker

- David Decker had requested a permit to jack up house level to the road, build a 12' X 23' extension and backfill for a driveway. Mr. Decker was granted a 10' X 23' extension to home; not the 12' X 23' because it would have been inside the Crown Land reserve.

- According to Mr. Decker, due to miscommunication with his contractor, the contractor had proceeded to start work with a 12' X 23' extension.

- Mr. Decker has requested that the permit be extended to 12' X 23' or be permitted to pour the cement now, in order to have the original house secured to the foundation and later move the footing back two feet.

2016-116

Bixby/Lynch

Resolved that the Town of Fogo Island is unable to extend Permit Number 2016-196 to include a 12' X 23' extension as it is within the Crown Lands 15 meter reserve under the Lands Act, without approval from government agencies, specifically Crown Lands. Be it also resolved that Mr. David Decker be ordered to move the back footing in two feet to allow for a 10' X 23' extension or obtain the necessary permit from Crown Lands, within a two month period.

Resolution Carried. In favour 8. Against 0.

4. Adoption of Agenda:

2016-117

Collins/Walbourne

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 8. Against 0.

5. Adoption of Minutes:

2016-118

Bixby/Collins

Resolved that the minutes of July 12 and 22, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

6. Business Arising:

No business arising.

7. Correspondence/New Business

7.1 Central Newfoundland Waste Management 2015 Financial Statement

- CNWM 2015 financial statement is available at the Town Office for Councillors to review.

7.2 Residents of Island Harbour

- Residents of Island Harbour have submitted a request to have a slipway built in their community.

2016-119

Walbourne/Collins

Resolved that residents from Island Harbour requesting that a slipway be installed in their community be asked to form a committee and forward a list of their members to the Town Office.

Be it further resolved that once the Deep Bay slipway is finalized, Council will work with the "Island Harbour Slipway Committee" to look for funding opportunities to have a slipway built in their community.

Resolution Carried. In favour 8. Against 0.

- Councillors agreed that a meeting will be arranged with Small Craft Harbours, to discuss a new lift (slipway), removal of the winch in Deep Bay, etc.

7.3 Shirlene Sexton - Permission to Operate

2016-120

Combden/Bixby

Resolved that Shirlene Sexton be given permission to operate a cafe at 54 Main Street, Tilting, pending approval of all other government licences and permits.

Resolution Carried. In favour 8. Against 0.

7.4 Diane Strickland – Business Tax Arrears

- Ms. Strickland's letter addressing the Notice of Arrears she received from the Town, for business tax was discussed. She is disputing her business tax and stated that she is not operating a business and will not be paying the business tax. Ms. Strickland is waiting on an appeal hearing with the Municipal Assessment Agency and is of the belief that she doesn't have to pay business tax.

- As addressed at prior Council meetings, Council is not in agreement with Ms. Strickland statement that she is not operating a business, as she is offering a service.

Section 2. (1) (c) (iii) of the Municipalities Act, 1999 states:

2. (1) In this Act

(c) "business" includes

(i) a commercial, merchandising or industrial activity or undertaking,

(ii) a profession, trade, occupation, calling or employment,

(iii) an activity which provides goods or services, and

(iv) a credit union, co-operative, corporation, sole proprietorship or association of persons, whether or not it is for profit;

Section 120. (1) of the Municipalities Act, 1999 states:

120. (1) A council shall impose an annual tax, to be known as "the business tax", on all businesses carrying on business in the municipality.

2016-121

Combden/Bixby

Resolved that if the Business Tax arrears for Diane's Units are not paid, the Town will not supply water to 65 and 78 Main Street, Fogo.

Resolution Carried. In favour 8. Against 0.

8. Committee Reports:

6.1 Finance

i. Gas Tax- Capital Investment Plan

2016-122

Collins/Walbourne

Resolved that the Town of Fogo Island amend its Capital Investment Plan to reduce Brown's Point Road paving project (283-2014-2952) by \$4,178; Penney's Lane paving project (283-2014-2953) by \$2,573; Penton's Road/Tobin's Lane paving project (283-2014-2961) by \$3,973 and Brown's Road paving project (283-2014-2963) by \$2,121. Be it further resolved that the Freeman's Pond Intake Extension project (283-2014-5160) be increase by \$12,789

Resolution Carried. In favour 8. Against 0.

ii. Report

Councillors reviewed the financial report for July 2016.

2016-123

Lynch/Collins

Resolved to accept the financial report for July 2016 and approve for payment invoices totaling \$145,062.12

Resolution Carried. In favour 8. Against 0.

6.2 Public Works

i. Report

- Councillors reviewed the monthly report as submitted by Cordell Waterman, Manager of External Operations.

ii. Deep Bay Slipway Tender

- ❖ Councillor Rowe declared himself in conflict of interest and departed the council chambers at 11:35am.

- The slipway had been finished according to specs; however it is not operational to launch a boat.

- One tender was received from R & K Construction totaling \$13,500 (\$10,000 for 12'X12' concrete pad, \$3,500 for stone).

2016-124

Bixby/Walbourne

Resolved to award the tender to R & K Construction to complete the Deep Bay Slip way at a cost of \$13,500 plus HST.

Resolution Carried. In favour 8. Against 0.

- ❖ Councillor Rowe rejoined the meeting at 11:40am.

iii. Potable Drinking Water Units (PDWU)

- The yield at the Stag Harbour well is .83 l/m; 10 l/m is needed.

- The Provincial Government had performed water quality testing at the pond on Island Harbour Road and Stag Harbour Pond. They are waiting on the test results and will meet with council when the results are in.

- Councillors agreed that Stag Harbour Pond is not a good option due to the recreational activities that take place there.

iv. Cube Van for PW Department

- A request was made for a spending limit. Councillors agreed that when a suitable van becomes available a decision will be made at that time for the expense.

6.3 Tourism, Culture and Heritage

i. Report

- The monthly report was submitted for review.

- It was noted that the benches and tables have not been put out in Island Harbour.

- Councillors spoke about the Tourism Managers organizing events without notifying the Town Office, also that any events should not be a liability to the Town.

- Staff was instructed to speak with the Tourism Managers about giving proper information to the students.

6.4 Recreation and Leisure Services

- Monthly Report was reviewed.

- It is Councils wish that the summer camp be 5 days per week.
- The Food and Fun camp was a huge success.

6.5 Economic Development

- No report was submitted.

6.6 Fire Services

- No report was submitted.
- It was questioned whether new members can join the department: new members can replace old members but can't add to the departments numbers.
- The request for proposals under Municipal Capital Funding for a new Town/Fire Hall will be completed soon.

6.7 Policy and Human Resources

- Staff comparison with other Towns will be tabled for the next meeting.

6.8 Transportation

- A meeting was requested with Premier Ball; date for meeting has not been scheduled yet. The meeting requested with the Department of T/W will be taking place on August 31.

6.9 Administration

- No report was submitted.

9. Date of next meeting

- September 13th, 2016 at 7:00 P.M.

10. Adjournment

2016 -125

Collins/Bixby

Resolved that the Regular Council meeting of August 9, 2016 be adjourned at 12:33 P.M.

