

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

Councillor Lloyd Bixby

Councillor Bernadette Dwyer

Councillor Leonard McGrath

Councillor Edmund Walbourne

**Staff:**

Amanda McGrath, Town Clerk/Treasurer

**Absent:**

Deputy Mayor Wayne Collins, Family Medical

**1. Call to order:**

Mayor Shea welcomed everyone and called the meeting to order at 9:01 A.M.

**2. Delegation:**

Allan Dwyer

- Mr. Dwyer was present to discuss plowing of the road leading to his property and gave a history of the road. This road was a part of the Department of Transportation and Works network, however the department discontinued plowing the road around 2001 and in 2004 the pavement was removed during a MCW water project.

- Mr. Dwyer made a formal request to include the road in the Town's road network for snow clearing and maintenance, up to Foley's house. It was noted that the road meets the Town's Road Policy.

- Mayor Shea thanked Mr. Dwyer for attending the meeting and he departed at 9:16 a.m.

**3. Adoption of Agenda:**

2017-001

Lynch/McGrath

Resolved that the revised agenda be adopted.

Resolution Carried. In favour 8. Against 0.

**4. Roads:**

2017-002

Bixby/Combden

Resolved that the road leading to 149A Main Street, Tilting become part of the Town's road network, up to 149 Main Street, as this road meets the Town's Road Policy.

Resolution Carried. In favour 8. Against 0.

**5. 2017 Budget:**

- Councillor Walbourne provided a review of the 2017 Budget for Councillors.

- Under the Municipalities Act, municipalities should be charging a separate minimum for each parcel of property and to no longer continue the practice of pooling properties for taxes. Therefore the Town will charge minimum taxes for each property under the follow categories:

(a) residential property;

(b) commercial property;

(c) vacant land; and

(d) land that has upon it a structure which

(i) is not used for residential purposes, and

(ii) does not exceed 1,000 square meterage area

2016-003

Bixby/McGrath

Resolved that the Town of Fogo Island approve the 2017 Municipal Budget as presented with the various tax rates, fees, due dates and expenses as presented in the budget.

1. 2017 Tax Rates and due dates for the Town of Fogo Island:

- a. Residential Property Tax: 7.75 mils, minimum \$310
- b. Commercial Property Tax: 7.75 mils, Min. \$325
- c. Non-Residential – Small Structure Property Tax: 7.75 mils, minimum \$100
- d. Vacant Land Property Tax: 7.75 mils, minimum \$75
- e. Business Tax Rate: Minimum \$350, 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 Vacation Rental Properties whether rented by the day, week, or month.
- f. 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 \$370.00 per year
  - 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.

- g. 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
- h. Poll Tax: \$275.00 per Year
- i.
  - 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.
- j. 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.
- k. The date that a tax payment was received at the Town Office or by direct deposit, shall be defined as the payment date.

Resolution Carried. In favour 8. Against 0.

## **6. Adoption of Minutes:**

2017-004

Bixby/Dwyer

Resolved that the minutes of December 13 and 19, 2016 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

## **7. Correspondence/New Business:**

### **7.1 Disclosure Statements**

- Disclosure statements were reviewed as per the Municipalities Act.

### **7.2 Regular Bills of Council**

2017-005

Combden/Walbourne

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

Resolution Carried. In favour 8. Against 0.

### **7.3 DFO - Permits**

- Ed Goodyear, Central Regional Manager, Department of Municipal Affairs responded to questions from the Town regarding DFO conducting work within the Town without a permit.



- It was noted that it's not uncommon for Governments (either federal or provincial) to do work without permission from the Town. However, generally they do make the Town aware that the work is ongoing.
- Mr. Goodyear suggested that if Council feels strongly that a permit should have been obtained, they can make a request to the federal minister and say that in the future, can they please notify the Town if they will be doing any work within its boundaries.

#### **7.4 Cheryl Blake – Water hook-up Former United Church and Church Hall**

- A letter will be written to Mrs. Blake regarding the water plans for the area.

#### **7.5 FCM Membership**

- Councillors were in agreement that the Town will not become members of the Federation of Canadian Municipalities.

#### **7.6 Ross Osmond – Permit Request**

- Mr. Osmond submitted a new septic design, to allow for the proposed extension to the building.
- Councillors were in agreement that the permit request for the extension will not be considered at this time as the land was designated for the site of the septic system.
- Mr. Osmond will be asked to submit approval from Service NL for his proposed new septic design.

#### **7.7 Thanksgiving Rain Storm–Municipal Infrastructure Damage – Application received at FES**

- Letter acknowledging receipt of application was addressed.

#### **7.8 Harris & Associates – Invoice**

- Councillors discussed the invoice from Tom Harris, Harris & Associates for engineering on the Sandy Cove Sewer Project. Tom Harris had advised the Town that all the homes in the area could be hooked up to the sewer system, including three via lift pumps.
- Additional engineering was conducted Progressive Engineering Consulting Inc. regarding the use of lift pumps and it was determined that the lift pumps could not work.

**2017-006**

**Dwyer/Lynch**

Resolved that invoice number 6019 in the amount of \$8,040.90 for engineering work on the Sandy Cove Sewer will not be paid, as Harris & Associates Ltd. provided inaccurate and misleading engineering advice to the Town, with regard to the Sandy Cove Sewer Project, specifically, sewer services and the installation of lift pumps at 13, 15A and 21A Main Street, Tilting.

Resolution Carried. In favour 8. Against 0.

#### **7.9 Navigator**

**2017-007**

**Dwyer/Walbourne**

Resolved that the Town place a ¼ page congratulatory ad in the Navigator for the 50th Anniversary of the Fogo Island Co-op.

Resolution Carried. In favour 8. Against 0.

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



## 7.10 KMR Transport Ltd

2017-008

Bixby/Walbourne

Resolved that the Town approve KMR Transport Ltd.'s request to utilize the road leading to the water tower in Fogo as an access road for their proposed construction of affordable senior's apartments. Be it further resolved that KMR Transport Ltd. be asked for the proposed plan for water and sewer hookup and site plans.

Resolution Carried. In favour 7. Against 0.

❖ Councillor Rowe rejoined the meeting.

## 7.11 Rayanne Hibbs – Outstanding Compliancy Document – 2015 Audit

- Councillors reviewed Ms. Hibbs letter regarding the Town's outstanding 2015 Audit.

- A request will be made to the auditor for written confirmation on when the audit will be completed.

## 7.12 Audit

- Approval will be requested from the Department of Municipal Affairs to hire another auditing firm as the Town's current firm is not providing the service in a timely manner, which is causing funding complications.

## 8. Committee Reports:

### 6.1 Finance

#### *i. Report*

- Councillors reviewed the financial report for December 2016.

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

2017-009

Combden/Bixby

Resolved to approve payment to LGR for invoices totaling \$2,389.54.

Resolution Carried. In favour 7. Against 0.

❖ Councillor Dwyer rejoined the meeting.

2017-010

McGrath/Dwyer

Resolved to accept the financial report for December 2016 and approve for payment invoices totaling \$125,151.69.

Resolution Carried. In favour 8. Against 0.

### 6.2 Public Works

#### *Report*

- Councillors discussed departmental issues, including vehicles.

### 6.3 Tourism, Culture and Heritage

- Councillors viewed the design of the sign for Stag Harbour, Island Harbour and Deep Bay.

- The Director of Tourism, Culture and Heritage job advertisement closed on January 20, Mayor Shea, and Councillors Dwyer and Lynch agreed to be on the hiring committee. Councillor Bixby indicated that he may be available.

### 6.4 Recreation and Leisure Services

- Monthly Report was reviewed.

### 6.5 Economic Development

- Will be conducting interviews for the Economic Development Officer on Wednesday.

## 6.6 Fire Services

- Three new members have joined the Fogo Fire Department
- Seldom – Little Seldom Fire Department – Request to purchase 8 new pagers.

2017-011

Bixby/Combden

Resolved that 8 new pagers will be purchased for the Seldom – Little Seldom Fire Department under a 60/40 cost shared arrangement.

Resolution Carried. In favour 8. Against 0.

## 6.7 Transportation

- It was reported that a representative from the manufacture will be assessing the damaged ramp.

## 6.8 Policy Human Resources

- No report.

## 6.9 Administration

- No report.

❖ Closed session was held from 11:50 AM until 11:55 AM.

## 9. Taxation

2017-012

Lynch/Dwyer

Resolved that account number SIMMS002 receive a \$636.33 exemption for 2015 and 2016 Poll Taxes and accrued interest charges as per Section 111 of the Municipalities Act, 1999, due to being a nonresident.

Resolution Carried. In favour 8. Against 0.

## 10. Date of next meeting

- February 21, 2017 at 9:00 A.M.

## 11. Adjournment

2017 -013

Lynch

Resolved that the Regular Council meeting of January 23, 2017 be adjourned at 12:00 P.M.

Amanda McGrath  
Town Clerk/Treasurer



Andrew Shea  
Mayor





A special meeting of Council was held on the above date with the following in attendance:

**Councilors Present:**

Mayor Andrew Shea  
Councilor Lloyd Bixby  
Councilor Maureen Lynch  
Councilor Edward Combden  
Councilor Samuel Rowe

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

**Staff:**

Daphne Coles, Administrative Assistant/Field Officer

**Absent:**

Amanda McGrath, Town Clerk/Treasurer – Medical Appointment

**1. Call to order:**

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

**2. New CAO Position**

- Councilors reviewed the employment contract received from Mr. Jake Turner, to fill the position of Chief Administrative Officer with the Town of Fogo Island for a six month term.
- Mr. Turner was the former Chief Administrative Officer with the Town of Gander for over 20 years.

**2017-014**

**Dwyer/Lynch**

Resolved that the Town will hire Mr. Jake Turner as Chief Administrative Officer for a six month term beginning February 13, 2017. Be it further resolved that Mayor Shea be given authority to have further discussion with Mr. Turner to negotiate the terms of the employment contract as Chief Administrative Officer with the Town of Fogo Island.

Resolution Carried. In favour 9. Against 0.

**3. Fogo Fire Department**

- Email from Fire Chief, Paul Torraville requesting to have an air compressor hookup installed on the Fogo Fire Truck, which will allow them to connect the trucks air brake system to an air compressor when the truck is not in use.
- This will enable them the ability to leave the Fire Hall once the truck is started and not have to wait approximately 10 minutes for the truck to build up the compressed air in the brake system.

**2017-015**

**Collins/Combden**

Resolved to have Manager of External Operations, Cordell Waterman and Technician, Bradley Waterman assess the work required to make provisions to install a new air compressor hookup on Fogo Fire Truck. Be it further resolved that if Town workers are unable to complete the work then arrangements can be made to get the work done at the garage.

Resolution Carried. In favour 9. Against 0.

**4. PMA Convention – Gander, April 4 – 7, 2017**

- Amanda McGrath, Town Clerk/Treasurer requested to attend the PMA Annual Convention in Gander and to register for the Advanced Certificate Program.

**2017-016**

**Dwyer/Bixby**

Resolved that Amanda McGrath, Town Clerk/Treasurer attend the Annual PMA Convention in Gander on the above dates and to register for the Advanced Certificate Program.

Resolution Carried. In favour 9. Against 0.

**5. Adjournment:**

**2017-017**

**Bixby**

Resolved that the special Council meeting of February 3<sup>rd</sup>, 2017 be adjourned at 11:35 A.M.

Amanda McGrath  
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea  
Mayor

Andrew Shea



**Town of Fogo Island**  
**Minutes of Special Council Meeting**  
**February 15, 2017**

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

**Councillors Present:**

Mayor Andrew Shea

Councillor Edward Combden

Councillor Lloyd Bixby

Councillor Edmund Walbourne

Deputy Mayor Wayne Collins

Councillor Samuel Rowe

Councillor Leonard McGrath

**Staff:**

Jake Turner, Chief Administrative Officer

**Absent:**

Councillor Maureen Lynch

Councillor Bernadette Dwyer

**1. Call to order:**

Mayor Shea welcomed everyone and called the meeting to order at 10:05 AM. The Mayor welcomed the members of the Fogo Tourism Committee - Ms. Chrissie Oake, Mr. William Miller, Ms. Marie Walbourne and Mr. John Greene. The Mayor also introduced Mr. Jake Turner the newly appointed CAO.

**2. New Business:**

Mr. John Greene thanked Council for agreeing to meet with the Committee and presented a list of concerns – as attached - that need to be addressed before the start of the new Tourist season. There were many minor repairs required but the greatest concern is the state of disrepair of the Bleak House which is one of the premier tourist attractions on the island. There are leaks in the roof that need immediate attention.

The Committee also requested information on a \$12,400 grant that has been received.

In addition there were concerns expressed regarding:

- a. Need for better Communication between Council and the Committee
- b. A key for the Committee to have access to Bleak House
- c. Off season inspections
- d. Lack of Meetings of the Island Tourism Committee
- e. Bleak House was closed early because of pump problem – has this been repaired?
- f. Lack of Fire Extinguishers
- g. Tourism Officer didn't have adequate decision making authority
- h. Organization of Committees – need Committees in each Community
- i. Update on acquisition of RCMP Building
- j. What happened to the funds (\$6,000) remaining in the Experience Fogo ACOA Grant
- k. Lack of maintenance on Fogo Fire Hall
- l. Not permitted to plug in kettle to make hot chocolate for children during Christmas Party
- m. Christmas Tree had to be taken down because no other buildings had trees
- n. Garbage truck was not readily provided for Festival

Council advised that it has many buildings and other infrastructure that require maintenance funds and will have to make a decision on the long term viability of these buildings and will have to obtain an estimate on Bleak House Repairs.

The members of the Tourism Committee left the Chambers and Council referred the issues to the Tourism Committee for further study and recommendations to Council.



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 Leonard McGrath  
Councillor Edmund Walbourne

Deputy Mayor Wayne Collins  
Councillor Edward Combden  
Councillor Samuel Rowe

**Staff:**

Amanda McGrath, Town Clerk/Treasurer  
Jake Turner, Chief Administrative Officer

**Absent:**

Councillor Maureen Lynch, Sick                      Councillor Bernadette Dwyer, Family Medical

**1. Call to order:**

Mayor Shea welcomed everyone and called the meeting to order at 9:06 A.M.

**2. Adoption of Agenda:**

2017-018

McGrath/Collins

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 7. Against 0.

**3. Adoption of Minutes:**

2017-019

Walbourne/Bixby

Resolved that the minutes of January 23 and February 3, 2017 be adopted as presented.

Resolution Carried. In favour 7. Against 0.

**4. Correspondence/New Business:**

4.1 Ed Goodyear, Regional Manager – 2017 Municipal Budget

- A review of the Town's 2017 Municipal Budget by the Department of Municipal Affairs has been carried out and no material deficiencies were revealed.

4.2 Amendments to Municipal Elections Act and Amendments to Municipalities Act, 1999

- Notice of amendments to the Municipal Election Act and the Municipalities Act, 1999 were tabled for review.

- The Returning Officer will attend election training in Gander on May 31, 2017.

4.3 Department of Municipal Finance – Gas Tax Funds Availability

- Item referred to the Public Works Committee.

4.4 Minister Eddie Joyce – Information on recent Legislative Amendments Affecting Firefighters

- Information will be forwarded to the Fire Departments

4.5 TRIO – Employee Assistance Program for First Responders

- Councillors discussed cost of plan and if firefighters would avail of the program.