Amanda McGrath
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea



Minutes of Council Meeting September 13, 2016

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

Councillors Present:

Deputy Mayor Wayne Collins
Councillor Maureen Lynch
Councillor Samuel Rowe

Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

Absent:

Mayor Andrew Shea, Prior Commitment
Councillor Lloyd Bixby, Away

Councillor Edward Combden, Vacation

1. Call to order:

Deputy Mayor Collins welcomed everyone and called the meeting to order at 7:00 PM.

2. Adoption of Agenda:

2016-126

McGrath/Walbourne

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 6. Against 0.

3. Correspondence/New Business

3.1 Letter from Lambert and Harriett Dwyer

- Mr. & Mrs. Dwyer's letter regarding their sewer system was discussed. A meeting will be set up with Mr. & Mrs. Dwyer for September 21 at 1:30PM.

3.2 MNL Convention

- Mayor Shea will be attending the 2016 MNL Annual Convention in St. John's, along with any other member wishing to attend.

3.3 NL Hydro

- NL Hydro's response letter to the Town was read. In June the Town wrote a letter, supporting Mr. Curtis Burns' endeavor to have NL Hydro and the Newfoundland PUB install fiber optic cable when they replace the underwater hydro cable in the near future.

3.4 Rental Request – Old Deep Bay School

2016-127

Lynch/Walbourne

Resolved that the Town rent the Old Deep Bay School to Bruce Pashak and Janet Langdon for \$300 per month plus utilities.

Resolution Carried. In favour 6. Against 0.

3.5 Municipal Assessment Agency Memo

- Memo was tabled for information.

3.6 Madonna Dwyer - Request to have kelp removed from Sandy Cove Beach

- Susan Cull, CAO gave an update on Mrs. Dwyer's request; she had confirmed the use of the Town truck with Mrs. Dwyer. The residents are planning to raise funds to hire equipment for the removal of the kelp.

3.7 Neil Coffin

- Mr. Coffin's letter requesting a copy of a bill of sale on file at the Town Office was discussed.
- Susan Cull, CAO gave an update on the land dispute and Mr. Coffin's permit.

3.8 Kim Holmes – Approval in principal to operate a business

2016-128

Dwyer/Lynch

Resolved that the Kim Holmes be given approval in principal to operate rental cottages at 23 Burnt Point Road, as per the Town of Fogo Island Municipal Plan and Development Regulations and pending approval of all other government licences and permits.

Resolution Carried. In favour 6. Against 0.

3.9 Meeting Date for 2017 MCW and Gas Tax CIP

- Meeting scheduled for September 26 at 9:30am.

3.10 Andrew McGrath

- ❖ Councillor McGrath declared himself in conflict of interest and departed the council chambers at 7:33.

- Mr. McGrath's letter regarding the roaming animal fine of \$50 he received was discussed.
- It was noted that the same policy is used for roaming dogs as it is for roaming sheep, as adopted by Council.
- Councillors were in agreement the fine remain in place unless Mr. McGrath can come forward and provide the name of whom he believes owns of the roaming sheep.
- Councillors spoke about complaints they have personally received over the summer; with the sheep on the trail leaving excrement on the walking path and on residential properties destroying trees and plants. Additionally, on Facebook there are several pictures and a video of the roaming sheep.
- Roaming sheep will be addressed in the next newsletter.

- ❖ Councillor McGrath rejoined the meeting at 7:45.

4. Committee Reports:

6.1 Finance

i. Report

Councillors reviewed the financial report for August 2016.

2016-129

Dwyer/Lynch

Resolved to accept the financial report for August 2016 and approve for payment invoices totaling \$201,711.43

Resolution Carried. In favour 6. Against 0.

ii. Audit

- The Town is again this year experiencing unsurmountable delays in getting the yearly audit done; therefore a RFP will be issued for auditing services for next year.

2016-130

Walbourne/Lynch

Resolved the Town issue an RFP for Auditing services.

Resolution Carried. In favour 6. Against 0.

iii. Potable Drinking Water Units (PDWU) - Bank Loan

2016-131

Walbourne/Dwyer

Resolved the Town of Fogo Island borrow from Scotiabank \$76,920 at an interest rate of 3.7% (Prime + 1.00%) for Potable Drinking Units for Island Harbour (Project #17-MCW-15-00098) - municipal cost share amount \$38,535 and Stag Harbour (Project #17-MCW-15-00120) - municipal cost share amount \$38,385. The loan will be repaid over a five year term with a 10 year amortized period. The monthly principal payments will be \$641 with interest being approximately \$237 for the first month at the current projected rate.
Resolution Carried. In favour 6. Against 0.

6.2 Public Works

i. Report

- Councillors reviewed the monthly report as submitted by Cordell Waterman, Manager of External Operations.
- Staff has been encountering problems with the International Dump truck, parts have been ordered.
- A decision will need to be made soon for snowclearing operations in Seldom.
- The Town will use the site next to the Fire Hall in Fogo as a site for storing fill.
- An old dam previously used by Central Health in Fogo has broken which is causing flooding problems.

ii. PDWU – Water Supply Location

- Cordell Waterman, Manager of External Operations has been investigating three government wells in Stag Harbour. One location is not suitable, the other two locations will be tested and the Department of Municipal Affairs (MA) will complete evaluations on the wells.
- Municipal Affairs is recommending the possibility of using a pond outside of the community. They informed Council that they will not cost share the drilling of another well, unless the well produces a sufficient water supply; the water supply must yield a minimum of 10 L per minute.

2016-132

Dwyer/McGrath

Resolved that the Town use the following steps in seeking a water supply for the Island Harbour PDWU; 1. Drill one well near 95 Harbour View Drive, 2. Use a surface (pond) supply.
Resolution Carried. In favour 6. Against 0.

2016-133

Rowe/Walbourne

Resolved that the Town use the following steps in seeking a water supply for the Stag Harbour PDWU; 1. Test the three Government Wells, 2. Drill a new well if a suitable location is found. 3. Decision to be made by the community to either use the Seldom water supply or use Stag Harbour Pond.
Resolution Carried. In favour 6. Against 0.

iii. Federal Waste Water Regulations – Flow Meter Quotes

- Under the Federal Waste Water Regulations, all Town's must meter output of effluent over 100,000 Litres per day (100 m³ /d). The Town has three outfalls that must be monitored.

Two quotes were received:

Progressive Engineering: \$50,100

BioMaxx: Purchase	\$13,985 (can be returned after one year and includes monitoring)
Lease	\$7,620

2016-134

Walbourne/Lynch

Resolved that the Town of Fogo Island purchase flow meters from BioMaxx at a cost of \$13,985.
Resolution Carried. In favour 6. Against 0.

iv. Road Assessment Meeting

- Meeting is scheduled for September 20 at 1:00PM with Cordell Waterman, Manager of External Operations.

v. Water Extension Ethridge's Point

- The cost to install a water line to the washrooms is approximately \$30,000-\$35,000.
- The CAO was asked to get a new price, to install down to just past Higgin's property.

vi. Stag Harbour Rink

- Request for P/W staff to use equipment to cut brush from the skating rink was discussed. Councillors were in agreement that staff will not be doing the brush cutting.

vii. Paul Hurley

- Susan Cull, CAO gave an update on Dr. Hurley's septic system and development permit. Dr. Hurley's septic design was granted approval, as the original approval for development was under the Urban and Rural Planning Act.
- The septic design will have to cross the walking path which is protected; therefore the permit will state that the permit holder to take every precaution to ensure no damage is done to the land and the land must be restored when installation is completed.