- Item referred to the Fire Services Committee

#### 4.6 TRIO – Letter to Federal Government regarding plan to tax health care premiums

- Councillors were encouraged to speak with MP Scott Simms to voice their objection to the Federal Government regarding their plan to tax health care premiums.

#### 4.7 2017 Tilting Come Home Year – Community Grant

- Councillors discussed the request from Tilting United for a Community Grant for the 2017 Tilting Come Home Year event and liquor license requirements.
- The request for the grant will be referred to the Tourism, Culture and Heritage Committee.
- Management will complete a review of the Community Grant policy

#### 4.8 RCMP – Quarterly Report

- Quarterly report was tabled for information.
- Approximately two years ago the RCMP had recommended changes to speed limits around the Town and it was accepted by Council. The request was then forwarded to the Department of Transportation and Works to implement however the Department has not implemented the changes.
- A thank you letter will be forwarded to the RCMP for their report and their presence will be requested, at the next Fire Services Committee Meeting.

#### 4.9 Heather Hillier, Director of Health Services – Community Advisory Committee

- Councillor Edward Comben is the Town of Fogo Island representative on the Community Advisory Committee and will remain on the committee until his term on Council ends.

#### 4.10 Linda Payne – Business Approval

- Establishment of a B & B at 54 North Shore Road is permitted under the Town's development regulations as a discretionary use.
- Under section 32 of the Town of Fogo Island Development Regulations, *the Authority shall, at the expense of the applicant, give notice of an application for a permit or for approval in principle, by public advertisement in a newspaper circulating in the area, at least fourteen days before the Authority convenes to consider the proposal.*
- The proposed business will be advertised.

#### 4.11 Lorraine Penney – Business Approval

- Establishment of a Hair Salon at 16 Penney Lane is permitted under the Town's development regulations as a discretionary use.
- Under section 32 of the Town of Fogo Island Development Regulations, *the Authority shall, at the expense of the applicant, give notice of an application for a permit or for approval in principle, by public advertisement in a newspaper circulating in the area, at least fourteen days before the Authority convenes to consider the proposal.*
- The proposed business will be advertised.

#### 4.12 Roy Dwyer – Snow clearing for seniors

- Mr. Dwyer's letter asking Council to give consideration to plowing driveways for seniors was discussed.
- A response letter will be written to Mr. Dwyer outlining that under the Municipalities Act, 1999 the Town is not permitted to perform services on non-Town owned property that can be provided by contractors.



## 5. Committee Reports:

### 5.1 Finance

#### *i. Transfer of funds*

2017-020

Bixby/McGrath

Resolved that account number 9016300201 be closed and the funds transferred into the Town's general account. Be it further resolved that the funds will be reserved for the Experience Fogo Site, as this was funding was provided by ACOA for this site.

Resolution Carried. In favour 7. Against 0.

#### *ii. Report*

- Councillors reviewed the financial report for January 2017.

#### *a) Removal of the Old JBA Pump House Project and the Penton's Brook Culvert Replacement Project*

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

- General discussions on the cost for the Removal of the Old JBA Pump House Project and the Penton's Brook Culvert Replacement Project.

- Staff was asked to provide a breakdown of all costs associated with the old pump house project; including the invoices from King's Construction and R & K Construction and staff overtime.

❖ Councillor Rowe rejoined the meeting.

#### *b) Special Assistance Grant – Installation of Salt Water Pumps*

- A review of the invoices was conducted.

#### *c) Approval of Financial Report and Payment of Invoices*

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

2017-021

Collins/Bixby

Resolved to approve payment to R & K Construction for invoices totaling \$60,458.94.

Resolution Carried. In favour 6. Against 0.

❖ Councillor Rowe rejoined the meeting.

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

2017-022

Walbourne/Collins

Resolved to approve payment to Mayor Andrew Shea for travel expenses totaling \$199.20.

Resolution Carried. In favour 6. Against 0.

❖ Mayor Shea rejoined the meeting.

2017-023

Walbourne/Collins

Resolved to accept the financial report for January 2017 and approve for payment invoices totaling \$285,665.80, which excludes an invoice totaling \$8,040.90 from Harris & Associates.

Resolution Carried. In favour 7. Against 0.

#### *iii. Signing Authority*

2017-024

McGrath/Combden

Resolved that Jacob Turner, Chief Administrative Officer become a signing officer for the Town of Fogo Island.

Resolution Carried. In favour 7. Against 0.

*iv. Borrowing Resolution*

2017-025

Walbourne/Collins

RESOLVED:

1. That 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 2017.
  2. That 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. That 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. That 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 7. Against 0.

*v. Water Tax – Trailer Park*

- Staff will investigate what other Towns are charging and the item will be referred to the Finance Committee.

**5.2 Public Works**

**1. Report**

- A review of the Public Works report was discussed.

*i. Preventive Maintenance for Lift Stations*

2017-026

Combden/Walbourne

Resolved that the Town of Fogo Island sign a preventative maintenance contract with Xylem, totaling \$8,100 plus tax, for the Towns lift stations.

Resolution Carried. In favour 7. Against 0.

*ii. PH System for the Fogo Water Supply*

- Item referred to the Public Works Committee

*iii. Water Tower*

- Greatario, the company doing the work, is waiting for a period of good weather to perform repairs.

*iv. Komatsu Loader*

- Technician had to be called however he did not discover the problem and suggested to send the loader to St. John's. The loader however has been working fine since.



v. *Cargo Van*

- Jake Turner has been in contact with other Town's regarding a cargo van and has given them Cordell Waterman's contact information.

5.3 Tourism, Culture and Heritage

1. *Trail Project*

2017-027

Combden/Walbourne

Resolved that the Town of Fogo Island accept the funding from ACOA as outlined in their letter of offer for improvements and upgrade to a number of Town trails; Project number 207571.

Resolution Carried. In favour 7. Against 0.

2. *Meeting with the Fogo Heritage Committee*

- Meeting minutes will be referred to the Tourism, Culture and Heritage Committee.

3. *Director of Tourism, Culture and Heritage*

- The CAO was asked to review the file.

5.4 Recreation and Leisure Services

- Monthly Report was reviewed.
  - Jim Harty is available to meet with Council to discuss options for repairs to the stadium.
- Councillors are available to meet next week.

5.5 Economic Development

- No report.

5.6 Fire Services

2017-028

McGrath/Walbourne

Resolved that the Town of Fogo Island rescind resolution number 2017-015.

Resolution Carried. In favour 7. Against 0.

2017-029

McGrath/Walbourne

Resolved that the request from the Fogo Fire Department to have an air compressor hookup, installed on their Fire Truck, be completed by a certified mechanic.

Resolution Carried. In favour 7. Against 0.

2017-030

Lloyd/Collins

Resolved that the request from the Fogo Fire Department purchase light bars for their truck be approved.

Resolution Carried. In favour 7. Against 0.

- An inventory will be conducted on the fire department equipment and will include unused equipment, especially bunker suits.

- Policy on 60%/40% and 100% funding for Fire Department purchases will be reviewed.

- Request from Fogo to purchase new breathing apparatuses was deferred.

5.7 Transportation

1. *Clem Dwyer – Facebook updates*

- Mr. Dwyer's message suggesting that Council provide ferry updates on Facebook was discussed.
- Councillors communicated that the ferry is operated by the Department of Transportation and Works and that the Town does not have the resources to provide constant updates.

5.8 Policy Human Resources

- No report.

**6. Auditing Services**

2017-031

Walbourne/Collins

Resolved that the Town of Fogo Island issue a RFP for auditing services for a three year period, beginning with the December 31, 2016 year-end audit.

Resolution Carried. In favour 7. Against 0.

❖ Closed session was held from 11:35 AM until 11:48 AM.

**7. Taxation**

2017-032

Walbourne/Rowe

Resolved that account number BOONM001 receive a \$ 384.62 exemption for 2011 Poll Taxes and accrued interest charges as per Section 111 of the Municipalities Act, 1999, due to income being below the basic exemption.

Resolution Carried. In favour 7. Against 0.

**8. Date of next meeting**

- March 21, 2017 at 9:00 A.M.

**9. Adjournment**

2017 -033

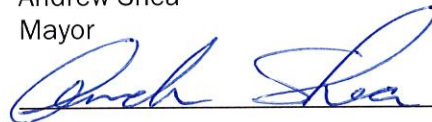
Bixby

Resolved that the Regular Council meeting of February 21, 2017 be adjourned at 11:51 A.M.

Amanda McGrath  
Town Clerk/Treasurer

  
\_\_\_\_\_

Andrew Shea  
Mayor

  
\_\_\_\_\_

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 Bernadette Dwyer

Councillor Leonard McGrath

Councillor Edmund Walbourne

**Staff:**

Amanda McGrath, Town Clerk/Treasurer

Jake Turner, Chief Administrative Officer

**Absent:**

Councillor Edward Combden, Vacation

**1. Call to order:**

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

**2. Adoption of Agenda:**

2017-034

Collins/Dwyer

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 8. Against 0.

**3. Adoption of Minutes:**

2017-035

Walbourne/Bixby

Resolved that the minutes of January 23 and February 3, 2017 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

**4. Business Arising**

- Removal of JBA Pump House final cost – The figures has not been compiled yet.
- Preventative Maintenance on Lift Stations – Staff is working on obtaining a suitable package that includes training.
- Cargo Van – This item will need to be tendered.
- Fire Services Inventory – Request has been made to the Fire Chief.

**5. Committee Reports:**

**5.1 Tourism, Culture and Heritage Committee**

The Tourism, Culture and Heritage Committee report was presented by Councillor Dwyer:

A meeting of the Tourism Committee was held in the Council Chambers at 2:09 PM, on March 13, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Jake Turner, Chief Administrative Officer and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

**Review of Terms of Reference**

The draft terms of Reference were presented and reviewed.



**Dwyer/Bixby**

Resolved that the Terms of Reference of the Tourism Committee be accepted as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

A discussion took place and the Chief Administrative Officer suggested that the appointment and length of time for the appointment would be referred to the meeting where the Rules of Procedures governing the appointment would be discussed and Council could decide the matter at that time.

Councillor Dwyer advised that she was in favour of the motion and could see the benefits of changing the Committee mid-term and having the Mayor appoint the Committee members.

**2017-036**

**Collins/Walbourne**

Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Amendment Carried - In favour 7. Against 1 (Councillor Dwyer voted against the resolution)

**2017-037**

**Dwyer/Bixby**

Resolution as amended: Resolved that the terms of Reference for the Tourism Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 7. Against 1 (Councillor Dwyer was against the resolution).

**Director Position**

The committee agreed to meet to reexamine the resumes received for the position.

The Committee will discuss in a Privileged Meeting the possibility of having the position filled on a temporary basis by a person acting in the position.

**Congratulations to Zita Cobb on being presented with the Order of Canada on February 15, 2017**

The Committee noted that Ms. Cobb has attended a ceremony and received the Order of Canada Medal which had been previously awarded. A congratulatory letter had been sent to Ms. Cobb after being recognized at a Council meeting held on July 12, 2016.

**Tilting United**

Request for Community Grant - The Committee spoke about economic spinoffs that events such as this create and that the request meets Councils Community Grant Policy.

**2017-038**

**Dwyer/Bixby**

Resolved that the Town donate \$500 to Tilting United for their 2017 Tilting Come Home Year festivities, under the Town's Community Grant Program.

Resolution Carried. In favour 8. Against 0.

**Stag Harbour Recreation Commission Enhancement Group**

The Committee reviewed item number two from the group with regard to the Visitor Information Centre (VIC).



a) The group asked if they could expect same rental agreement as last year for Stag Harbour Day.  
**2017-039**

**Dwyer/Bixby**

Resolved that Council enter into a rental agreement with the Stag Harbour Day festival with the same conditions as last year and that the hall must be cleaned up by 1:00 PM, on the following day.

Resolution Carried. In favour 8. Against 0.

b) The group asked if the Hall is only available for rentals after the VIC hours.

- The Committee agrees that Councils decision will remain in effect and, that the hall is only available for rentals after VIC hours, as in the past.

- Councillors agreed with the Committee members.

c) The group asked if their students and JCP staff could use the kitchen facilities during VIC hours of operation.

**2017-040**

**Dwyer/McGrath**

Resolved that Council give permission for the students and JCP staff to use the hall for mealtimes provided that the activity does not to interfere with the operations of the VIC.

Resolution Carried. In favour 8. Against 0.

d) The group asked if the Fire Departments request to install dart boards at the hall, which was approved over a year ago, is still an option.

**2017-041**

**Dwyer/Lynch**

Resolved that that Councils decision to permit the installation of dart boards will remain in effect.

Resolution Carried. In favour 8. Against 0.

#### **Meeting with Fogo Heritage Committee**

The Minutes of the special meeting held on February 15, 2017 were presented for review.

a) Bleak House roof repairs.

- Town staff will look at doing temporary repairs.

**2017-042**

**Dwyer/Lynch**

Resolved that Council apply for funding to repair the roof on the Bleak House Museum.

Resolution Carried. In favour 8. Against 0.

b) Other repairs identified.

**2017-043**

**Dwyer/Walbourne**

Resolved that the Town complete repairs where possible, and as resources become available.

Resolution Carried. In favour 8. Against 0.

#### **Branding Materials**

- The Committee reviewed the promotional items that were recommended in the branding study and is requesting quotes to purchase flags, lapel pins, writing pens, water bottles, mugs, t-shirts, jackets and other promotional items.

- The Committee will make a recommendation to Council after quotes are received and have been reviewed.

### Advertising in the Down Home Magazine

2017-044

Dwyer/Bixby

Resolved that the Town place an ad similar to the 2016 ad, in the 2017 Down Home Magazine at a cost of \$1,950.00.

Resolution Carried. In favour 8. Against 0.

### **5.2 Recreation and Special Events Committee**

The Recreation and Leisure Services Committee report was presented by Mayor Shea:

A meeting of the Recreation and Special Events Committee was held in the Council Chambers at 10:35 AM. The meeting was Chaired by Mayor Shea and others in attendance were Jake Turner, CAO and Collete Wells- Coish.

The Following items were discussed:

#### Review of Committee Terms of Reference

The draft Terms of Reference were presented and the name for the Committee was discussed and it was decided to recommend to Council that the Committee would be renamed "Recreation and Special Events"

2017-045

Shea/Lynch

Resolved that the Recreation, Development and Special Events Committee be renamed Recreation and Special Events Committee.

Resolution Carried. In favour 8. Against 0.

Shea/Dwyer

Resolved that the Terms of Reference of the Recreation and Special Events Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

2017-046

Collins/Walbourne

Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Amendment Carried - In favour 7. Against 1 (Councillor Dwyer voted against the resolution)

2017-047

Shea/Dwyer

Resolution as amended: Resolved that the terms of Reference for the Recreation and Special Events Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 7. Against 1 (Councillor Dwyer was against the resolution).

The CAO advised that it is very important that the Committee meet on a regular basis in order to maintain a good between staff, council and the public.

The Director will contact the stadium committee and discuss how they see their future role.



### Engineering Study

The Committee reviewed the study prepared by Progressive Engineering in 2015 and noted that no decision had been made regarding any of the suggestions outlined. The main area of concern is the automatic infra-red temperature control system. The system is presently operated manually, however the control panel still shows the ice temperature as this feature is still functioning.

The condenser is also a priority item. It is at its life expectancy and can cause trouble anytime. The Committee is recommending that but Council look into the possibly of accessing government funding and to call a Public Tender to have the system installed before next season.