6.3 Tourism, Culture and Heritage

- Sandy Crawford has resigned his position as Director of Tourism, Culture and Heritage. The position has been posted. In the interim Sharon Bailey is finalizing ongoing projects.
- Canada 150 Funding – Councillor Dwyer gave an update on the status of the projects the Town applied for. The Trail and Foster's Pond applications will be combined. Marine Interpretation Centre (MIC) application; the Provincial Government will not contribute to this project; therefore the Town will need to fund a 50% share. The Town will look for outside contributions to help fund the MIC project.

2016-135

Walbourne/Lynch

Resolved that the Town of Fogo Island approve in principal the Town's contribution to the Marine Interpretation Centre project, updates will be provided at the next meeting on the funding status.
Resolution Carried. In favour 6. Against 0.

6.4 Recreation and Leisure Services

- Monthly Report was reviewed.
- It was brought to Council's attention that a concert is being held at the stadium the same time as Feile Tilting. The CAO said that it was an oversight on part of the Director of Recreation and it has been brought to her attention. The festival has been scheduled since last winter.
- Rental Rates – Colette Wells-Coish, Manager of Recreation and Leisure Services will be asked to compile rental comparisons with other stadiums.

6.5 Economic Development

- At the last meeting, members discussed setting up the Fogo Island Economic Development Partnership as a corporation.
- Councillor Dwyer gave a verbal report. Councillors agreed to hold a special meeting to discuss the Economic Development Partnership.

6.6 Fire Services

- No report was submitted.

6.7 Policy and Human Resources

- Staff comparison with other Towns will be tabled for the next meeting.

6.8 Transportation

- Councillor Lynch gave a verbal report on the meeting that was held a few weeks ago.

6.9 Administration

i. Purchas Requests

2016-136

Dwyer/Walbourne

Resolved that the Town of Fogo Island have Computer Shack install a backup and server onto the Town's computer system at a cost of \$6,367.40.

Resolution Carried. In favour 6. Against 0.

2016-137

Dwyer/Walbourne

Resolved that the Town of Fogo Island purchase hard copies of the Occupational Health and Safety Act, Labour Standards Act, Municipalities Act, Urban & Rural Planning Act, Public Tendering Act NL gazette per year Jan-Dec/16 at a total cost of \$221.75.

Resolution Carried. In favour 6. Against 0.

ii. Council Orders

2016-138

McGrath/Lynch

Resolved that Cordell Waterman, Manager of External Operations, Daphne Coles, Administrative Assistant/Field Officer, Susan Cull, Chief Administrative Officer along with Amanda McGrath, Town Clerk/Treasurer be given authority to issue orders under section 404 of the Municipalities Act, 1999.

Resolution Carried. In favour 6. Against 0.

iii. Conflict of Interest

- At a meeting held on July 12, 2016 Councillors had told Susan Cull, CAO not to speak or give any recommendations on Mr. Brad Sargent's request to operate a garage as they deemed her to be in conflict of interest. Therefore no staff was able to give information concerning development regulations.

- Ms. Cull has spoken with the Department of Municipal Affairs on this issue and wanted it put on record that she was not in conflict of interest regarding this issue. The only issues that staff are in a conflict of interest is when it deals with immediate family members (spouse, parents or children) with regard to land, legal or labour issues.

iv. ATIPP Requests

- The Town has received two requests this past week for personal information under the Newfoundland and Labrador Access to Information and Protection of Privacy (ATIPP) Act, 2015. Susan Cull, CAO noted that those requests take up a lot of time; three to four hours each.

v. Cell Phone

- Susan Cull was granted approval to use her personal cell for business use and will be compensated \$75 per month, under the same agreement as other staff members using their personal cell phones for business use.

5. Closed session

- ❖ A closed session was held from 10:00PM until 10:05PM

6. Taxation

2016-139

Dwyer/McGrath

Resolved that account number FOGO1032 receive a \$39.79 exemption for interest charges as per Section 111 of the Municipalities Act, 1999, due to the tax payment not being posted to their account before the end of the month.

Resolution Carried. In favour 6. Against 0.

2016-140

Dwyer/Lynch

Resolved that account number PENNM002 receive a \$358.67 exemption for interest charges as per Section 111 of the Municipalities Act, 1999, due to an error in posting account balances from the former Town of Seldom-Little Seldom.

Resolution Carried. In favour 6. Against 0.

- Residential request to write off and be exempt from interest charges to his account, due to having a low income was denied. It was noted that if the Town were to write off interest for one individual, then they would have to write off interest to all accounts.

7. Date of next meeting

- October 18th, 2016 at 3:00 P.M.

8. Adjournment

2016 -141

Walbourne

Resolved that the Regular Council meeting of September 13, 2016 be adjourned at 10:10 P.M.

Amanda McGrath
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea



Minutes of Council Meeting September 26, 2016

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

Councillors Present:

Mayor Andrew Shea

Councillor Lloyd Bixby

Councillor Bernadette Dwyer

Councillor Leonard McGrath

Deputy Mayor Wayne Collins

Councillor Edward Combden

Councillor Maureen Lynch

Councillor Samuel Rowe (9:35 AM)

Staff:

Susan Cull, Chief Administrative Officer

Absent:

Amanda McGrath, Town Clerk/Treasurer, prior commitment

Councillor Edmund Walbourne, Medical

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 9:30 AM.

2. Gas Tax /Capital Investment Plan

There was discussion around different options and priority for gas tax funds. Council wondered if there was a policy regarding how long a Town had to own a road before they could apply for funds to upgrade. CAO was requested to find more information on this.

Council also asked the CAO to find out more information regarding if the proposed wells for Stag Harbour and Island Harbour could be funded through Gas Tax.

2016-142

Collins/Combden

Resolved that the Town's Investment Plan for Gas Tax funds be utilized for the following items (if applicable through the Gas Tax program):

- 1) Lift station monitoring
- 2) Penton's Brook culvert
- 3) Drilled wells for Stag Harbour and Island Harbour
- 4) Road upgrades.

Resolution Carried. In favour 7. Against 0.

3. MCW 2016

2016-143

Bixby/Rowe

Resolved that the Town of Fogo Island apply for the following projects under Municipal Capital Works 2017:

- 1) Municipal Complex
- 2) Penton's Brook Culvert (if cannot fund through Gas Tax)
- 3) Barr'd Island's Water and Sewer Project (Hewitt's Point Phase)
- 4) Seldom Water and Sewer (complete areas without infrastructure)
- 5) Little Seldom Water and Sewer

Resolution Carried. In favour 7. Against 0.

4. Transportation

Transportation Chair Lynch presented two draft schedules proposed by the Department of Transportation and Works. Council discussed both schedules, and asked the CAO to send an email to Nansen Smith, Manager of Marine Services, asking the following:

- 1) Why weren't both Transportation Committees (Fogo Island and Change Islands) consulted prior to the development of these schedules? At a previous meeting, T/W said that MHA Bragg would mediate a session with representatives from both Committees to develop a suitable schedule.
- 2) St. Brendan's – an island with similar population to Change Islands – had their schedule cut to 2-3 trips per day.
- 3) The Town of Fogo Island wishes to have a copy of the statistics that were used to develop these schedules.
- 4) The '30 minute rule' needs to be reiterated on the schedule (that it is in effect at each departure point).

2016-144

Dwyer/Lynch

Resolved that the Town of Fogo Island supports the implementation of 'Version 1' draft schedule as proposed by Transportation and Works, as the schedule is easier to adhere to (Version 2 has more stops, and thus it is more likely that the *MV Veteran* will not be able to keep that schedule, resulting in delays).

Resolution Carried. In favour 7. Against 0.

5. Economic Development

2016 -145

Bixby/Rowe

Resolved that the Town of Fogo Island stay in the Economic Development Partnership and agrees to the forming of a corporation.

Resolution Carried. In favour 7. Against 0.

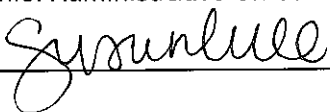
6. Adjournment

2016 -146

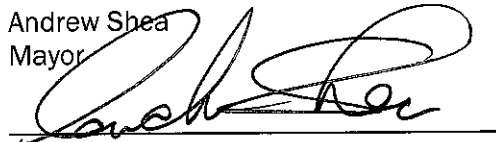
McGrath

Resolved that the Town of Fogo Island Special Meeting be adjourned at 12:00PM.

Susan Cull
Chief Administrative Officer



Andrew Shea
Mayor





Minutes of Council Meeting September 27, 2016

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

Councillors Present:

Mayor Andrew Shea

Councillor Edward Combden

Councillor Maureen Lynch

Councillor Samuel Rowe

Councillor Lloyd Bixby

Councillor Bernadette Dwyer

Councillor Leonard McGrath

Staff:

Susan Cull, Chief Administrative Officer

Cordell Waterman, Manager of External Operations

Absent:

Deputy Mayor Wayne Collins, Prior Commitment

Councillor Edmund Walbourne, Family Responsibility

Amanda McGrath, Prior Commitment

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 1:35 PM.

2. Ownership of non-Town owned roads

There were five applications made to the Town regarding non-Town owned roads. One road, Mercer's Lane in Joe Batt's Arm, was not discussed as all residents on the road were not favourable to the Town taking over the road, which is a condition of the Town road policy. The other four roads were:

- 1) Collins' Road, Stag Harbour
- 2) Foley's Lane, Tilting
- 3) The road leading to 20A and 20B Brown's Road in Joe Batt's Arm
- 4) A extension to Humphrey's Lane, Fogo

Manager of External Operations, Cordell Waterman, presented an assessment of the cost for the Town to upgrade each of these four roads.

2016-147

Bixby/Lynch

Resolved that the Town of Fogo Island upgrade **Collins' Road, Stag Harbour** under the following conditions:

- 1) The road will be upgraded to 'the turnaround' (top of the hill) only.
- 2) All residents must be in agreement that the Town will own the road and a required turnaround at the end of the road.
- 3) Upgrades will be limited to \$5,000 of Town funds.

Resolution Carried. In favour 7. Against 0.

Before deciding on **Foley's Lane, Tilting**, the Town of Fogo Island requested staff to obtain the following information:

- 1) In order to put in a turnaround, Mr. Fergus Foley will need to demolish a shed (at his own cost) near a home he owns, and turn that land over to the Town. Staff were requested to contact Mr. Foley to ensure that this is acceptable to him.
- 2) A culvert in Foley's Lane needs to be unblocked, but doing so will cause flooding for another individual in the area. In order to alleviate the problem for that resident, the Department of

Transportation and Works needs to lower a culvert in the main road. Staff were asked to consult with this Department to see if they are amiable to lowering the culvert to resolve the flooding issue.

2016-148

Bixby/Combden

Resolved that the Town of Fogo Island upgrade the road leading to **20A and 20B Brown's Road** under the following conditions:

- 1) A turnaround will be placed near the end of the road.
 - 2) The road will be upgraded with fill to provide a smooth top.
 - 3) A manhole in the road needs to be lowered.
 - 4) The road will be named at a later date.
 - 5) All residents must be in agreement that the Town will own the road and a required turnaround.
 - 6) Upgrades will be limited to \$5,000 of Town funds.
- Resolution Carried. In favour 7. Against 0.

In the matter of the **extension of Humphrey's Lane, Fogo**, Council determined that this road does not meet the road policy as there is only one individual residing on this lane. The Town of Fogo Island road policy states that there must be a minimum of two (2) residents on the road.

Councillor Combden exited the meeting at 2:53pm due to a prior commitment.

3. Iceberg Arena Fees, 2016-2017 season

2016 -149

Lynch/McGrath

Resolved that the Town of Fogo Island keep rental fees for the Iceberg Arena the same as last year, with no increase.

Resolution Carried. In favour 6. Against 0.

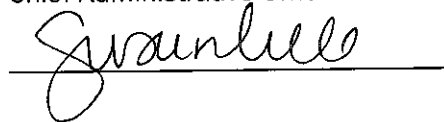
4. Adjournment

2016 -150

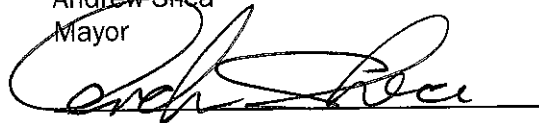
Bixby

Resolved that the Town of Fogo Island Special Meeting be adjourned at 3:00PM.

Susan Cull
Chief Administrative Officer



Andrew Shea
Mayor





Minutes of Council Meeting October 19, 2016

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

Councillors Present:

Mayor Andrew Shea
Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 3:04 PM.

2. Adoption of Agenda:

2016-151

Dwyer/Bixby

Resolved that the revised agenda be adopted.
Resolution Carried. In favour 9. Against 0.

3. Adoption of Minutes:

2016-152

Walbourne/Collins

Resolved that the minutes of August 9 and September 13, 26 and 27, 2016 be adopted as presented.
Resolution Carried. In favour 9. Against 0.

4. Correspondence/New Business

4.1 Mayor Elliott – Regional Cooperation

- Mayor Elliott's letter reaching out to municipalities in the region to determine whether or not there is sufficient interest in holding a session to explore potential opportunities for regional cooperation was addressed.
- Council agreed to participate and Councillors were asked to forward their answers to the questionnaire to Susan Cull, CAO.

4.2 cupw●sttp – Phase 2 Canada Post Review

- Letter was discussed.

4.3 Vincent Penton – Request for an extension to Order number 2016-05

2016-153

Bixby/Lynch

Resolved that the Town of Fogo Island grant a six (6) month extension to order number 2016-05.
Resolution Carried. In favour 9. Against 0.

4.4 Fogo Island Public Library Board – Request for Council to attend Public Consultations

- Representatives from Fogo Island will be attending the session tomorrow in Twillingate.
- Councillors were asked to fill out the questionnaire relating to the closure of the library.

4.5 Infilling

- Mr. Gus Broders' letter requesting permission to infill an area to around his wharf and shed was discussed at length. Issues discussed included destroying the cove, changing the landscape and shoreline and boxing in land.
- The Town has other requests to infill the ocean for the purpose of a wharf.
- Council decided to have a consultant come out from the Land Use Planning division with the Department of Municipal Affairs.

4.6 Seldom Town Hall – Request to purchase cigarette butt receptacle

- As per the resolution number 2016-085 dated June 7, 2016 there is no smoking permitted on Town property.