### Meeting with Mr. Jim Harty

The meeting with Engineer Jim Harty held on March 02, 2017 was discussed. The purpose of the meeting was to clearly identify and possibly find solutions to problems related to the refrigeration system at the stadium and to the quality of ice in sections of the surface. Mr. Harty identified areas and recommends major overhauls are necessary. We are waiting on further information regarding plans and cost. It is also suggested that Council look to government for assistance for such expenditures as well.

### Monthly Report – Usage

The monthly report was presented, as attached, but not discussed in great detail. Poor winter weather caused many cancellations in February at the stadium. Enrollment is good considering our population on the island.

## **5.3 Fire Services and Public Safety Committee**

The Fire Services and Public Safety Committee report was presented by Mayor Shea:

The meeting of the Fire Safety and Public Safety Committee was held in the Council Chambers at 9:30 AM. The meeting was chaired by Mayor Shea and others in attendance were Councillor Len McGrath, Councillor Sam Rowe, and Jake Turner, CAO.

The following was discussed:

The Committee reviewed the draft terms of reference for the Committee which was presented by the CAO who explained the purpose of the Terms of Reference and explained that he is recommending a name change from Fire Services to Fire Services and Public Safety so that the Committee will deal with other Public Safety issues in addition to Fire Services.

The Committee agreed with the Terms of Reference which was presented and recommended that the mandate should be expanded to include responsibilities for training, Fire Hazards, Hazmat, and Fire Inspections.

### **Shea/Rowe**

Resolved that the Terms of Reference of the Fire Services and Public Safety Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

**2017-048**

**Collins/Walbourne**

Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Amendment Carried - In favour 7. Against 1 (Councillor Dwyer voted against the resolution)

**2017-049**

**Shea/Rowe**

Resolution as amended: Resolved that the terms of Reference for the Fire Services and Public Safety Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 7. Against 1 (Councillor Dwyer was against the resolution).

#### **5.4 Transportation Advisory Committee**

The Transportation Advisory Committee report was presented by Councillor Lynch:

A meeting of the Transportation Advisory Committee was held in the Council Chambers at 11:10 AM on March 22, 2017. The meeting was chaired by Councillor Lynch and others in attendance were Councillor Lloyd Bixby, Councillor Sam Rowe and Jake Turner, Chief Administrative Officer.

The following items were discussed:

##### **Committee Terms of Reference**

The Committee reviewed the draft terms of reference for the Committee which was presented by the CAO who explained the purpose of the Terms of Reference and explained that the Ferry Service is a Provincial Mandate and therefore the Committee role will be to provide recommendations, advice and information to Council which will communicate the concerns to Government.

The Committee suggested that the Secretary of the Committee would be appointed by the Committee and the Council Resource person would be removed from the Committee.

##### **Lynch/Bixby**

Resolved that the Terms of Reference of the Transportation Advisory Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

**2017-050**

**Collins/Walbourne**

Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Amendment Carried - In favour 6. Against 2 (Councillors Dwyer and Lynch voted against the resolution).



2017-051

Lynch/Bixby

Resolution as amended: Resolved that the terms of Reference for the Transportation Advisory Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

### **5.5 Public Works Committee**

The Public Works Committee report was presented by Councillor Walbourne:

A meeting of the Public Works Committee was held in the Council Chambers at 9:00 AM on March 13, 2017. The meeting was chaired by Councillor Edmund Walbourne and others in attendance were Deputy Mayor Wayne Collins, Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed:

#### **Committee Terms of Reference**

The Committee reviewed the draft terms of reference for the Committee which was presented by the CAO who explained the purpose of the Terms of Reference.

Walbourne/Bixby

Resolved that the Terms of Reference of the Public Works Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

2017-053

Collins/Walbourne

Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Amendment Carried - In favour 6. Against 2 (Councillors Dwyer and Lynch voted against the resolution).

2017-054

Lynch/Bixby

Resolution as amended: Resolved that the terms of Reference for the Public Works Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

#### **Projects to consider under Gas Tax Funding:**

The Committee reviewed the projects that would meet the Gas Tax Guidelines and will recommend the following for Council's consideration.

**2017-055**

**Walbourne/Collins**

Resolved that the following projects be submitted under the Gas Tax Program:

1. Pavement for Little Harbour Road – Estimated cost \$450,000.
2. Water drainage issue at the Old Hospital site- Estimated Cost - \$103,000.
3. P.H. System for the town of Fogo - \$40,000.

Resolution not carried.

**2017-056**

**Walbourne/Collins**

Resolved that the following projects be submitted under the Gas Tax Program:

1. Pavement for Little Harbour Road – Estimated cost \$450,000.

Resolution Carried. In favour 8. Against 0.

### **Municipal Capital Works**

**2017-057**

**Walbourne/Collins**

Resolved that the following projects be submitted under Municipal Capital Works:

- Water drainage issue at the Old Hospital site
- Water drainage issue at the Old Hospital site
- Roof on the Bleak House Museum
- PH System - Fogo Water Supply
- Iceberg Arena Upgrades

Resolution Carried. In favour 8. Against 0.

### **Coady Construction**

Site for excess material - Mr. Waterman is to contact Dave Abbott and arrange a meeting at the Old Dump Site in Fogo to ensure that the activity does not have a negative impact on Town Infrastructure.

**2017-058**

**Walbourne/Collins**

Resolved that the Town approve for Coady Construction to use the old dump site in Fogo for disposal of dredging and wharf material subject to Provincial & Federal Government approval, that it doesn't impact on Town Infrastructure and that the site would be reinstated upon completion of the project.

Resolution Carried. In favour 8. Against 0.

### **Noel Mount**

The Committee reviewed the concerns regarding the water quality in Fogo. The Committee advised that many of these corrosion problems are caused by low PH in the water and that they should be lessened after the new PH Equipment is installed.

Mr. Waterman is currently waiting on a price quote for a new P.H. system in Fogo and Mr. Mount will be written.

### **Harris and Associates**

Unpaid Invoice - This issue will be dealt with at a privileged meeting.

### **Stag Harbour Recreation Commission Enhancement Group**

1. Community Rural Mailboxes - Mr. Waterman is to contact Heather House to determine if Canada Post is under the understanding that maintenance of Community Mailbox's are a Town responsibility and she will be advised that the Town doesn't not have any authority under the Municipalities Act to do so.



2. Water System - Mr. Waterman has been in contact with Northeast Well Drilling and the drilling season usually starts in May.
3. Mr. Waterman advised that if sufficient water wasn't located in the Island Harbour Site than he would like to have the existing well in Deep Bay tested.

#### Allan Dwyer

A letter of thank you was sent by Mr. Dwyer and was read to the Public Works Committee.

#### Monthly Report

- Mr. Waterman presented his monthly report to the Public Works Committee.
- Mr. Waterman is to contact SMS Equipment and contact another mechanic to see if we can get the issues with the loader resolved.
- Mr. Waterman is to look into possible solutions to the frozen water line issue in Tilting.
- Mr. Waterman advised that the spring clean-up engages all off his employees and spring maintenance gets delayed. The Committee requested that he obtain a quote for contracting out spring clean-up.
- A review of the types of item to be collected will be completed.

#### Development Permits

**2017-059**

**Walbourne/Collins**

Resolved that the development permit to operate a hair salon at 16 Penney's Lane be approved. Resolution Carried. In favour 8. Against 0.

**2017-060**

**Walbourne/Lynch**

Resolved that the development permit to operate a nightly rental at 54 Northshore Road be approved. Resolution Carried. In favour 8. Against 0.

### **5.6 Policy and Human Resources**

The Policy and Human Resources Committee report was presented by Councillor Lynch:

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 9:00 AM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer and Jake Turner CAO.

#### Committee Terms of Reference

The Committee reviewed the draft Terms of Reference for the Committee which was presented by the CAO who explained their purpose. A lengthy discussion took place regarding the mandate of the Committee and how the Committees of Council will function.

The Committee agreed with the Terms of Reference.

#### **Lynch/Dwyer**

Resolved that the Terms of Reference of the Policy and Human Resources Committee be adopted, as presented.

Deputy Mayor Collins advised that he preferred that Council would appoint members to Committees and that the members would sit for a full term of Council.

**2017-061**

### **Collins/Walbourne**

Amendment to Resolution: Resolved that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Amendment Carried - In favour 6. Against 2 (Councillors Dwyer and Lynch voted against the resolution).

### **2017-062**

#### **Lynch/Dwyer**

Resolution as amended: Resolved that the terms of Reference for the Public Works Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

## **5.7 Finance**

The Finance Committee report was presented by Deputy Mayor Collins:

The meeting of the Finance Committee was held in the Council Chambers at 9:30 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

### **Terms of Reference**

The draft terms of reference was presented to the Committee and the term that members serve on the Committee; experience and interest Councillors have in certain areas in relation to the different Committees and how Councillors will be appointed the various committees was discussed.

Other items discussed included:

- Role of a Councillor.
- Councillors should not have any input in day to day operations.
- That it is Councils mandate to set policies and procedures and staff are to implement them.

The Committee did not agree to recommend adoption of the Terms of Reference due to the term of a Committee member and how the Committee members are appointed. The CAO pointed out that the current Rules of Procedure adopted by Council requires Council to appoint members to Committees but it was his understanding the practice followed was for the Mayor to appoint. He also advised that he was recommending changes to the Rules of Procedure and Council would decide this issue.

### **2017-063**

#### **Collins/Walbourne**

Resolved that the terms of Reference for the Finance Committee would be accepted, as presented with the exception that the appointment of the Committee members and length of time for the appointment be deferred and considered at the Time the Rules of Procedures would be presented for adoption.

Resolution as amended: Resolution Carried - In favour 6. Against 2 (Councillor Dwyer was against the resolution).

### **Financial Reports**

The Committee members reviewed the financial report as submitted.



Councillors discussed invoices, especially invoices relating to fuel for the halls and equipment and repairs to equipment.

It was suggested again that the Town should enter into shared services with the Department of Transportation and Works, for equipment maintenance.

**2017-064**

**Collins/Walbourne**

Resolved to accept the financial report for February 2017 and approve payment of invoices totaling \$142,654.69

Resolution Carried. In favour 8. Against 0.

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

**2017-065**

**Collins/Bixby**

Resolved to approve payment to R & K Construction for invoices totaling \$215,317.75.

Resolution Carried. In favour 7. Against 0.

❖ Councillor Rowe rejoined the meeting.

**Taxation of RV Parks**

The Committee reviewed the memo regarding the amount of water taxes charged to RV parks by other Municipalities.

**2017-066**

**Collins/Walbourne**

Resolved that the Town charge one water tax to the RV Park, operated by a non-profit organization.

Resolution Carried. In favour 8. Against 0.

**Loss of Revenue from Bell Mobility**

The review of Municipal Tax revenue presented to the Committee was discussed. The review showed the total reduction in tax revenue is \$2,420.89.

The Committee did not think that the total change in the Budget was significant enough to recommend a change in the 2017 budget; Council was in agreement.

**Municipal Infrastructure Support**

The Committee reviewed the circular from the Department of Municipal Affairs and Environment: Call for 2017/2018 Municipal Capital Works and Cost-Shared Funding Applications.

**2017-067**

**Collins/Bixby**

Resolved that the Town write the Provincial Government to voice Council's objection to this new cost-shared arrangement.

Resolution Carried. In favour 8. Against 0.

**2017-068**

**Collins/Walbourne**

Resolved that the Town proceed with submitting MCW funding applications.

Resolution Carried. In favour 8. Against 0.

### Tax Dispute

The Committee reviewed the letter from Mary Newton, Lawyer from Easton Hillier Lawrence Innes who is representing the owner who is operating rental units at 65 and 78 Main Street, Fogo. Ms. Newton stated in her letter that that the properties are receiving revenue from the property and not business revenue and quoted a case involving a long term rental property.

The Committee noted that this property offers services comparable to hotels and B & B's, not long term rentals.

**2017-069**

**Collins/Walbourne**

Resolved that the Town write a letter to Ms. Newton stating that the revenue generated is from a business, not long term rental property.

Resolution Carried. In favour 8. Against 0.

**2017-070**

**Collins/Dwyer**

Resolved that the Town send the account to small claims court.

Resolution Carried. In favour 8. Against 0.

### Request for Proposals for Auditing Services

The Town received one RFP for auditing services and the Committee reviewed the RFP from Richard Power, Chartered Professional Accountant.

**2017-071**

**Collins/Dwyer**

Resolved that the RFP from Richard Power, Chartered Professional Accountant be accepted, subject to receiving a good reference check.

Resolution Carried. In favour 8. Against 0.

### Draft Audit

The Committee reviewed the draft audit from Grant Thornton.

**2017-072**

**Collins/Dwyer**

Resolved that the Town approve the draft audit for 2015, subject to staff review.

Resolution Carried. In favour 8. Against 0.

Jake Turner, CAO had emailed Tom Boone, Grant Thornton asking to meet with Council to present the audit. No response was received to date.

## **6. Correspondence:**

### **6.1 Mayor Barry Manuel, Town of Grand Falls-Windsor**

Mayor Manuel's letter regarding issues with Central Newfoundland Waste Management was discussed.

Mayor Manuel's letter addressed several issues as follows:

1. Tipping Fees.
2. Overall cost to Municipalities.
3. Overall cost to businesses.
4. Capital reserve used to support operations.
5. Governance and member representation.
6. Committee structure.
7. Waste Management compliance in Central verses Eastern and Western.

8. Commercial waste and sorting compliance. Impact on business.
9. CNWM funding original Capital Works. This was a Provincial responsibility.

#### 6.2 MNL Municipal Symposium

Councillors were asked to contact staff if they are interested in attending.

#### 7. New Business:

No new business was presented.

#### 8. Date of next meeting

- April 25, 2017 at 9:00 A.M.

#### 9. Adjournment

2017 -073

Bixby

Resolved that the Regular Council meeting of March 28, 2017 be adjourned at 12:15 P.A.M.

Amanda McGrath  
Town Clerk/Treasurer



Andrew Shea  
Mayor





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 Comben  
Councillor Maureen Lynch  
Councillor Samuel Rowe

**Staff:**

Amanda McGrath, Town Clerk/Treasurer      Jake Turner, Chief Administrative Officer

**1. Call to order:**

Mayor Shea welcomed everyone and called the meeting to order at 9:05 A.M.

**2. Adoption of Agenda:**

2017-074

Walbourne/Collins

Resolved that the revised agenda be adopted, with the following addition: 9.1 Laurentic Conference.

Resolution Carried. In favour 9. Against 0.

**3. Adoption of Minutes:**

2017-075

Dwyer/Bixby

Resolved that the minutes of March 28, 2017 be adopted as presented.

Resolution Carried. In favour 9. Against 0.

**4. Business Arising**

No business arising.

**5. Delegation's:**

**5.1 David Peddle, Harris & Associates Limited**

- Mayor Shea welcomed Mr. Peddle to the meeting at 9:20 A.M. and introductions were given.
- Mr. Peddle gave a summary of the Sandy Cove Sewer project, which included the history of the original tender, modification of the services plan and lift station location, second tender and individual services which included information on the purchase price and installation of lift pumps.
- Discussions took place with regard to the Department of Environment guidelines for service lines using a lift pump.
- It was requested that the Town pay the outstanding invoice to Harris & Associates Ltd.
- Councillors addressed items that they feel are inefficiencies with the project which left the three homes un-serviced and the lift station at a low elevation to the ground.
- Information provided, indicate that it would cost a considerable amount of money to have those homes connected to the system via lift pumps.
- Jake Turner, CAO will follow up with the Department of Municipal Affairs and Environment.
- Mr. Peddle departed the meeting at 9:50 A.M.