2016-154

Combden/Bixby

Resolved that the Town of Fogo Island will not purchase a cigarette butt receptacle for the Seldom Town Hall. Be it further resolved that the cigarette butt receptacle at the Fogo Island Multi-purpose Building in Stag Harbour be removed.
Resolution Carried. In favour 9. Against 0.

4.7 Alan Cobb

- Councillors discussed Mr. Cobb's letter in which he requested that Council take on a lead role with regard to the illegal use and sale of non-prescription and illicit drugs.
- The Town had their yearly meeting with the RCMP and the use and sale of illegal drugs is one of the main focuses for this year. Additionally, the Town is a part of the Community Health Committee in which the use of illegal drugs is a issue of concern.
- Mr. Cobb will be directed to express his concerns to the RCMP.

4.8 Ed Evans - CNWM Meeting

- The meeting has been scheduled for October 27th.

4.9 Alan Cobb – Invitation to tour Fisherman's Hall

- Susan Cull will set up the tour for November 1st.

4.10 Alan Cobb – Request for access to 124A Main Road & Use of infill site at Freezers Cove

- Mr. Cobb will be asked to forward a formal request to the Town for access to 12A Main Road, JBA. Included in this request should be the size and exact location where the access is needed. A meeting will be set up to discuss this and future plans for the area.

4.11 Jerome Walbourne – Business tax appeal

- Staff was instructed to notify Mr. Walbourne that the Town will not be adjusting the mill rate to his business as the deadline to change tax rates is April 1 of each taxation year. Let it also be known that the Town sets its mill rates during the budgeting process and taxes derived, directly offset expenses for that year.

4.12 Holly Payne – Operation of the Stadium

- Councillors reviewed the comparison of the hours of operations and start date for stadiums in the Central region as submitted by Ms. Payne. Also submitted were concerns from the general public with regard to startup date, air exchange system, hours of operation, cleanliness, pressure / temperature sensor, different ways to make money, edger machine, girls' dressing room, ice cleaning and clock
- Councillors asked to have the hours of operation and startup time of other stadiums in Central verified.

2016-155

Lynch/Walbourne

Resolved that the hours of operation be set at the Iceberg Arena. Hour range to be between 12:00 PM and 12:00 PM seven (7) days per week.

Resolution Carried. In favour 8. Against 1 (Deputy Mayor Collins was against the resolution).

4.13 RCMP Quarterly Report

- Tabled for information.

5. Committee Reports:

6.1 Finance

i. Report

Councillors reviewed the financial report for September 2016.

2016-156

Collins/McGrath

Resolved to accept the financial report for September 2016 and approve for payment invoices totaling \$87,563.37.

Resolution Carried. In favour 9. Against 0.

6.2 Public Works

i. Report

- Councillors reviewed the monthly report as submitted by Cordell Waterman, Manager of External Operations.

ii. Gas Tax – Road under review

- Susan Cull, CAO gave an update on the requirements under Gas Tax. The Town is not permitted to perform work under the Gas Tax program; work has to be done by a contractor. A tender will be issued for upgrades to Foley's Lane, Collins Road and Brown's Road extension under the Gas Tax program.

6.3 Tourism, Culture and Heritage

i. Hydro Bill – Brett House Museum

2016-157

Walbourne/Lynch

Resolve that the Town of Fogo Island pay the Hydro at the Brett House Museum.

Resolution Carried. In favour 9. Against 0.

ii. Todd Saunders Meeting

- Susan Cull, CAO submitted a brief to Councillors on the meeting held with Todd Saunders on October 14. Mr. Saunders is proposal included offering in partnership with Laurentian College, Ontario hands-on architecture training on Fogo Island.

- Councillors were asked to forward their ideas for projects that will take 4 weeks to design and build, to Susan Cull.

2016-158

Dwyer/Bixby

Resolve that the Town of Fogo Island apply for \$50,000 for a Canada Day celebration through the Canada 150 fund. The Town will make a \$10,000 in-kind contribution.

Resolution Carried. In favour 9. Against 0.

6.4 Recreation and Leisure Services

- Monthly Report was reviewed.

6.5 Economic Development

- Members from the partnership met and completed the Articles of Incorporation for the Fogo Island Economic Development Partnership.

6.6 Fire Services

2016-159

Bixby/Dwyer

Resolve that the Town of Fogo Island contribute 100% funding for the purchase of a strobe light and a siren for the Tilting Pick-up.

Resolution Carried. In favour 9. Against 0.

2016-160

Collins/Walbourne

Resolve that the Fogo Island Fire Department be granted permission to acquire new fire department members; total membership per fire station not to exceed 20 individuals.

Resolution Carried. In favour 9. Against 0.

6.7 Transportation

- Councillors spoke about the new ferry schedule that Government has in place. Initially Government has asked for Councils' input; however that did not implement any of Councils suggestions. It appears that Government is willing to accommodate everyone else except Fogo Island.

6. Closed session

- ❖ A closed session was held with Councillors only from 5:00 P.M. until 5:16 P.M.
- ❖ Mayor Shea was excused from the meeting at 5:16 P.M. due to a prior commitment.
- ❖ A closed session was held with Councillors and staff from 5:17 P.M. until 5:20 P.M.

7. Taxation

2016-161

Dwyer/Lynch

Resolved that the following account numbers receive an exemption as per Section 111 of the Municipalities Act, 1999:

MORGE001 receive a \$55.45 exemption for interest charges – exempt as per Provincial Government;

DECKC004 receive a \$956.66 exemption for poll tax and accrued interest – Property Owner;

NEWMB001 receive a \$394.05 exemption for poll tax and accrued interest – Non-resident;

CHEST001 receive a \$23.58 exemption for interest charges, due to the tax payment received prior to interest date not being posted to their account before the end of the month;

DENNP001 receive a \$186.35 exemption for poll tax and accrued interest – Property Owner.

Resolution Carried. In favour 8. Against 0.

2016-162

Dwyer/Bixby

Resolved that the Town of Fogo Island, as per the Town's Policy, will not write off property taxes, for a senior's discount, for account number SEXTH001, as there is no proof that a payment was mailed prior to the due date.

Resolution Carried. In favour 8. Against 0.

8. Date of next meeting

- November 8th, 2016 at 7:00 P.M.

❖ Amanda McGrath, Town Clerk/Treasurer was excused from the meeting at 5:25 P.M.

9. Policy Human Resources

❖ A closed session was held with Councillors and Susan Cull, CAO from 5:25 P.M. until 5:40 P.M.

2016 -163

Dwyer/Lynch

Resolved that J. Hart receive a three day suspension for insubordination and that a written note be placed in his file outlining the incident.

Resolution Carried. In favour 8. Against 0.

10. Adjournment

2016 -164

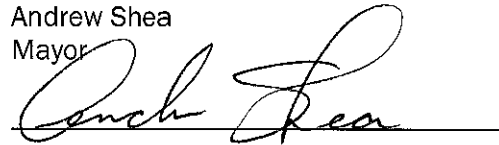
Bixby

Resolved that the Regular Council meeting of October 19, 2016 be adjourned at 5:45 P.M.