## **5.2 Adam Payne – Presentation: Award for Bravery**

- Mayor Shea welcomed Mr. Adam Payne and Mr. Derrick Bragg, MHA, Fogo Island-Cape Freels to the meeting at 9:55 A.M.
- Mayor Shea gave a history of the events leading to Mr. Payne saving the life of Mr. Todd Jones.
- Mr. Derrick Bragg, MHA, along with Mayor Shea presented Mr. Adam Payne with the Award for Bravery.

*Adam Payne, who on September 5, 1996, at Little Harbour, Fogo Island, did place his own life at risk in rendering assistance to Mr. Todd Jones who was in danger of drowning.*

- Council requested that the photos and story would be sent to the newspaper and added to the Social Media Site.

## **6. Committee Reports:**

### **6.1 Tourism, Culture and Heritage Committee**

The Tourism, Culture and Heritage Committee report was presented by Councillor Dwyer:

A meeting of the Tourism Committee was held in the Council Chambers at 9:30 PM, on April 12, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

#### **Branding**

A review of the price quotes for promotional items was conducted.

##### **2017-076**

**Dwyer/Lynch**

Resolved that the Town purchase from Papa Johns: 1,000 lapel pins at \$0.89 each plus tax, 300 writing pens at \$0.88 each plus tax, 24 water bottles at \$9.95 each plus tax and 25 USB's at \$6.95 each plus tax.

Resolution Carried. In favour 9. Against 0.

##### **2017-077**

**Dwyer/Bixby**

Resolved that the Town request quotes for embroidered crest; regular t-shirts with embroidered logo and 25, 50, 75 and 100 flags. promotional items. Additionally, a sample for the jackets will be requested.

Resolution Carried. In favour 9. Against 0.

The purchase of additional lapel pins and review of additional promotional items was referred back to the Committee.

#### **Fogo Heritage Committee**

The letter from the Fogo Heritage Committee was reviewed and a response will be provided based on the following:

Pumps located at the Bleak House Museum and Marconi Site

##### **2017-078**

**Dwyer/Bixby**

Resolved that staff evaluate the repairs needed for the two pumps and have them repaired.

Resolution Carried. In favour 9. Against 0.



## Cultural Economic Development Program Funding

**2017-079**

**Dwyer/Lynch**

Resolved that the Tourism Committee meet with the Fogo Island Heritage Advisory Committee and give them a report on what the grant was intended for, what expenses the Town incurred in 2016 and request that the committee transfer the grant money to the Town for 2016 expenses. Resolution Carried. In favour 9. Against 0.

It was noted that up until 2016 the Town paid for all operating expenses of the museums and then the Town became aware of this operational grant but could not apply for the funding. The Fogo Island Heritage Advisory Committee then applied for the funding to help pay for expenses incurred by Town.

The financial report for Tourism Department is attached for Councillors to review.

An analysis needs to be completed on the repairs which are needed for each museum and how the committees and the Town can contribute.

### Old RCMP House

- To date no response was received from the property manager on the building.
- The Public Works Department will be asked to remove the oil from the tank.

### Keys to the museums

It is the Town's policy for all the keys were to be brought to the Town Office for control and security of the buildings and the artifacts. Additionally, periodic visits by staff have been put in place.

It was noted that the Town is not aware of anyone other than Town staff holding keys; the committee will be asked to let the Town know if they are aware of anyone having keys.

### **Kay Burns, Museum of the Flat Earth**

Mrs. Burns' letter requesting the use of the board room at the Fogo Island Marine Information Centre board for an artist's talk was read.

**2017-080**

**Dwyer/Lynch**

Resolved that Mrs. Burns' request to use the board room can be arranged when staff returns for the season, that a staff person must be on site during the event and that rent would be \$200 for the evening.

Resolution Carried. In favour 9. Against 0.

**2017-081**

**Dwyer/Bixby**

Resolved that that a prior visit can be arranged, for viewing of the site; Mrs. Burns will be asked to coordinate the visit with staff.

Resolution Carried. In favour 9. Against 0.

## **6.2 Recreation and Special Events Committee**

The Recreation and Leisure Services Committee report was presented by Mayor Shea:

A meeting of the Recreation and Special Events Committee was held in the Council Chambers at 10:35 AM. The meeting was Chaired by Mayor Shea and others in attendance were Councillor



Edward Combden, Collete Wells- Coish, Recreation Director and Amanda McGrath, Town Clerk/Treasurer.

The Following items were discussed:

**Special Events/Programs:**

2017-082

Shea/Combden

Resolved that a new computer be purchased for the stadium.

Resolution Carried. In favour 9. Against 0.

2017-083

Shea/Bixby

Resolved that the Recreation Director attend the annual AGM conference in Deer Lake in May, 2107.

Resolution Carried. In favour 9. Against 0.

**Revenue:**

Stadium Monthly revenue was reviewed.

**Repairs and Maintenance:**

Council has made a resolution to apply for funding through Capital Works for Stadium repairs.

**Other**

-Playgrounds – The Recreation Director will set up a meeting soon with the CAO and discuss the playgrounds.

- Start time for the Recreation Director – Councillors were in agreement that the position will revert back to regular daily hours with flexible hours and days to accommodate events and programs.

- Summer JCP – This will be discussed with Mrs. Bailey when she begins work to decide on the next application.

- Stadium Committee and their role for the future

**Monthly Report – Usage:**

Report was presented as attached. It was noted ten days were lost in March due to weather. Activities went well with little problems.

**6.3 Fire Services and Public Safety Committee**

The Fire Services and Public Safety Committee report was presented by Mayor Shea:

The meeting of the Fire Safety and Public Safety Committee was held in the Council Chambers at 9:30 AM. The meeting was chaired by Mayor Shea and others in attendance were Councillor Leonard McGrath, Paul Torrville, Fire Services Coordinator, and Jake Turner, CAO.

The following was discussed:

The meeting was called to order by Mayor Shea at 6:40PM.

**Delegation**

The Mayor welcomed Detachment Commander of the RCMP who presented the annual Mayor's Report, as attached. He provided an explanation of the incidents being reported and advised that

the total reported incidents has shown an increase but some of this is related to an improvement in capturing data rather than an increase in crime. He also advised that the incidents for Check stops are showing a decline because they use this system less because they weren't effective in many cases.

The Detachment Commander asked Council to consider improvements to street and house address signage. He also suggested that Council produce a map of the skidoo trails on the island and also colour code the trails to ensure that a person reporting an incident could identify the trail where the incident occurred.

The RCMP is also considering a policy for emergency response to the Fogo Island Inn.

A general discussion took place on policing matters and the Detachment Commander advised that he was being transferred in June and being replaced by Cpl. Skinner.

The Detachment Commander left the meeting.

#### **RFP for Prime Consultant Services Fire Service Plan**

The Committee reviewed the response for proposal for the study to determine the future requirements for Fire Services. There was only one response received to the request. The RFP was reviewed by Municipal Affairs and found to be technically acceptable. The CAO also reviewed the RFP and found that it would fulfill the requirement set out by Council.

2017-084

Shea/McGrath

Resolved that the Town accept the proposal for Prime Consultant Services Fires Services Plan as submitted by Emergency Management & Training Inc. at a cost of \$30,000.

Resolution Carried. In favour 9. Against 0.

#### **Fire Fighting Equipment and Fire Protection Vehicle Programs**

Municipal Affairs has provided information on the application process for Fire Equipment and Fire Protection Vehicle Programs. The Committee reviewed the information and discussed the current needs of the Fire Department. All of the Pumpers are over 20 years old and two of them can be refurbished. A discussion took place regarding the requirement for an Aerial Ladder truck; however, it was felt that a new four door pumper would be the better option. The Fire Coordinator advised that there are parts of the island where fire hydrants are not available and he recommended that a dry hydrant system should be installed in various ponds to increase fire protection capabilities.

2017-085

Shea/McGrath

Resolved that an application for funding for a four door pumper and a dry hydrant system would be submitted to Municipal Affairs under the Fire Fighting and Fire Protection Vehicle Program.

Resolution Carried. In favour 9. Against 0.

#### **Inventory of Fire Vehicles & Equipment**

The Fire Coordinator advised that there is an inventory of all Fire Equipment and he would send the list tomorrow. The list is attached. Concerns were raised regarding the duplication of equipment in the various Fire Stations and this would need to be addressed during the Study of Fire Services.

The Fire Coordinator suggested that if the final decision is to move ahead with one Fire Department there will be a requirement to have all pagers on the same channel in order to be able to have communication all over the Island. The pagers in use now have are all compatible



can be tuned to the same frequency. This should be done as soon as possible; it would be great in the summer time when the Fire Department numbers are reduced when volunteers are away fishing or working.

### **Inspections**

The Fire Coordinator advised that at the present time, he and one other volunteer are responsible for Fire Inspections. He recommended that he and the other volunteer should have their training upgraded, as the Regulations are changing. He also felt that, as there are more requirements for inspections, two others should be trained in this service. Fire and Emergency services can provide the training for approximately \$150.00 if they provide training here on the Island.

**2017-086**

**Shea/McGrath**

Resolved that approval for training upgrades in Fire Inspections for the Fire Coordinator and the volunteer presently providing the Inspection services and that two other volunteers would be provided with the opportunity to receive training in Fire Inspections.

Resolution Carried. In favour 9. Against 0

### **Purchase of Jaws of Life Cutter**

A request has been received to purchase a Jaws of Life Cutter and 30 ft. hydraulic hose to increase Fire Services ability to provide a better response to motor vehicle incidents. The cost of the unit is approximately \$5,000.

**2017-087**

**Shea/McGrath**

Resolved that an application for funding for a Jaws of Life Cutter and 30 ft. Hydraulic hose would be submitted to Municipal Affair under the Fire Fighting and Fire Protection Vehicle Program.

Resolution Carried. In favour 9. Against 0

### **Purchase Walkie Talkie Radios**

A request to purchase walkie talkie radios was reviewed and the Committee is not prepared to recommend purchasing as the radio transmissions are not secure.

### **Purchase of Head Lamps**

Two quotes were reviewed for the supply of Head Lamps for Fire Services. The Committee is not prepared to recommend purchasing these items as the Fire Services review is presently being undertaken and will determine the future needs for fire equipment.

### **Inspection of Nightly Rentals**

Concerns have been raised regarding the advertising of apartments on the Town Website which haven't been inspected for Fire Safety. Fire and Emergency Services would like to meet to discuss this and any others issues that Council may have. The Fire Coordinator will arrange the meeting.

## **6.4 Public Works Committee**

The Public Works Committee report was presented by Councillor Walbourne:

A meeting of the Public Works Committee was held in the Council Chambers at 9:00 AM on April 21, 2017. The meeting was chaired by Councilor Edward Comben and others in attendance were Deputy Mayor Wayne Collins, Councilor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed:



The meeting was called to order by Councillor Combden at 9:00 AM.

### **Review of Agenda**

The Committee Reviewed the agenda and the Committee agreed to add the following items:

1. Slipway at Island Harbour
2. Keys to Building
3. Road Repairs

### **Review of Previous Minutes**

The Committee reviewed the Minutes of the previous meeting and there was no business arising from these minutes that wasn't already on the agenda.

### **Monthly Staff Report**

The Manager of External Operations presented his Monthly report and the following items were discussed:

- ❖ Councillor Rowe declared himself in conflict of interest, however Councillors were all in agreement that Councillor Rowe was not in conflict.

#### **JBA pump house and Penton's Brook:**

Mr. Waterman submitted and cost break down on each of the jobs which the Committee reviewed and the Manager pointed out that during his review he found that one item costing approximately \$2,000 seemed to have been billed twice. He will discuss with the Engineer and if confirmed he will discuss with the Contractor.

#### **Spring Clean – Up:**

The Manager of External Operations is recommending that Spring Clean Up be held from May 23 to June 9, 2017 with the following Regulations:

1. Black Garbage bags are prohibited.
2. Demolition Material is prohibited.
3. Recycling material is prohibited and must be placed in blue bags and placed out for collection on regular garbage day.
4. Collection materials must be separated into piles of wood, metal, electronic and furniture.
5. Tires of any type will not be picked up.
6. Regular garbage must be separated from the clean-up material and placed at the curb on regular garbage day.

The Committee is also recommending that the tipping fees for residents dropping of their own garbage during clean up period would be waived for the week before, three weeks during, and week following clean up period.

#### **Invoices from Newman's:**

The Manager of External Operations explained that 10 W 30 oil is required for the loader as it doesn't use hydraulic oil. The Committee was concerned that the oil wasn't purchased from the distributor. The CAO advised that he will be recommending that Council adopt a procurement policy which will provide direction to staff for future purchases.

Gas for Town truck: In response for Council's referral from its last meeting, the Manager provided a list of invoices for fuel and the number of kilometers driven. He explained that cost of fuel for a trip to Grand Fall/Winsor was included in the month which was higher than the others. The Committee is asking that all staff keep use of vehicles to a minimal.

Mailboxes in Stag Harbour: The Committee reviewed a response from Canada Post advising that Council can move the mailboxes if it wished but the Committee is of the opinion that this is a responsibility of Canada Post and is not prepared to recommend that Council would be accept responsibility for location of mailboxes.

Fuel Costs for Buildings:

At Council's request, the Committee reviewed the report compiled by the Manager which showed the comparison of the fuel cost for first three months of last year for the Community and Fire Halls as compared with the same time frame this year. The report indicated that the fuel cost of Tilting Fire Hall is approximately \$1,000 more this year than last. The Committee asked the Manager to examine the dates of the fill up to determine if there was a timing difference and report at the next meeting.

Examination of water intake in Fogo: The Committee reviewed the results of three quotes for divers to examine the water intake at Fogo and is prepared to recommend the least expensive quote which is Central Diving Ltd complete an investigation of the intake at the earliest possible date.

**2017-088**

**Combden/Collins**

Resolved that a contract would be entered into with Central Diving to examine and report on the condition of the water intake pipe for the Fogo water supply.

Resolution Carried. In favour 9. Against 0

- ❖ The Town Clerk/Treasurer was excused from the meeting for a brief period.

**2017-089**

**Combden/Collins**

Resolved that Jake Turner be appointed as Town Clerk during the Town Clerk/Treasurer's brief absence.

Resolution Carried. In favour 9. Against 0

- ❖ The Town Clerk/Treasurer returned to the meeting.

Equipment issues: A request was made that we have another mechanic look at the loader to see if they can identify what the issue is. If they cannot find the problem that we will send the unit to St. John's to have SMS look at it.

**New Business:**

The Manager requested permission to request a tender for a Prime contractor for the supply of rental equipment. The Committee agreed with the request but is recommending that the tender be limited to a one year period.

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

**2017-090**

**Combden/Collins**

Resolved that approval be given to request quotes to provide a Prime Contractor for the supply of Rental Equipment required for a one year period.

Resolution Carried. In favour 9. Against 0

- ❖ Councillor Rowe rejoined the meeting.



## **Correspondence:**

Sale of the Community Hall in Deep Bay: Council has received a request from The Good Sheppard Church for Council to donate the Community Hall in Deep Bay, as attached. The Committee has no requirement for the building for any day to day activities. The Committee is recommends that the Manager review the contents and determine which items should be retained and is not recommending sale of the Fire Department equipment.

The Committee refers the request to Finance for its consideration and recommendation to Council.

Water issue - 9 Hewitt's Point Road: A request has been received for the Town to correct a water issue at 9 Hewitt's road. The Manager advised that he had visited the site and there is a culvert across the road that is not serviceable. Funding has been requested for installation of water in this area and the problem could be solved if funding is approved. The Committee is recommending that the issued should be resolved but delayed until results of funding request is known. The CAO advised he had met with the owner on other issues and will be following up with the resident on these matters and will inform of the current plan for installation of water service in that area. If funding is not approved the Committee will be proceeding with the replacement of the culvert.

Road Repair: There were concerns over the road condition in a couple areas and the Manager informed the committee that the public works crew was presently working on the roads.

Slipway for Island Harbour: The Committee discussed the construction of a slipway in Island Harbour. The residents of Island Harbour were asked to set up a committee for the Slipway project and to investigate location and other issues. The Committee requested that the Manager contact the Chair of the committee and request that they meet with the Public Works Committee to obtain their recommendations.

Keys to Museums: A request was made by a Museum committee for them to be provided with keys so they could have access to the museums so that they could monitor the building year around. Council has a policy that does not allow any committees to have keys. The Committee felt that there were advantages to granting the request and asked that the policy be presented for their review ant its next meeting.

## **6.5 Policy and Human Resources**

The Policy and Human Resources Committee report was presented by Councillor Lynch:

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 1:00 PM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer and Jake Turner CAO.

The following items were discussed:

### **Rules of Procedure for Council:**

The Committee reviewed the suggested amendments to Council's Rules of Procedure which was previously adopted on April 11, 2011. A discussion took place regarding the changes proposed by the Chief Administrative Officer and the Committee is suggesting several changes.

The Committee recommends that the Rules of Procedures, as attached, be adopted with the following changes:

1. The meeting time for Regular Council be set at 7:30 PM.



2. Notice of Meetings - Change “twenty-four” to “forty-eight”.
3. Committee Meetings – add “after Council approves the Committee Members, they will meet and determine the most appropriate times to meet and will recommend these times for Council to adopt with its Schedule of Meetings.”
4. Conflict of Interest – add definition of relative as defined by the Municipalities’ Act - “For the purpose of subsection (1) a relative of a Councillor means a father, mother, spouse, cohabiting partner, sister, brother, child, step-child, ward, mother-in-law, father-in-law, sister-in-law, or brother-in-law of the Councillor”.
5. Committee Meetings – add “After the appointment of Committee Members, they will meet to determine the most appropriate times to meet and will forward to Council to include in its Schedule of meetings.”
6. Privileged Meeting time would be 7:00 PM prior to the Regular Meeting. cotton trousers
7. Dress Code – remove definition of Business Casual - “This Code requires a combination of a dress shirt, sweater, cotton trousers and dress shoes for men and a skirt or trousers of a non-jeans material combined with a top (such as a dress shirt or sweater set) or a dress for women.”

- Deputy Mayor Collins was in disagreement with section 45 regarding the term for Committee Members and addressed his concerns.

**2017-091**

**Lynch/Dwyer**

Resolved to adopt the amended Rules of Procedure with the changes as outlined above.

Resolution Carried. In favour 7. Against 2 (Deputy Mayor Collins and Councillor Walbourne were against the resolution).

#### **Director of Director of Tourism, Culture and Heritage:**

The Chief Administrative Officer met with the candidate who Council agreed to offer the Director of Tourism position on a temporary basis until a permanent candidate can be recruited and appointed. The candidate is willing to accept the position on a temporary basis.

**2017-092**

**Combden/Collins**

Resolved that the recommendation for employment for the Director of Tourism, Culture and Heritage position be accepted.

Resolution Carried. In favour 9. Against 0

#### **6.6 Finance**

The Finance Committee report was presented by Deputy Mayor Collins:

A meeting of the Finance Committee was held in the Council Chambers at 11:00 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Councillor Bernadette Dwyer, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

#### **Financial Report:**

The Committee members reviewed the financial report as submitted by Amanda McGrath, Town Clerk/Treasurer.

**2017-093**

**Combden/Collins**

Resolved to accept the financial report for March 2017 and approve payment of invoices totaling \$120,930.59.

Resolution Carried. In favour 9. Against 0

**Business Tax Classification - 46 Main Street, Fogo**

- The business owner forwarded a letter requesting that his business be placed into a different business tax category was reviewed by Committee members.
- The Committee did not agree with the claim that the business should be taxed as a Convenience Store as his business does not fall into the definition of a Convenience Store, the business is classified as a General Store as per its definition.
- Councillors were in agreement with the Committee.

**7. Administration:**

**7.1 Meeting's In St. John's**

- Meetings have been arranged with the Ministers of Municipal Affairs and Environment and Transportation and Works for May 3<sup>rd</sup> and 4<sup>th</sup>.
- It was agreed that Mayor Shea, Deputy Mayor Collins and Jake Turner, CAO will attend the meetings and an agenda was set.

**8. Correspondence:**

**8.1 Mayor Claude Elliott, Town of Gander**

- Mayor Elliott's letter regarding the postponement of the Regional Governance meeting was read.

**9. New Business:**

**9.1 Laurentic Conference**

- Councillor Dwyer presented information on the conference in Ireland from June 22<sup>nd</sup> – 23<sup>rd</sup>. Councillors Dwyer was invited to attend the conference and all expenses will be paid by the organizers of the event.
- Councillors supported Councillor Dwyer's attendance.

**10. Date of next meeting**

- May 30, 2017 at 9:00 A.M.

**11. Adjournment**

2017 -094

Bixby

Resolved that the Regular Council meeting of April 27, 2017 be adjourned at 12:30 P.A.M.

Amanda McGrath  
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea  
Mayor

Andrew Shea

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:**

Amanda McGrath, Town Clerk/Treasurer      Jake Turner, Chief Administrative Officer

**Staff:**

Councillor Edmund Walbourne, Medical Appointment

**1. Call to order:**

Mayor Shea welcomed everyone and called the meeting to order at 9:25 A.M.

**2. Adoption of Agenda:**

2017-095

Collins/Bixby

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 8. Against 0.

**3. Adoption of Minutes:**

2017-096

Lynch/Dwyer

Resolved that the minutes of April 27, 2017 be adopted as presented.

Resolution Carried. In favour 8. Against 0.

**4. Business Arising:**

No business arising.

**5. Delegation's:**

No delegations.

**6. Committee Reports:**

**6.1 Transportation Committee**

The Transportation Committee report was presented by Councillor Lynch:

A meeting of the Transportation Advisory Committee was held in the Council Chambers at 7:00 PM on April 15, 2017. The meeting was chaired by Councillor Lynch and others in attendance were Councillor Lloyd Bixby, Councillor Sam Rowe, Citizen Representatives - Mr. Les Budden, Mr. Bill Miller, Ms. Pauline Payne, Mr. John Green and Jake Turner, Chief Administrative Officer.

The following items were discussed:

**Review of Committee Terms of Reference**

The Committee reviewed Terms of Reference for the Committee which had been approved by Council and suggested the following changes:



1. The appointment of the Citizen members should be made by the Mayor after the selection has been determined through election at a public meeting that would be called by the Council representatives after been appointed by the Mayor.
2. Add a member from the Trucking industry.
3. The Committee should be a Standing Committee of Council and meet on a regular basis and the Secretary would be a staff member from the Town.
4. The Terms of Reference would be expanded to include other modes of Transportation.
5. Add Private Sector for liaison if seeking public input.

#### **2017-097**

##### **Lynch/Bixby**

Resolved that the Transportation Committee would be changed from an Advisory Committee to a Standing Committee of Council and its mandate would be expanded to include other modes of transportation.

Resolution Carried. In favour 8. Against 0.

#### **2017-098**

##### **Lynch/Rowe**

Resolved that the Terms of Reference would be changed to add a member from the Trucking Industry and that the selection process for the Citizens representatives would be through election at a public meeting.

Resolution Carried. In favour 8. Against 0.

#### **Five Year Provincial Marine Infrastructure Plan – 2017**

The Committee reviewed the Five Year Provincial Marine Infrastructure Plan – 2017, especially as it relates to the upgrades proposed for the Farewell Terminal. The Committee requested that the Chief Administrative Officer contact Transportation and Works to obtain more details on the proposed upgrade to signage in Farewell and find out if Fogo Island signage will be upgraded. It also asked that the following suggestions would be forwarded to the Department for consideration:

1. Implement a procedure to inform the travelling public of changes in schedule.
2. Change the recording to inform the travelling public of the Terminal at which the Ferry is docking.
3. Suggest that the Security Cameras would have public access on the Web, similar to the Highways cameras, which would give travelling public some indication of the number of vehicles in the lineup.
4. The need for more information and input on the construction that is planned, especially with regards to building and signage.
5. Installation of a light to indicate when Kiosk is open to purchase tickets.

#### **Second Boat**

The Committee is requesting that Council obtain confirmation that the plan is to add a second ferry to the schedule for the summer and to request information on the start time for that service and recommend that the Beaumont would be the second vessel, or a similar one that can accommodate transport trucks.

The Mayor had heard that the government would be sending out a boat that is not sufficient to accommodate large trucks. Council will address this issue with the Minister of Transportation and Works when they meet with him in the near future.

#### **Food Service**

The Committee is recommending that Council confirm that the food service being offered at Farewell meet all Government Regulations, especially those related to Health.

### **Canteen Service**

The Committee is recommending that Council inquire into the terms of the contract for the provision of the canteen service on the Ferry, especially as it related to the hours of service. It is felt that the present hours of operation is not adequate to meet the needs of the travelling public.

It was noted that government has not leased this space and that they have not permitted the installation of vending machines.

Council had been offered the opportunity to lease this space a few years ago; Councillors agreed that this would be a great opportunity to control the hours of operation, increase the tourism opportunity and other benefits.

### **Condition of Highways**

The Committee was advised that Council has requested a meeting with the Minister of Transportation to discuss the requirement for upgrading of the highway, especially through Stoneville. The Committee would like to add its support to Council and also felt that a meeting with the Minister of Tourism should be requested as well.

**2017-099**

**Lynch/Bixby**

Resolved that the Transportation Committee report be accepted.

Resolution Carried. In favour 8. Against 0.

## **6.2 Tourism, Culture and Heritage Committee**

The Tourism, Culture and Heritage Committee report was presented by Councillor Dwyer:

A meeting of the Tourism Committee was held in the Council Chambers at 10 AM, on May 16, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Sharon Bailey, Director and Jake Turner, CAO.

The following items were discussed:

### **Canada Student Jobs**

The Town of Fogo Island received approval for one Co-coordinator and two Visitor Service Representatives under Project # 014555866 at 50% funding for 7 weeks at 35 hours per week at \$10.75 per hour, to be located at the Visitor Information Centre. The Project cost to the Town will be \$1,318.10 per student.

The Director recommended that approval be given to accept these positions as soon as possible in order to advertise these positions and the Committee concurred with the recommendation.

The approved budget is \$16, 213.61 (including CPP & EI) for student wages.

**2017-100**

**Dwyer/Bixby**

Resolved that the funding offer from Canada Student Job for student employment be accepted.

Resolution Carried. In favour 8. Against 0.

Funding was also approved for the following Community groups at 100% funding:

1. Fogo Island Museum Association - two students.
2. Fogo Heritage Society - five students.
3. Tilting Heritage Foundation - one student.



4. TRACS - two students.
5. HERS - one student.
6. Brett House Museum Association - one student.

#### **Young Canada Works**

The Town of Fogo Island received approval for two students under the Young Canada Works at 75% funding for 9 weeks for 40 hours per week. The amount requested was \$8,746.20 and \$6,559.64 was approved and the cost to the Town of \$1,093.28 per student.

The Director recommended that approval be given to accept these student positions as soon as possible in order to advertise these positions. The Committee agreed that the Director have the job description ready and advertise once approval from Council is received.

#### **2017-101**

##### **Dwyer/Bixby**

Resolved that the grant of \$6,559.64 from Young Canada Works for student employment be accepted.

Resolution Carried. In favour 8. Against 0.

#### **Canada 150 Celebrations**

The Town of Fogo Island has been approved for a grant in the amount of \$20,000 under the Celebration and Commemoration Program – Canada 150 fund. Attached is the Canada 150 Acknowledgement Guide for Canada 150 Funding Recipients. These celebrations will require a staff person to plan and execute the activities detailed in the Proposal. The guidelines indicate that the project can be included within the scope of work of a Regional Manager or a new position can be created with these funds.

The Director recommended this project would be assigned to the Regional Manager. The planning for the event can take place during summer employment with the event taking place in September. Due to the expected busy summer season the funds allocated in this budget could extend the Regional Manager's employment and reduce the financial burden on the Town.

#### **2017-102**

##### **Dwyer/Bixby**

Resolved that the planning of the Canada 150 project would be assigned to a Regional Manager position.

Resolution Carried. In favour 8. Against 0.

#### **JobsNL Wage Subsidy**

JobsNL Wage Subsidy is designed to bring employers and employees together by providing funding to employers to create employment opportunities. The program supports employer/employee connections that promote sustainable long-term employment or seasonal employment.

The program provides a 50% subsidy to a maximum of \$8 per hour towards the hourly wage, in combination with a flexible duration of 10 – 26 weeks; maximum funding is \$7,280 for the combined subsidy and duration of employment under the program. Listed below are two of many combinations we can work around.

- (a) This individual would be required to work 8 hours a day, 5 days a week at \$14 per hour for 14 weeks. The resulting total project cost would be \$7,840 with the requested amount from the Province being \$3,920.



- (b) This individual would be required to work 8 hours a day, 5 days a week at \$14 per hour for 26 weeks. The resulting total project cost would be \$14,560 with the requested amount from the Province being \$7,280.

The Director recommended that the Town apply for this subsidy under the Tourism, Culture & Heritage Department based on Option (a). The director's position has been vacant since September 2, 2016 and based on the workload in the Department assistance is required. The Committee agreed to recommend that the funds would be used to create a temporary administrative assistant position.

#### **2017-103**

##### **Dwyer/Bixby**

Resolved that the Town apply for this subsidy under the Tourism, Culture & Heritage Department based on Option (a) and that the funds would be used to create a temporary assistant position. Resolution Carried. In favour 8. Against 0

##### **Cultural Economic Development Program**

The Fogo Island Heritage Advisory Committee will receive \$12,400 under the Operational Support for Community and Regional Heritage Organization for 2017. The Committee will receive payment in the near future. Phone calls have been received from individuals representing community groups stating that this committee is not active.

The Director has all documents such as The Certificate of Incorporation, Notice of Directors, banking information in her office.

The minutes from the initial meeting and letterhead used for the Fogo Island Heritage Committee is stored on the laptop used by the former Coordinator of the Town Initiative Older Worker Program.

The Director and the CAO will meet with the Heritage Advisory Committee to discuss the roles and responsibilities of this group. It was the Director's understanding that this committee would have representatives from all community groups and these individuals would be the voice in overall decisions. A mandate is required for each committee/group and to develop a long term plan for tourism, culture and Heritage.

##### **Dwyer Premises**

It was brought to the Director's attention that the Electrical Service entrance to the Dwyer Premises needs replacing. The Manager of External Operations inspected the building and confirmed that this work needs to be done.

The Committee agrees with the decision to replace the service.

##### **Regional Managers**

In previous years, the Regional Managers would have had staggered dates to return to work and would assist the Director in developing and implementing all tourism related activities. Due to the Director's position being vacant since last summer, there has been no plan in place for this season. The Department has three experienced Regional Managers that are available to return to work at a moment's notice. In previous years, they have agreed to take two week vacation (without pay) to extend the 14 week employment offered by the Town. These individuals are knowledgeable on all aspects of the sites and can easily implement and carry out all the requirements needed to open for the season. Without these individuals it will be impossible to offer Visitor's any access to our sites until mid to late June.