Amanda McGrath
Town Clerk/Treasurer



Andrew Shea
Mayor





Minutes of Council Meeting November 8, 2016

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

Councillors Present:

Mayor Andrew Shea	Councillor Lloyd Bixby
Councillor Edward Combden	Councillor Bernadette Dwyer
Councillor Maureen Lynch	Councillor Leonard McGrath
Councillor Samuel Rowe	Councillor Edmund Walbourne

Staff:

Susan Cull, Chief Administrative Officer	Amanda McGrath, Town Clerk/Treasurer
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Absent:

Deputy Mayor Wayne Collins, Prior Commitments

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 7:00 P.M.

2. Adoption of Agenda:

2016-165

Walbourne/Lynch

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 8. Against 0.

3. Adoption of Minutes:

2016-166

Dwyer/McGrath

Resolved that the minutes of October 19, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

4. Correspondence/New Business

4.1 Holly Payne – Concern's regarding Iceberg Arena

- At the last regular meeting Council reviewed part one of Ms. Payne's correspondence, the schedule for other stadiums were confirmed by Town staff.

- Items discussed tonight included:

- Earlier Start Date (October 1) – The Partridgeberry Harvest Festival is a long running event; Councillors agreed to look at an earlier start date.
- Installing an Air Exchange System - This is a large ticket item.
- Hours of Operation – Regular hours of operation has been set.
- Cleanliness – The stadium is cleaned by staff; the Town has not received any other complaints.
- Pressure / Temperature Sensor – Staff has been asked to get three quotes. When the quotes have been received the Town will review them and a decision will be made at that time.
- Ways to make more money – Councillors agreed that fundraising is the responsibility of the staff and will not get directly involved in fundraising.
- Edger Machine – This machine does get used however not when there are people in the stadium, due to the fumes. In addition, due to the design of the floor near the main entrance of the building, it prohibits regular use of the edger machine at this location.
- Girls Dressing Room (no privacy) – This room is used as a last resort when other rooms are full; however staff was asked to look into this issue, to find a better solution.

- Ice Cleaning – The ice is cleaned after every rental, however some coaches' request that it not be cleaned. Staff confirmed that this season, the ice will be cleaned after every use, with the exception of mild temperatures or mechanical issues preventing the ice being cleaned.
- New Clock – Clock has been ordered. Arrival date is unknown at this time.

4.2 Blanche Bennett – Keefe's Stage

- Mrs. Bennet's letter regarding her concerns over the condition of Keefe's Stage was discussed. Mrs. Bennett was notified that Town staff had completed some work on the stage a while ago to secure it for the winter.

4.3 Children of Fogo - Skate Board Park in Fogo

- Councillors said that they may entertain a skate board park in Central in the future. A letter will be sent to the group.

4.4 Central Newfoundland Appeal Board Decision – David Decker and Patti McCarthy

- Based on its findings, the Board determined that the Town of Fogo Island had the authority to issue the order to David Decker and Patti McCarthy and did so in accordance with the Act. That is to say, the Order dated August 10, 2016, remains in effect.

5. Committee Reports:

5.1 Finance

i. Report

Councillors reviewed the financial report for October 2016.

2016-167

Dwyer/Walbourne

Resolved to accept the financial report for October 2016 and approve for payment invoices totaling \$45, 104.76.

Resolution Carried. In favour 8. Against 0.

5.2 Public Works

i. Report

- Councillors reviewed the monthly report as submitted by Cordell Waterman, Manager of External Operations.

ii. Road's

- Collins Road – The estimate to upgrade Collins Road is \$57,000. Gas Tax cannot be used to complete a portion of the road, the road must be completed in its entirety.

- Other issues discussed: The Town must own the road before it can do work on the road and the Municipalities Act prevents the Town from owning the road at its current condition.

- Councillors discussed the issues surrounding Collins Road at length.

- Applying for Government funding was suggested, however Government will not provide funding for a road the Town does not own.

- Foley's Lane – Both Fergus and Martin Foley have agreed to give the Town land for a turnaround.

iii. Wells for Potable Drinking Water Units

- Two locations are being further investigated in Stag Harbour and Island Harbour. It was suggested that staff reevaluate one of the Government wells in Stag Harbour.

iv. Seasonal Worker

- The ad for a seasonal worker has been posted.

v. Penton's Brook

- Susan Cull, CAO was notified today that the Federal Government's Emergency Funding for Hurricane Matthew will not cover most of the culvert replacement, it may cover some undermining. The Town was advised to apply for funding under Municipal Capital Works.

vi. RFP Municipal Complex

- The Town has been delayed in getting information from Fire Services; therefore Susan Cull has been dealing with Dave Dewling, Architect, Department of Municipal Affairs. Council will proceed with the RFP for the design initiative along with a fire services plan.

vii. Land Disputes

- Ongoing land disputes have been ongoing around the Communities, the Town was advised by a Lawyer that they should not get involved in land disputes; the dispute is between the land owner's. Furthermore when issuing permits the Town does not need to take steps to prove ownership, it is the property owners responsibility. In addition it is the Town's policy that no permits will be issued on land that is in dispute.

a) 134 and 136 Southside Road, Joe Batt's Arm

- Councillors were apprised of the land dispute.
- The letter from Andrew Higgins Jr. was presented to Councillors for review.
- An Order was issued today, for the removal of a fence on the disputed boundary as the resident did not have a permit to erect the fence.

b) 87 and 89 Main Street, Fogo

- Councillors were apprised of the dispute.
- The owner of 87 Main Street will be asked to apply for a permit to construct a deck.

5.3 Tourism, Culture and Heritage

i. Fogo Heritage Committee

- Fogo Heritage Committee requested a meeting with the towns Tourism, Culture and Heritage Committee; members will confirm this week if they can meet during the proposed time.

ii. Trail Project

- The Department of Business, Tourism, Culture and Rural Development has approved a \$100,000 contribution towards the \$300,000 Trail Project.

iii. TRACS Heritage Meeting with Gerry Dick and Gerry Osmond

- Councillors Dwyer and McGrath attended the meeting in Tilting today. All Councillors were invited to attend the meeting tomorrow morning in the Council Chambers.

iv. Director of Tourism, Culture and Heritage Position

- Interviews were conducted and references are being checked. The Committee is hoping to put forth a recommendation soon.

v. Regional Manager's and VIC Reports

- Reports were submitted for review.

vi. Fogo Island Tourism (FIT) Project

- Final reports have been submitted for the project, processing of the final payment will be held until the digital sign is installed. The Department of Transportation and Works will not permit the Town to install it at the ferry terminal; therefore it will be installed by the stadium, as suggested by the Department of Tourism.

5.4 Recreation and Leisure Services

- Monthly Report was reviewed.
- Susan Cull, CAO had met with Colette Wells-Coish, Manager of Recreation and Leisure Services and then Council met with her, with regard to the hours of operation of the stadium.
- Councillors reviewed the proposed schedule; Mrs. Wells-Coish will be reminded that Council had made a decision with regard the hours of operation at the last meeting. Councillors agreed that staff hours will only extend to one hour after the hours of operation.
- Mrs. Wells-Coish noted in her report that all other stadiums have a 50 minute rental time; however Iceberg Arena has a one hour rental time, which disrupts the schedule. Council was asked to make a decision regarding the ice time before the next season.
- The Town is experiencing problems with the Fire Department delivering water again. The Town's insurance provider was asked to provide confirmation that the Firemen are covered.
- The original and revised quote from Fogo Island Metalworks for the nets were viewed, Councillors were in agreement that the work will not be completed on the nets.