2017-104

Dwyer/Bixby

Resolved that the Regional Managers be offered employment with staggered start dates beginning as soon as possible in order to open at least three sites and the Visitor Information Centre.

Resolution Carried. In favour 8. Against 0

As per our hiring procedure, the Regional Managers are required to sign a job description outlining responsibilities, accountabilities and key tasks before employment begins. Job Description will be prepared by the CAO with the Director's input into job requirements.

Councillors were in agreement that the rehiring of three as opposed four Regional Managers be referred back to the Director.

**Decision to rent Fogo Island Marine Interpretation Centre and Visitor Information Centre**

Because of Council's recent decision to rent the above facilities for after hour events it is imperative to implement a policy regarding staffing and clean up during and after the event

It is recommended by the Director that a portion of the rental fee be used to pay for after hour cleaning and/or staffing the facility whenever necessary. When individuals currently rent the community halls they are required to clean up after the event this poses a problem with inconsistencies with the cleanup. Having one cleaner in place will avoid the problems previously encountered.

With regards to booking rentals at the Fogo Island Marine Interpretation Centre a policy is required which will address the following:

- (a) Staffing for after hour events
- (b) What type of activity will be permitted
- (c) Will alcoholic beverages be served
- (d) Safety of the staff
- (e) Protection of artifacts

It was recommended by the Director that the CAO with the Director's input prepare a policy regarding the rental of Historic Properties and Town owned sites and submit to the Committee for its consideration.

**Department of Fisheries and Oceans**

Department of Fisheries and Oceans will donate a new Touch Tank to the Fogo Island Marine Interpretation Centre. More information will follow when the Director meets with DFO.

2017-105

Dwyer/Bixby

Resolved that a letter of thanks be written to DFO for its donation of the Touch Tank.

Resolution Carried. In favour 8. Against 0

**Bleak House Museum Association Grant Application**

The Bleak House Museum Association has made application to the Town of Fogo Island Municipal Grant/Assistance Application Form. The Director will follow up with Town Clerk/Treasurer for further clarification on this grant.

The CAO noted that the Finance Committee dealt with the issue.



### **Trail Development: Upgrades and Enhancements PHASE 1**

In the Contribution Agreement which the Town signed with ACOA on February 17, 2017, under Articles of Agreement - 6.2, there is a condition to consult with Shorefast Foundation before proceeding with the Foster's Pond portion of the project. The Town is required to present the Agency with a signed Memorandum of Understanding (MOU) with respect to that development, outlining agreement as to the product development for that portion of the project. The Agency will not disburse funds on the Foster's Pond portion of the development until such an MOU is in place. It is important to note that Foster's Pond was not included in the Trail Assessment Report.

Last week the Director spoke with officials from Shorefast regarding MOU. Shorefast is contributing funds towards the project and have requested to be included in any decisions regarding Foster's Pond. The Director forwarded a copy of the proposal to Shorefast to review before scheduling a meeting with them. It is important to note that ACOA is funding 80% of the Foster's Pond project and will strike it from the funding if a MOU cannot be reached.

The province has already released \$50,000 to the Town and ACOA has agreed to release up to 50% funding to begin this project.

In the recommendations from Green Leaf Resources it is suggested that we focus on the trails with the most potential tourism potential first. Lion's Den, Brimstone Head and Waterman's Brook are the three trails recommended by Green Leaf Resources to begin first.

The Fogo Island Trail Assessment Report is a very detailed report covering everything required to complete this project. The funding approved is for PHASE 1 and future funding will be based on the success of this project.

After speaking with the Provincial Department of Tourism on May 10<sup>th</sup> the Director was informed that The Road to the Beaches, Eastport are starting a project similar to us and may be great contacts to assist us in planning. The Director spoke with officials of the Road to the Beaches Committee and the project is very similar in nature to the Town's. There is an opportunity to have open discussions with this group.

The first recommendation is to form a trail group consisting of Town Staff, community partners, Project Manager and Government Officials. Discussions were held around whether or not a committee was set up when the initial proposal was submitted.

### **2017-106**

#### **Dwyer/Bixby**

Resolved that the Town form a Steering Committee consisting of Town Staff and interested community partners to provide oversight of the Trails Project.

Resolution Carried. In favour 8. Against 0

The Director recommended that a Project Manager be hired as soon as possible to carry out this project and the Committee concurs with this decision.

### **2017-107**

#### **Dwyer/Bixby**

Resolved that the Town immediately commence the recruitment process to hire a project manager to manage the Fogo Island Trail Upgrades and Enhancement project.

Resolution Carried. In favour 8. Against 0



## **2017-108**

**Dwyer/Bixby**

Resolved that the Town engage Green Leaf Resources to oversee the project.  
Resolution Carried. In favour 8. Against 0

### **Signage**

Under the FIT Project, three community signs were to be placed in Island Harbour, Stag Harbour and Deep Bay. The decision was made to wait until the Logo and Branding was completed in order to keep the same standard of signage.

The Director recommended that the Council reconsider this decision. All other communities have their own unique welcome signage and the Director recommended that the same standard would be followed for these three community signs. The Director advised that she would make contact with the residents of the communities and arrange community involvement in the decision making. The committee agreed with this approach.

## **2017-109**

**Dwyer/Bixby**

Resolved that the community consultation will take place for the development of signs, for Deep Bay, Island harbour and Stag Harbour.  
Resolution Carried. In favour 8. Against 0

### **Fogo Meeting**

On February 14, 2017 the Fogo Heritage Committee met with Council and presented an extensive list of repairs and maintenance that is required on the Bleak House. The CAO advised that he, the Director of Tourism and the Manager of External Operations will be meeting with members of the Committee to tour the building. He also advised that he is still trying to obtain the release of the lien which the Federal Government has on the old RCMP building.

### **Tourism Operator Profile**

The deadline to submit the Tourism Operator Profiles is May 31, 2017 for the 2018 advertising and the Director is reviewing the current material and submit to the Province.

### **SESQUI**

The Committee reviewed information on an event that is touring Canada as part of Canada 150 and decided there wasn't a role for the Town at this time.

### **Letter from 'The Brimstone Head Players' drama group**

We received a letter from 'The Brimstone Head Players' drama group in Fogo, attached requesting keys to the Former United Church Cultural Gallery and washrooms. Last year the Director was a member of the group and through him they had access to the facilities. The group requests Council provide with copies of the keys in question. The CAO with the Director's input will create policy for Council's consideration. The Director suggested that a sign out sheet be available with the Regional Manager for committee members to arrange time and dates of rentals.

### **Branding – Lapel Pins**

Following Council's decision to award the tender for the supply of Branding Materials to Papa Johns the CAO was advised that purchasing a larger amount would be more cost efficient. If the Town were to order in bulk i.e. 3000 pins the cost per pin would be significantly lower. It is the committee's recommendation that approval be given to purchase an additional 2,000 lapel pins. The Committee is recommending that as this is the first lapel pins produced since amalgamation, that all residents should receive a lapel pin with a note attached.

2017-110

Dwyer/Bixby

Resolved that the Town increase the number of lapel pins to be purchased be increased to 3000.  
Resolution Carried. In favour 8. Against 0.

2017-111

Dwyer/Bixby

Resolved that the Tourism, Culture and Heritage Committee Report be accepted.  
Resolution Carried. In favour 8. Against 0

### **6.3 Recreation and Special Events Committee**

The Recreation and Leisure Services Committee report was presented by Mayor Shea:

A meeting of the Recreation and Special Events Committee was held in the Council Chambers at 1:30PM on May 16, 2017. The meeting was Chaired by Councillor Edward Combden and others in attendance were Deputy Mayor Collins, Colette Wells-Coish, Recreation Director and Jake Turner CAO

The Following items were discussed:

#### **Review Monthly Revenue**

The monthly revenue for April was outlined. There was no comparison from 2016 since April activities vary each year around Easter. The Recreation Director explained the difference between each year and also pointed out that we lost four because of snow days.

#### **Identify ATV/Snowmobile trails around Fogo Island**

In the last Report to the Mayor, the RCMP suggested that the snowmobile trails should be identified with different colors which would make the reporting of accidents, and the location of accidents, more easy to identify. The Recreation Director outlined how this will be added work and responsibility requiring additional staff and regular maintenance. Trails would have to be checked regularly after snowfalls and wind storms. This also has safety concerns and liability issues. The committee recommends that council contact the local RCMP to explain that the Town does not have the resources to assume this responsibility. The committee felt council should suggest that the RCMP meet with the public and outline their concerns and seek the public's assistance in organizing a Snowmobile Association on Fogo Island. The Association could take on the responsibility improve the snowmobiling experience and to develop trails and identify other concerns for Fogo Island.

The RCMP will be written a letter of response. In addition, ATV and skidoo use on the trails will be added to the letter.

#### **New Computer for the Stadium**

Council approved the purchase of a computer and four quotes were provided. The CAO will review them and make a decision on the supplier.

#### **Repairs and Maintenance**

The main entrance cement work continues to be a safety concern and hazard for staff and customers. The Recreation Director is going to further discuss this with Stone Core group to see if their product is suitable. A follow up will be done with public works as well. Further details will be gathered on cost and how soon this work can be done before summer activities.

The Brine leaks and refrigeration issues were discussed. The committee asked the Director to follow up with Engineer Jim Harty on this matter.



### Director of Recreation and Special Events Position

This position started as a Pilot Program in 2015. The CAO indicated Council has to review the Job description and activities and make a final decision on this position. The Committee reviewed the position description and the activities required for the position and will recommend to Council that the position would be made permanent.

**2017-112**

**Shea/Combden**

Resolved that the position of Recreation and Special Events would be made a permanent full time position.

Resolution Carried. In favour 8. Against 0

### Playground Safety Course

The Director advised that she has been approved to attend the Annual Conference of the Provincial Recreation Association and has learned that there is a certification program on Playground maintenance and Safety being held in Gander on May 30th.. She felt that this course would be more beneficial as the Town does not have any standards established for the operation of playgrounds and this needs to be implemented to make playgrounds safer and reduce liability. She is recommending attendance at this course rather than the annual conference.

**2017-113**

**Shea/Combden**

Resolved that approval for the Recreation Director to attend the Playground and Safety Course rather than the annual Parks and Recreation Conference, as previously approved.

Resolution Carried. In favour 8. Against 0

### Events

Special activities in April were outlined. The Committee felt the volunteer breakfast went well at the Common Room in the Stadium.

After school ball hockey has started.

The Annual Yard Sale/Barbeque will be held on June 3<sup>rd</sup> at 10 am

### Policy of Fogo Island Stadium Committee

The current policy for the stadium committee was reviewed. The Committee felt that the policy needs to be revised and requested that the CAO and Recreation Director review and condense it according to the stadium committee's current roles and objectives. It was felt that the Committee should be involved in recommending and assisting with events that would be revenue producing. The revised policy should insure that there is good communication between that Committee and Recreation and Special Events Committee.

### Program for Displaced Individuals

Council has participated in an ongoing program sponsored by the Gambo and area Employment Corporation and the position will commence Tuesday, May 23, 2017.

### Basketball Pads

There was discussion on the Town's playgrounds and basketball courts around the island. The Committee requests we identify which basketball pads are town owned in order to make a decision on their future use. The Recreation Director was asked to review, and make a recommendation to the Committee after she attends the Playground training session in Gander from May 30 - June 2.



### Proposed School Playground

The committee requested that the Director contact the school and find out the status of the new Playground they are planning. The committee would like to know if the new playground is just for School use or for the public as well. There was discussion on the possibility of the town making a financial contribution to this new playground.

### Occupancy Capacity of the Stadium

The stadium capacity increase inspection has been completed and application submitted in January 2017. The results are expected to be received in the near future.

The regular 6 month inspection by Liquor Licensing Board was completed on May 10th and no issues were identified. The Director explained that the Stadium holds a Recreational facility license which has different rules than other licences and one of the differences is that under age patrons are permitted at an event where alcohol is served but they cannot be served.

2017-114

Shea/Combden

Resolved that Recreation and Special Events Committee report be accepted.

Resolution Carried. In favour 8. Against 0

## **6.4 Fire Services and Public Safety Committee**

The Fire Services and Public Safety Committee report was presented by Councillor Leonard McGrath:

The meeting of the Fire Safety and Public Safety Committee was held in the Council Chambers at 7:00 PM on May 18, 2017. The meeting was chaired by Councillor McGrath and others in attendance were Paul Torraville, Fire Services Coordinator, and Jake Turner, CAO.

The following was discussed:

### Review of Minutes

The Committee reviewed the minutes of the meeting of March 14, 2017 and the Fire Coordinator explained that the official from Fire and Emergency Services was away and he will be requesting that he visit to discuss the inspections of apartments and the proposed EAP program being considered by TRIO.

The Committee was advised that the contract information for awarding the RFP for the hiring of the consultant for Fire Services Evaluation hasn't been received.

### Fire Department By Laws

The Committee reviewed the proposed By Laws for the Fire Department as presented by the Fire Coordinator. The Committee felt that the By Laws were adequate but requested that all Council members review the document and pass along any comments to the CAO. The Committee will make its recommendation at the next meeting.

### Fire Department Standard Operating Procedures

The Committee reviewed the proposed Standard Operating Procedures for the Fire Department as presented by the Fire Coordinator. The Committee felt that the Standard Operating Procedures were adequate but requested that all Council members review the document and pass along any comments to the CAO. The Committee will make its recommendation at the next meeting.

### Fire Department Financial Statements

The Committee reviewed the Financial Statement presented by the Seldom – Little Seldom Fire Department. It was noted that presentation of financial statements is a requirement of Council

and the other Fire Departments have not submitted their Reports. The Fire Coordinator will discuss the requirement at the next meeting of the Fire Chiefs.

#### Heart and Stroke – AED

The Heart and Stroke Association has written to advise that they have received funding for a Public Access to Defibrillators program and is prepared to offer one and training for the Town. The stadium has an AED and the CAO will inquire to see if there is a need in other areas and contact the Heart and Stroke.

#### Stadium Capacity Update

The Fire Coordinator advised that he has measured the stadium, as required, to determine the occupancy capacity of the Stadium. The present capacity is 300 and Fire and Emergency Services will review the documentation and reevaluate the capacity level.

#### Fire Fighters' Ball

The Committee noted that the Fire Fighters' Balls will be held this Fall and presently there are several Balls held. It was felt that one Ball for all Departments could result in a savings for the Departments as there is an opportunity to share expenses such as hiring of bands etc. Each of the Departments could have their individual awards and it would be a great opportunity to network.

The Fire Coordinator was asked to discuss the possibility with the Fire Chiefs at their next meeting.

#### Inventory of Fire Vehicles & Equipment

The Fire Coordinator presented an inventory of Fire Vehicles that are located in the various Departments, attached. He advised that he will have the inventory of equipment prepared for the next meeting.

#### Annual Firefighters' Conference

The Fire Coordinator requested approval to attend the Annual Fire Fighter Conference which is being held in Gander from August 4th to 6th in Gander. The registration information is attached for Council's information.

**2017-115**

**McGrath/Shea**

Resolved that approval be given for the Fire Coordinator to attend the Annual Fire Fighter Conference.

Resolution Carried. In favour 8. Against 0.

The Committee discussed the possibility of having two other Fire Chiefs attend the Conference and felt that the training aspect of the Conference would be beneficial. The estimated cost would be \$2,500. The Annual Budget for Fire Fighter training is \$6,000 and approximate \$350.00 has been spent to date.

**2017-116**

**McGrath/Shea**

Resolved that approval be given for two additional Fire Chiefs to attend the Annual Fire Fighters Conference.

Resolution Carried. In favour 8. Against 0.

**2017-117**

**McGrath/Shea**

Resolved that the Fire Services and Public Safety Committee report be accepted.



Resolution Carried. In favour 8. Against 0.

#### **Audits, Bank Accounts and Financial Reports**

The issue of Fire Department audits, bank accounts and financial reports will be referred to the Finance Committee.

#### **6.5 Public Works Committee**

The Public Works Committee report was presented by Councillor Combden:

A meeting of the Public Works Committee was held in the Council Chambers at 9:35 AM on May 25, 2017. The meeting was chaired by Councilor Edward Combden and others in attendance were Deputy Mayor Wayne Collins, Councilor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed:

#### **Delegation**

Three members from the Island Harbour Slipway Committee met with the Public Works Committee and submitted a letter from the residents of Island Harbour requesting a slipway in this community. The Public Works committee asked the residents to first determine who owns the land and that it would need to be signed over to the Town. The Public Works committee also asked the residents to contact Harbour Authority, the MHA and their MP on possible funding to help with the cost of the project. Mr. Turner will write the chair of the slipway committee and inform him on the outcome of the meeting.

#### **Video of Fogo Intake**

Central Diving supplied a video of the condition of the intake in Freeman's pond. The committee asked if we could upload the video on the Town's website for the public to see. They also asked about the P.H. system and requested that the Manager obtain quotes for the engineering of the system.

#### **Assets of Deep Bay Fire Hall**

The Manager submitted an inventory list of the items in Deep Bay Fire Hall. This will be forwarded to the Finance Committee for review and to the Fire Coordinator for his records.

#### **Permit to Operate – Water Distribution**

As per our permit to operate the Town is responsible to check chlorine residuals on a daily basis. The Manager informed the committee that at this time we are not complying with the Government regulation as checks are not completed on weekends.

**2017-118**

**Combden/Collins**

Resolved that that all requirements contained in the Permit to Operate a Water Distribution System be met.

Resolution Carried. In favour 8. Against 0.

#### **Upgrade to Collins Road**

A request was made from a resident to do some upgrade to Collins Road. The initial repair was done while the ground was frozen and now the road is in need of repair. The committee agreed to do some temporary road repairs and requested that the Manager review the Town Regulations and what is required to bring it up to standard and present findings to the Committee for discussions on a permanent repair.

The CAO informed Council that the Manager of External Operations is in the process of confirming with the Department of Transportation and Works, their services, to grade the Town roads.

#### Streetlight in Island Harbour

The residents of Payne's Harbour are requesting that the Town put a streetlight at the intersection of Harbourview Drive and Payne's Harbour Road. The Manager submitted the monthly rate for a new light and pole which is approximately \$30.00 per month.

**2017-119**

**Combden/Collins**

Resolved that approval be given to install a street light in Island Harbour.  
Resolution Carried. In favour 8. Against 0.

#### Request for a Partial Exemption from Water Tax

The property owner at 18 Kelly's Island Road is requesting an exemption from water tax for the two months that he was without water. The Manager presented a detailed report on the Town staffs efforts to return the water during this time.

The committee is not prepared to recommend an exemption and Council was in agreement.

#### Request to Move Curb Stop

The owner of the property located at 4 Country Road submitted a letter requesting that the Town move his curb stop closer to his residence. The Manager informed the committee that the Town is only responsible from the mainline to the curb stop and the resident is responsible from the curb stop to the house.

The committee agreed not to move the curb stop and Council was in agreement.

#### Others:

The committee requested information on the following items:

1. JBA Water Tank repair
2. Salt water pump for Fogo fish plant
3. Ethridge's Point water line
4. House numbering
5. Old car wrecks around the island
6. Repair to the roof on the Bleak House
7. Old water line needs to be taken up going down Little Harbour

The Committee discussed the possibility of having extra Committee meetings to discuss these types of items. It was felt that this is not necessary as most of these items are regular operations issues and can be answered on a timely basis by making an inquiry to the Manager or the CAO.

#### Snow clearing operations for the upcoming winter seasons

The Committee requested that the Town send out an Expression of Interest to the contractors on the island to gauge the interest in providing the service of snow clearing, sanding and salting of all Town owned roads or providing the service on an individual community basis. Should there be an interest; the Town will prepare a Tender to contract out the service. The expression of interest will request the availability of resources that are available to meet Town standards. The expression of interest will also include the length of the contract that would be required.

**2017-120**

**Combden/Collins**



Resolved that an expression of interest document be prepared and sent out to all contractors in Town to provide snow clearing, including the provision of salting and sanding.

There was much discussion with the proposed contracting out of all snowclearing services. The proposer and seconder agreed to withdraw the resolution and the issue was referred back to the Public Works Committee.

#### **2017-121**

**Combden/Collins**

Resolved that Public Works Committee report be accepted.

Resolution Carried. In favour 8. Against 0.

- ❖ Councillor McGrath was excused from the meeting at 11:55 AM due to prior work commitments.

#### **Wells – Potable Drinking Water Units (PDWU)**

The CAO gave the following update on the wells for the PDWU's:

- The old government well was tested in Stag Harbour, but there was not sufficient yield for the System.
- The proposed site for the new will cannot proceed until the Department lowers the speed limit in the area.

### **6.6 Policy and Human Resources**

No report was submitted.

### **6.7 Finance**

The Finance Committee report was presented by Deputy Mayor Collins:

A meeting of the Finance Committee was held in the Council Chambers at 9:39 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

#### **Review of Minutes**

The Committee reviewed the minutes of the meeting of April 21, 2017 and the Committee members discussed the business tax classification for 46 Main Street, Fogo. The CAO has been reviewing the file.

#### **Financial Report**

The Committee members reviewed the financial report as submitted by the Town Clerk/Treasurer.

#### **2017-122**

**Collins/Dwyer**

Resolved that the Financial Report for April be adopted by Council, as attached.

Resolution Carried. In favour 7. Against 0.

#### **Procurement Policy**

The Committee members reviewed and discussed the draft Procurement Policy as submitted by the CAO.

Committee members agreed that the approval limits in Section I should be reduced to the following: Level 1 – CAO, up to \$5,000; Level 2 – Town Clerk/Treasurer, up to \$2,500 and Level 3 – Department head, up to \$1,000. Consequently, Section III Value will decrease to \$5,000.

#### **2017-123**

**Collins/Dwyer**

Resolved that the Procurement Policy be adopted by Council, with the above changes.  
Resolution Carried. In favour 7. Against 0.

#### **Municipal Assessment Agency**

The Committee members reviewed the Municipal Assessment Agency's proposed changes to the assessment roll.

Staff recommended that the frontage/Acres description, land value and building value lines should not be eliminated, as this information is very helpful to both the municipality and property owners. However, the proposed replacement of the four digit property code with a brief description, would be beneficial, as well as renaming the Tenant Portion as Business Portion.

#### **2017-124**

**Collins/Dwyer**

Resolved that Council submit the following comments to the Municipal Assessment Agency, regarding their proposed changes to the Assessment Roll for 2018:

1. Recommended not to eliminate the Frontage/Acres description, Land Value and Building Value lines.
2. Agree with the proposed replacement of the four digit property code with a brief description.
3. Agree with Tenant Portion being renamed as Business Portion.

Resolution Carried. In favour 7. Against 0.

#### **133 Main Street, Seldom – Request for reduction in Water Taxes**

Request was made for a reduction in water taxes because they no longer operate an ice machine and that no activities are taking place at the site.

The property owner confirmed via email that there were no activities taking place at the site, however it was noted that there was recent activities at the location.

#### **2017-125**

**Collins/Dwyer**

Resolved that a request will be made to the owner, to provide a list of all activities at the site.  
Resolution Carried. In favour 7. Against 0.

#### **48 Harbour View Drive – Closure of Business**

The Committee members reviewed the notice of business closure.

#### **Bleak House Museum Association – Request for Community Beautification Grant**

The Committee members reviewed and discussed the request for a \$1,000 Community Beautification Grant from the Bleak House Museum Assoc., for beautification of the Community Square, Fogo Intersection and two museums squares.

#### **2017-126**

**Collins/Dwyer**

Resolved that a \$1,000 Community Beautification Grant be given to the Bleak House Museum Association.



Resolution Carried. In favour 1. Against 6 (Mayor Shea and Councillors Bixby, Combden, Dwyer, Lynch and Rowe were against the resolution).

**Notice of Motion:**

A new policy on Beautification Grants will be put forth, with a maximum grant up to \$1,000.

**Standing Offer – Equipment Rental**

One quote was received for the Standing Offer for Equipment Rental, before the closure at 4:00 PM on May 19, 2017 and one quote was received after the closure, which could not be accepted.

**2017-127**

**Collins/Dwyer**

Resolved that King's Construction be awarded the Standing Offer for Equipment Rental at the following rates:

1. Backhoe Rental - \$50 per hour plus HST
2. Excavator Rental - \$60 per hour plus HST
3. Dump Truck Rental - \$59 per hour plus HST

Resolution Carried. In favour 7. Against 0.

**Financial Reporting**

The Committee members discussed what financial reports would be beneficial to Council and if a monthly or quarterly income statement is needed.

It was noted that quarterly departmental reports should be reviewed by the associated Committee's, during their meetings, then a full review would be conducted by the Finance Committee.

Good financial reporting is very beneficial and helpful to Councillors, to make Council accountable and give them the information to make informed decisions

The COA discussed the benefits of purchasing the PO Module on the Town's accounting system (Town Suite); this will provide a great benefit to Council and Town staff as it would show committed purchases.

**2017-128**

**Collins/Dwyer**

Resolved that a price quote will be obtained from Town Suite for the PO Module

Resolution Carried. In favour 7. Against 0.

A second meeting was held of the Finance Committee was held in the Council Chambers at 10:05 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Bernadette Dwyer, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

**Sale/Disposal of Deep bay Community Hall**

The Committee members reviewed the request to convey the Deep Bay Hall to The Good Sheppard Church.

The following sections of the Municipalities Act 1999 were reviewed:

- o 201.2 Sale or lease of Property valued at \$500 or more
- o 201.3 Disposition of Property valued at \$500 or more

Committee members discussed how it would be a benefit to the Community, that a notice of the disposal would be posted, that support from the residents will be needed and it was questioned if the church would permit rental to the dart league, including permitting the consumption of alcohol in the building.

#### **2017-129**

**Collins/Dwyer**

Resolved that the Town dispose of the Community Hall in Deep Bay to The Good Sheppard Church for \$1.00 and that the request permission of the Minister of Municipal Affairs to dispose of the building, as this would benefit the community. In addition the residents would be notified of the possible disposal and request feedback before a final decision is made.

Resolution Carried. In favour 7. Against 0.

The CAO was asked to contact the Church to ask if they intend to permit the consumption of alcohol in the building.

#### **Invoices – Grant Thornton LLP**

The Committee members reviewed the invoices for the 2015 audit, the letter of offer and the commitment letter.

The quote for the audit was \$24,000, travel and out of scope of work was extra. The total cost associated with the 2015 audit was \$42,880.46. The additional cost of \$18,880.46 was for travel and out of scope work.

The CAO had requested a breakdown of the time spent on the audit and a summary was provided for the additional services.

The CAO was requested to have further discussion with Mr. Tom Boone, Partner with Grant Thornton regarding the cost and to speak with the Department of Municipal Affairs regarding the cost.

#### **2017-130**

**Collins/Dwyer**

Resolved that the invoices totaling \$9,825.05 from Grant Thornton LLP be paid.

Resolution Carried. In favour 7. Against 0.

### **7. Administration:**

No report was submitted.

### **8. Correspondence:**

#### **8.1 Letter to Dr. Haggie, Minister of Health and Community Services**

Councillors review the letter submitted to Minister Haggie requesting that there be more long term beds open at the Fogo Island Health Care Centre.

#### **2017-131**

**Dwyer/Lynch**

Resolved that the Town write a letter of support to Minister Haggie, for more long term beds at the Fogo Island Health Care Centre.

Resolution Carried. In favour 7. Against 0.

### **9. New Business:**

#### **9.1 Fogo Water Supply**

Councillors discussed the water supply in Fogo and were in agreement that further long-term planning need to be done on the water supply including financial planning.



**10. Date of Next Regular Meeting:**

June 27, 2017 at 7:00 P.M.; if there is a need for a privileged meeting it will take place at 6:30 P.M.

**11. Adjournment:**

2017 -132

Collins

Resolved that the Regular Council meeting of May 30, 2017 be adjourned at 1:10 P.M.

Amanda McGrath  
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea  
Mayor

Andrew Shea

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 Leonard McGrath

Councillor Samuel Rowe

Deputy Mayor Wayne Collins

Councillor Edward Combden

Councillor Edmund Walbourne

**Staff:**

Amanda McGrath, Town Clerk/Treasurer

Jake Turner, Chief Administrative Officer

**Absent:**

Councillor Maureen Lynch, Sick

Councillor Bernadette Dwyer, Prior Commitment

**1. Call to order:**

Mayor Shea welcomed everyone and called the meeting to order at 7:05 P.M.

**2. Delegations:**

No delegations.

**3. Adoption of Agenda:**

2017-133

Collins/McGrath

Resolved that the agenda be adopted, with the addition of the quotes for Ethridge's Point Water Line Installation Project, under 6.5 Public Works Committee.

Resolution Carried. In favour 7. Against 0.

**4. Adoption of Minutes:**

2017-134

McGrath/Bixby

Resolved that the minutes of May 30, 2017 be adopted as presented.

Resolution Carried. In favour 7. Against 0.

**5. Business Arising:**

Councillors discussed the Community Grant Program; the issue will be dealt with in the Finance Committee report.

**6. Committee Reports:**

**6.1 Transportation Committee**

The Transportation Committee meeting did not take place as there was no quorum.

Councillors discussed issues with the ferry operations; including the events of June 16, correspondence from the Department regarding a second ferry and late departures in the morning.

It was noted that the sewer and the building for Farewell has been tendered.

Staff will follow up with the Minister of Transportation and Works on the teleconference that was held last week.



## **6.2 Tourism, Culture and Heritage Committee**

The Tourism, Culture and Heritage Committee report was presented by Lloyd Bixby:

A meeting of the Tourism Committee was held in the Council Chambers at 10:00 AM, on June 13, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Sharon Bailey, Director and Jake Turner, CAO.

The following items were discussed:

### **1 Green Leaf Resources Proposal**

Green Leaf Resources will be the Trail Development Consultants for the Town of Fogo Island; the contract was signed June 12th, 2017. The contract breakdown consists of 4 visits with the option of cost sharing visits to Eastport whenever possible at a cost savings of \$800 per visit. The project manager will be encouraged to arrange these shared visits whenever possible.

### **2. Government well in Tilting**

Over the past year or so, TRACS has been placing new decks on the old traditional wells in Tilting. Currently, public access to a well has been effectively blocked by a resident in the area with wood, pallets, etc. The committee asked that the Town get some sort of resolution to the predicament and prevent the same thing from happening at other areas. The committee agreed that the CAO and Director find a solution to this matter.

### **3. Fogo Island Heritage Advisory Committee**

Discussions were held around the role of this committee and the \$12,400 funding received for operational support. The Director will set up a meeting with this committee as soon as possible.