5.5 Economic Development

- The ad for an Economic Development Officer has been posted.

5.6 Fire Services

- No report.

5.7 Transportation

- The MV Veteran is scheduled to have repairs completed on its ramp soon, it was reported that the MV Windsor will be here during the repairs.

5.8 Policy Human Resources

- ❖ A closed session was held from 9:32 P.M. until 9:54 P.M.

2016-168

Dwyer/Lynch

Resolved that the Manager of Operations formal probation has been served and a performance review to be conducted after 1 year of employment.

Resolution Carried. In favour 6. Against 2 (Mayor Shea and Councillor Rowe were against the resolution).

6. Date of next meeting

- December 13th, 2016 at 9:00 A.M.

7. Adjournment

2016 -169

Combden

Resolved that the Regular Council meeting of November 8, 2016 be adjourned at 9:55 P.M.

Amanda McGrath
Town Clerk/Treasurer



Andrew Shea
Mayor





Minutes of Council Meeting December 13, 2016

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

Councillors Present:

Mayor Andrew Shea
Councillor Lloyd Bixby
Councillor Bernadette Dwyer
Councillor Leonard McGrath
Councillor Edmund Walbourne

Deputy Mayor Wayne Collins
Councillor Edward Combden
Councillor Maureen Lynch
Councillor Samuel Rowe

Staff:

Susan Cull, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 9:00 A.M.

2. Adoption of Agenda:

2016-170

Combden/Collins

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 9. Against 0.

3. Adoption of Minutes:

2016-171

Dwyer/McGrath

Resolved that the minutes of November 8, 2016 be adopted as presented.

Resolution Carried. In favour 9. Against 0.

4. Business Arising

4.1 Permit Request – Build deck at 87 Main Street, Fogo

2016-172

Bixby/McGrath

Resolved that the owner of 87 Main Street be requested to have the survey pins reset to his property.

Resolution Carried. In favour 9. Against 0.

4.2 Shorefast Foundation – Request for access to 124A Main Road, JBA

2016-173

Walbourne/Bixby

Resolved that the Shorefast Foundation be granted an easement to 124A Main Road, Joe Batt's Arm, however they will not be granted permission to occupy the land.

Resolution Carried. In favour 9. Against 0.

5. Correspondence/New Business

5.1 Kim Holmes

- Request for letter of support for Cottages on Burnt Point Road.

2016-174

Collins/McGrath

Resolved that the Town of Fogo Island write a letter of support to Kim Holmes' for her proposal to build Cottages on Burnt Point Road, Seldom.

Resolution Carried. In favour 9. Against 0.

5.2 Stag Harbour Recreation Commission

- Request to place exercise equipment in the Fogo Island Multi-Purpose Building, for general use.
- Council agreed that further information is required with regard to cleanup, movement of the equipment in the event of a rental, fees, contact person, responsibility for damages, etc., also a rental agreement will have to be signed.

5.3 Ryan Holmes

- Mr. Holmes letter requesting that Council reconsider placing a cigarette butt receptacle at the Seldom Town Hall was denied, as no smoking is permitted within 50 foot of a public building.

5.4 Alan Cobb

- Mr. Cobb's response letter regarding use of illegal drug use was discussed. If Mr. Cobb wishes to discuss the issue with Council, they could meet, however Councillors feel that the best route is through the Community Advisory Committee (CAC). If Mr. Cobb is in agreement the Town can forward his letter to the CAC.

5.5 Seldom – Little Seldom Fire Department

- No representation at Fireman's Ball.
- A letter will be written to the Seldom – Little Seldom Fire Department apologizing for not sending a member of Council to bring greetings.

2016-175

Walbourne/Collins

Resolved that the Town of Fogo Island write a letter to the Seldom – Little Seldom Fire Department apologizing for not sending a member of Council to bring greetings.

Resolution Carried. In favour 9. Against 0.

5.6 Caroline Walbourne

- Request for exemption for Apartment W/S Tax.

2016-176

Collins/Bixby

Resolved that 26 Country Road, Fogo will not receive an exemption for an apartment water and sewer tax.

Resolution Carried. In favour 9. Against 0.

5.7 Gas Tax CIP- Wastewater Flow Meters

- The Town's Capital Investment Plan for the installation of Flow Meters was approved by the Gas Tax Secretariat.

5.8 Fogo Heritage Society

- Councillors reviewed the Fogo Heritage Society's letter outlining several issues. Councillors were in agreement that a meeting will be set up in the new year.

5.9 CNWM

- The Annual Report and Budget from the CNWM is available for review at the Town Office. The 2017 tipping fee schedule was reviewed by Councillors.

5.10 Martina Gale, Municipal Affairs Analyst – Inspection Report

- The inspection report from the Department of Municipal Affairs was reviewed. It was noted that the Town is no longer permitted to use the pooling of properties for more than one parcel of land for taxation purposes.

5.11 Tilting United Inc. (Tilting Come Home Year) – Request for Community Grant

- It was noted that this is not a Community Group. Councillor Dwyer agreed to speak to the group.

5.12 Andrew Higgins Jr. - Letter

- Mr. Higgins' letter regarding the land dispute over boundaries was discussed. Councillors again were all in agreement that the Town will not become involved in boundary disputes.

5.13 Chad Donahue - Letter

- Mr. Donahue's letter concerning the erection of a fence at 134 Southside Road was discussed. It is in the Town's Development regulations that a fence must be entirely located on the lot.

5.13 Mary Decker – Letter & request for permit to install fence

2016-177

Lynch/Dwyer

Resolved that Mary Decker be requested to have her boundary reestablished as soon as possible.

Resolution Carried. In favour 9. Against 0.

2016-178

Dwyer/Collins

Resolved that Mary Decker's permit request to install a fence on the back portion of her land not be granted until the land dispute is resolved. Be it further resolved that an order be issued to Mary Decker to remove the fence she installed, without a permit, on the back portion of her land located at 134 Southside Road.

Resolution Carried. In favour 9. Against 0.

5.14 Lucy Saunders – Request for permit to install fence

2016-179

Lynch/Dwyer

Resolved that Lucy Saunders permit request to install a fence at 127 Southside Road not be granted until the land dispute is resolved.

Resolution Carried. In favour 9. Against 0.

5.15 Ross Osmond – Request for permit to build extension

2016-180

Combden/McGrath

Resolved that Ross Osmond's request for permit to build an extension to Cod Jigger Diner not be approved, as the extension will be on the land Council relinquished for the installation of septic tank and septic field.

Resolution Carried. In favour 9. Against 0.

5.16 Municipal Affairs

- News release regarding Enhanced Access to Crown Lands for Municipalities was tabled for discussion.

5.17 Thomas and Janet Keefe – Property Easement

2016-181

Walbourne/Collins

Resolved that the Town grant the property easement for Thomas and Janet Keefe at 155A Main Street, Tilting.

Resolution Carried. In favour 9. Against 0.

6. Committee Reports:

6.1 Finance

i. Report

- Councillors reviewed the financial report for November 2016.

❖ Councillor Dwyer declared herself in conflict of interest and departed the meeting.
2016-182

Walbourne/Collins

Resolved to approve payment to LGR for invoices totaling \$1,567.65

Resolution Carried. In favour 8. Against 0.

❖ Councillor Dwyer rejoined the meeting.

❖ Councillor Rowe declared himself in conflict of interest and departed the meeting.
2016-183

Collins/Bixby

Resolved to approve payment to R & K Construction for invoices totaling \$2,087.25

Resolution Carried. In favour 8. Against 0.

❖ Councillor Rowe rejoined the meeting.

❖ Deputy Mayor Collins declared himself in conflict of interest and departed the meeting.
2016-184

Bixby/Dwyer

Resolved to approve payment to Bradley Collins (Blue Jay) for an invoice totaling \$172.50.

Resolution Carried. In favour 8. Against 0.

❖ Deputy Mayor Collins rejoined the meeting.

❖ Mayor Shea declared himself in conflict of interest and departed the meeting.
2016-185

Bixby/Dwyer

Resolved to approve payment to Mayor Shea for travel expenses totaling \$410.46.

Resolution Carried. In favour 8. Against 0.

❖ Mayor Shea rejoined the meeting.

2016-186

Lynch/Walbourne

Resolved to accept the financial report for November 2016 and approve for payment invoices totaling \$119,440.93.

Resolution Carried. In favour 9. Against 0.

6.2 Public Works

Report

- Councillors reviewed the monthly report as submitted by Cordell Waterman, Manager of External Operations.
- Staff will not be permitted to take home Town vehicles, unless they are snow clearing and the pickup will be parked at the Town Office.
- Water quality in Fogo – The Town will get a diver to check the intake valve at in Freeman's Pond.
- The boil water advisory in Fogo has been lifted.

2016-187

Walbourne/Lynch

Resolved to wave the 2016 water tax and accumulated interest, at 8 Oake's Lane, due to the water issues at the property.

Resolution Carried. In favour 9. Against 0.

❖ Councillor Combden departed the meeting at 11:55AM, due to a prior commitment.

Sandy Cove Septic Systems

2016-188

Walbourne/Collins

Resolved that the Town cannot undertake to install sewer at 13, 15A and 21A Main Street, Tilting, as per the recommendation by Progressive Engineering Consulting Inc., due to the cost. Be it further resolved that the residents will be advised to install their own on-site septic at their own cost.

Resolution Carried. In favour 8. Against 0.

Water turn on / off fee

2016-189

Walbourne/Bixby

Resolved that the fee for turning curb stops on or off be \$25 during regular working hours and \$75 after hours and on weekends. Be it further resolved that rules will put in place for the hours for turning on or off curb stops.

Resolution Carried. In favour 7. Against 1 (Deputy Mayor Collins was against the resolution).

❖ Councillor Rowe departed the meeting at 12:30 PM, due to a prior commitment.

PDWU - Stag Harbour and Island Harbour

2016-190

Lynch/McGrath

Resolved that the Town prepare the site for the well in Island Harbour and perform a drop down test on the well in Stag Harbour. Be it further resolved that if the well in Stag Harbour does not give the amount of yield required, then a site will be prepared for a new well.

Resolution Carried. In favour 7. Against 0.

2016-191

Lynch/Dwyer

Resolved that the Town's 10% share for the Potable Drinking Water Units for Stag Harbour and Island Harbour be funded through capital expenditures out of revenue.

Resolution Carried. In favour 7. Against 0.

6.3 Tourism, Culture and Heritage

- The Director position will be re-advertised, with the salary range.

6.4 Recreation and Leisure Services

- Monthly Report was reviewed.
- Weekly schedule as presented was approved.

6.5 Economic Development

- Will be conducting interviews for the Economic Development Officer soon.

❖ Councillor Rowe rejoined the meeting at 1:01 P.M.

6.6 Fire Services

- No report.
- The Fire Department has requested a meeting with regard to fire inspections.

6.7 Transportation

- It was requested that the 3:30 trip be combined, the Transportation Committee was not in favour.

- Nansen Smith has resigned his position with the Department of Transportation and Works. Currently Sean Marshal and Harold Tobin are filling in.

6.8 Policy Human Resources

- Susan Cull's letter of resignation was addressed; her last day of work will be December 16, 2016.

7. Date of next meeting

- January 10, 2017 at 9:00 A.M.

8. Adjournment

2016 -192

Bixby

Resolved that the Regular Council meeting of December 13, 2016 be adjourned at 1:20 P.M.

Amanda McGrath
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea



Minutes of Council Meeting December 19, 2016

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

Councillors Present:

Mayor Andrew Shea

Councillor Lloyd Bixby

Councillor Samuel Rowe

Deputy Mayor Wayne Collins

Councillor Maureen Lynch

Councillor Edmund Walbourne

Staff:

Amanda McGrath, Town Clerk/Treasurer

Absent:

Councillor Leonard McGrath, Away

Councillor Bernadette Dwyer, Away

Councillor Edward Combden, Away

Also Present:

20 Residents and Fire Department Members

1. Call to order:

Mayor Shea welcomed everyone and called the meeting to order at 9:55 A.M.

2. Collins Road:

- Residents and Fire Department members were present to discuss Collins Road not being snow cleared, along with fire protection and ambulance access for Collins Road.
- Council has been working on ways to upgrade Collins Road, had made a resolution to use gas tax to upgrades; however Council could not do the upgrades as per the resolution. Additionally, the road is not a road owned by the Town.
- It was noted that the road is in poor condition and the plow truck cannot plow the road safely.
- The Fire Department inquired if they would be covered if they use the road.
- Residents were adamant that there needs to be a solution.
- An engineering report was completed on the road; it will cost approximately \$57,000 to properly upgrade the road.
- Mr. Brown needed an ambulance on Friday and a resident had to plow the road.
- Council made a commitment that a decision will be made today.
- Mayor Shea thanked residents for attending the meeting and they departed the meeting.

3. Roads:

Foley's Lane - Mr. Foley's shed will need to be moved as soon as possible to allow for snow clearing.

2016 -193

Walbourne/Bixby

Resolved that the Town continue to plow Foley's Lane, however Mr. Foley's shed will have to be moved as soon as possible.

Resolution Carried. In favour 6. Against 0.

Collins Road

2016 -194

Walbourne/Bixby

Resolved that because of the emergency situation, with fire and ambulance services a contractor will be asked to remove any impediments and upgrade Collins Road to safe conditions to allow for snow clearing this winter.

Resolution Carried. In favour 6. Against 0.

- Mayor Shea agreed to contact Fire Chief Berkley Shepard to advise him of Councils decision.

4. Other:

- Cordell Waterman, Manager of External Operations joined the meeting at 11:40 to discuss several issues.

Lights in Island Harbour Fire Hall – New lights will be purchased if needed.

Road to JBA Government Wharf – Request to snow clear road - The road will not be snow cleared unless it is being used by the fire truck.

Use of Town Trucks – Employees will only be permitted to take home Town plow trucks if there is snow forecasted. Cordell Waterman was asked to use his own judgement for when employees are permitted to take home Town vehicles.

5. Adjournment

2016 -195

Walbourne

Resolved that the Special Council meeting of December 19, 2016 be adjourned at 11:52 A.M.

Amanda McGrath
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea
Mayor

Andrew Shea