### **4. Heater in Heritage Buildings – Letter from TRACS member**

We received an email from a member of TRACS regarding the heat source used in the Lane and Dwyer Premises. TRACS requested that the Town purchase new heaters for both buildings. With no electricity at the Lane House, staff has been running an extension cord to a neighboring property. After much discussion the Committee agreed that the CAO and Director look into other options that will meet safety standards.

### **5. Meeting with Shorefast Representative re: Foster's Pond Trail Development**

The Director met with an official from Shorefast to discuss a few of the ideas that Shorefast would like to see in this development. Shorefast has concerns over creating another parking lot in the area and suggested to use the existing parking lot next to the SUF Hall. This lot is currently being cleared out by Shorefast and requires little work with extra fill. The vision they have for Foster's Pond is a quiet space to sit, contemplate and relax. They are requesting no washroom facilities be erected. Town staff and a representative from Shorefast will meet with Green Leaf Resources during the initial visit. Following the recommendation from Green Leaf we can move ahead with the MOU.

### **6. Town Spring Clean up**

Several complaints have been received by residents and visitors regarding garbage around the communities during the tourism season. The Director has referred this to Public Works for future consideration when scheduling.

### **7. Regional Managers**

Regional Managers have been using personal cell phones for business over the past few years with no reimbursement from the Town; there are no phone lines in nine museums. We need to be able to reach the managers in Fogo and Tilting to carry out daily business. The CAO will find out if there is a policy in place for personal use of cell phones for business and/or the cost of purchasing Town owned cell phone. The Director feels that now is a good time to fill the regional

manager position – this position will be filled as a temporary position. The committee agreed with this decision and the Director with the CAO will hire as soon as possible.

#### **8. Maintenance Person**

The Fogo Island Heritage Advisory Committee received \$12,400 under the Operational Support for Community and Regional Heritage Organizations. The Town pays all operational costs associated with the Heritage Buildings. Discussions were held around the amount of work necessary to open and operate these sites, without a designated maintenance person work has not been completed. The Director recommended that the funds received for this year, be used to hire a maintenance person. The committee agreed with this recommendation and the matter was deferred to finance.

#### **9. Tourism Assurance Plan**

To be included in provincial/industry membership and partnership opportunities in Newfoundland and Labrador, all tourism services and attractions must meet five requirements: Primary phone number, email address, Web Presence, One form of electronic payment and Insurance information. The province has been receiving complaints concerning number of unlicensed accommodations listed on the Fogo Island Visitor Guide.

**2017-135**

**Bixby/Walbourne**

Resolved that the Town distribute the remaining guides purchased last year and not to place another order unless the content is TAP compliant.

Resolution Carried. In favour 7. Against 0.

#### **10. Benches in Communities**

Residents are requesting that benches be placed in various locations throughout the community we have received concerns from Regional Managers regarding picnic tables and benches being damaged when left outside all year round. The Director will find out how many tables and benches the Town owns and make a recommendation on how to proceed with this matter.

It was discussed that Council does not have workers in place to do this work. Additionally Council needs to look at their core functions are and what Council wants to be done.

#### **11. Letter from Stag Harbour Firettes**

The committee received a letter from the Firettes requesting the same procedure be followed this year for Stag Harbour Day that we used in 2016. There was some confusion as to why the request was made to the committee since the Town had already agreed to the issues they addressed.

This issue has since been resolved by the Director.

#### **12. National Trust of Canada – Fogo Island Marine Interpretation Centre**

Funds donated to the Centre were received June 13, 2017 in the amount of \$690.

**2017-136**

**Bixby/Walbourne**

Resolved that the \$690 donated to and received from the National Trust of Canada be used for items needed at the Fogo Island Marine Interpretation Centre.

Resolution Carried. In favour 7. Against 0.



2017-137

Bixby/McGrath

Resolved that the Tourism, Culture and Heritage Committee report be accepted.

Resolution Carried. In favour 7. Against 0.

### **6.3 Recreation and Special Events Committee**

The Recreation and Leisure Services Committee report was presented by Mayor Shea:

A meeting of the Recreation and Special Events Committee was held on June 13, 2017 in the Council Chambers at 1:30 PM. The meeting was Chaired by Mayor Andrew Shea and others in attendance were Councilor Edward Combden, Colette Wells Coish, Recreation Director and Jake Turner, CAO.

The Following items were discussed:

#### **1. Repairs and Maintenance:**

A meeting was held on June 6<sup>th</sup> to gather opinions and suggestions around the many issues with the refrigeration system at the stadium. A report on the items discussed is attached.

A quote and report are expected from Jim Harty or Mike Young very soon

#### **2. Playground Training**

The Committee was advised that the Recreation Director attended a four day playground training and certification course in Gander from May 29<sup>th</sup>- June 2<sup>nd</sup>. This information was very detailed and now needs to be applied to the five playgrounds the Town currently have open. The playgrounds require regular inspections and maintenance to avoid accidents and liabilities. The Committee requested that after the inspections have been completed on all of the playgrounds and basketball courts that a written report be prepared, with recommendations on the maintenance and inspections required and policies and procedures that are necessary to be able to make the facilities safe. The Director's Report is attached

2017-138

Shea/Walbourne

Resolved that the Town send a congratulatory letter to Colette Wells-Coish for becoming a Canadian Certified Playground Inspector.

Resolution Carried. In favour 7. Against 0.

#### **3. Summer Jobs**

There are currently three positions approved under the Stadium Committee. Two are under Canada Summer Jobs and one with the Provincial Government. There is the possibility of receiving additional students under the Level I, II, and III project. There will be programs for the kids again at the stadium. It is important to note there will be limited programs if staff is limited.

Programs Planned are:

-Food and Fun Camp

-Soccer

-Summer Fun Camp

#### **4. Planned Events**

Mayor's March for Heart and Stroke – June 19<sup>th</sup>

Teeny Bopper Dance – Wednesday June 21<sup>st</sup>

Canada Day Bingo – June 27<sup>th</sup>

Canada Day Celebrations – July 1<sup>st</sup>

Seniors Garden Party – July 11<sup>th</sup>

August 5<sup>th</sup> – Wedding  
August 22<sup>nd</sup>- 26<sup>th</sup> (Fogo Island Co-operative)  
September 23 (tentative date for adult dance)

Many activities require additional staff especially with larger events and it is becoming very difficult to get volunteers. The Committee discussed the possibility of hiring bartenders if it became necessary and further discussion is required by the Committee before it is prepared to make a recommendation for Council's consideration. There is one event scheduled on August 5<sup>th</sup> that is the same weekend as the JBS festival. This may cause problems covering staff and volunteers.

#### 5. Revenue

Ball hockey.....	\$320.00
Birthday rentals.....	\$483.00
Misc./canteen/used equipment.....	\$170.00
Total .....	\$803.00

#### 6. Community Healthy Living

An application has been submitted to the Community Healthy Living Fund for tables and chairs for the stadium. The focus was on the need for tables and chairs for functions and what we have are old and cause safety concerns. It included support letters from the Mayor and the Fogo Island Co-operative Society.

#### 7. Teen Spirit Award

The Town has been selected to receive \$1,000 of fitness equipment and games through the Teen Spirit Keep Fit Challenge.

#### 8. Stadium Rental Rates

The Organizing Committee of Chase the Ace approached the Town to rent the Stadium to hold the future events. This function will require staffing, cleanup and canteen services. The Director suggested a rate of \$200.00 per evening would be reasonable. The organizers would have to supply their own chairs.

2017-139

Shea/Combden

Resolved that the rental rate for evening rentals at the arena be established at \$200.00.  
Resolution Carried. In favour 7. Against 0.

#### 9. Soccer Program

The Recreation Director will contact Phil Barnes to discuss the soccer field land and ownership. The Director recommends we continue soccer programs this summer as in the past, for 6 weeks. The Committee concurs with this recommendation.

2017-140

Shea/Combden

Resolved that the Recreation and Special Events Committee report be accepted.  
Resolution Carried. In favour 7. Against 0.

### 6.4 Fire Services and Public Safety Committee

The Fire Services and Public Safety Committee report was presented by Councillor Leonard McGrath:



The meeting of the Fire Safety and Public Safety Committee was held in the Council Chambers at 7:00 PM . The meeting was chaired by Mayor Shea and others in attendance were Councillors Rowe and McGrath, Paul Torraville, Fire Services Coordinator, and Jake Turner, CAO.

The following was discussed:

**1. Fire Department by Laws**

The proposed By Laws for the Fire Department were presented to Council and asked for their review and input. As there were no comments received the Committee is prepared to recommend adoption at the next meeting of Council.

**2017-141**

**Shea/Combden**

Resolved that the Town of Fogo Island approve the ByLaws for the Fogo Island Fire Department, as attached.

Resolution Carried. In favour 7. Against 0.

**2. Fire Department Standard Operating Procedures**

The proposed Standard Operating for the Fire Department was presented to Council and asked for their review and input. As there were no comments received the Committee is prepared to recommend adoption at the next meeting of Council.

**2017-142**

**Shea/Combden**

Resolved that the Town of Fogo Island approve the Standard Operating Procedures for the Fogo Island Fire Department, as attached.

Resolution Carried. In favour 7. Against 0.

**3. Fire Department Financial Statements**

The Committee reviewed the Financial Statement presented by the Tilting and JBS Fire Departments. The Fire Chief explained reasoning for Fogo not having the Financial Statement complete and will ensure that it is available as soon as possible and will follow up with the other Fire Departments.

**4. Review of Inventory of Equipment**

The CAO advised that Public Works had completed the inventory at Deep Bay Fire Hall and the list is available to the Fire Coordinator. The equipment list will be required for the Consultants during their evaluation of emergency services.

**5. Stadium Capacity Update**

The Fire Coordinator advised that during his inspection of the stadium it was noted that the ceiling in the Ice Cleaner Room is open and requires to be enclosed as per the Fire Regulations. The revised capacity level is forthcoming.

**6. Heart and Stroke – AED**

The Heart and Stroke Association has written to advise that they have received funding for a Public Access to Defibrillators program and is prepared to offer one and training for the Town . The stadium has an AED and the Committee felt that a defibrillator would be a good asset to have at the Visitors Information Centre. A letter will be written to the Heart and Stroke requesting the defibrillator and training and thanking them for providing this valuable service.

## **7. RFP – Fire Services**

The Committee was advised that the RFP for the evaluation of fire services has been signed and the consultant will be on the Island at 10:00 AM on July 6 and July 7, 2017. They have asked that for meetings to be arranged with the CAO and Fire Coordinator; Mayor and Council; and the Firefighters. The Fire Coordinator and CAO will schedule these meetings.

## **8. Fire Chiefs Meeting**

The Fire Coordinator updated the Committee on a meeting that was held with the Fire Chiefs and the Report from the meeting is attached for Council's information.

## **9. EAP**

The Fire Commissioners Office advises that they do not have an EAP program for fire fighters and the Committee will further explore the one being considered by TRIO.

## **10. Emergency Management Plan**

An annual review of the Emergency Management Plan is required and was presented to the Committee who agreed to review and bring suggested upgrades to the next meeting. It was also noted that the Plan has not been exercised and an exercise should be developed and held.

## **11. Guide to Privacy**

The Department of Justice and Public Safety have produced a Guide to Privacy in an Emergency which sets out the requirements for Using and Disclosing Information in an Emergency. The Document will be distributed to the Fire Departments and is available in the Council Chamber for review.

2017-143

McGrath/Shea

Resolved that the Fire Services and Public Safety Committee report be accepted.  
Resolution Carried. In favour 7. Against 0.

## **6.5 Public Works Committee**

The Public Works Committee report was presented by Councillor Combden:

A meeting of the Public Works Committee was held in the Council Chambers at 9:00 AM on June 15, 2017. The meeting was chaired by Councilor Edward Combden and others in attendance were Deputy Mayor Wayne Collins, Councilor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

### **1. Invoices from R & K Construction**

The manager presented 2 invoices from R & K Construction that were not paid. The invoices were for the installation of drainage system on Harbour Drive, Seldom and Garrison Road, Fogo. The manager explained that the work has been satisfactorily completed and are in order and the Committee refers the invoices to Finance Committee

### **2. Inspection of Lift Stations**

The Manager presented the inspection report from Xylem. The committee reviewed the report and commented on the lack of preventative maintenance on the lift stations and asked if the Town employees could do some of the repair work that was in the report. The Manager explained that they could do the work but due to the current work load and the lack of manpower this would take some time. The Manager requested that the Town hire a worker for a short period of time to help with some of the upcoming work. The report also indicated that a lot of our lift stations were very dirty and needed to be cleaned out. The manager explained to the committee that we cannot complete this work and we would need a vac truck. Mr. Turner informed the committee that the last time we had the vac truck out on the island we asked the residents if anyone would require



the vac truck service and they would share the cost. There was also a quote for a new panel for the lift station in Little Harbour. The manager recommended that a new panel be ordered for Little Harbour.

**2017-144**

**Combden/Walbourne**

Resolved that the Town hire a part time worker to help with the current workload of the Public Works Department.

Resolution Carried. In favour 7. Against 0.

**2017-145**

**Combden/Walbourne**

Resolved that the Town purchase a new panel for Little Harbour lift station.

Resolution Carried. In favour 7. Against 0.

### **3. Inventory list for Town Supplies**

During the recent water main leak in Tilting the Town did not have the required material to fix the water main.

Mr. Turner requested an inventory of material that the Town currently have in stock and also a list of material that would be required to have in stock. The manager submitted a list and recommended that they purchase the material so in the event that this happens again the Town will have the necessary supplies to fix the problem. The quote for the materials was referred to the Finance Committee; the approximate cost will be \$10,000

### **4. Spring Clean-up**

The manager informed the committee that spring clean-up was behind schedule due to the fact that there were a lot of items in certain areas and that this year Central Waste Management did not open on Monday's. In addition, in previous years there were more employees to help with the clean-up.

It was also noted that a few complaints were received about the garbage along the sides of the road but many residents did not follow the Town's request to only put out clean-up items the Sunday prior to week scheduled for their community.

### **5. Expression of Interest for snow clearing**

During the last council meeting no decision was made on regard to the expression of interest for snow clearing all the town roads. The council felt that there wasn't enough information to make the decision. The Manager suggested that they only sub out the areas that the Town employees have problem plowing. The committee would like a price on the Town's expenses for snow clearing.

### **6. Legislation for removal of car wrecks:**

The CAO submitted several emails with regard to legislation for the removal of the car wrecks and informed the committee that the Town should follow the Legislation. The committee requested that the Manager make a list of the car wrecks and where they are located on the island. They also recommended that the Town call a Tender for the removal of all the car wrecks.

**2017-146**

**Combden/Walbourne**

Resolved that the Town issue a tender for the removal of all the car wrecks.

Resolution Carried. In favour 7. Against 0.

## 7. Approval of funding - Penton's Brook:

The letter from Government informing Council that they were approved for funding for the Penton's Brook rain storm repair was submitted. Mr. Frank Matchim, Department of Municipal Affairs, was in the process of analyzing the submitted cost; final approved amount was \$119,194.36.

## 8. Approval - Reallocate funds

The letters from the Department of Municipal Affairs with the approval to reallocate \$93,993 from the Sandy Cove Sewer Project to the Barr'd Islands Water Services project, was reviewed.

It was noted that Government would not permit the Town to use the surplus funds from the project for individual service lines in Sandy Cove.

2017-147

## Combden/Walbourne

Resolved that the Town accept the reallocation of funding from the Sandy Cove Sewer Cove Project to the Barr'd Islands Water Project. The maximum Provincial contribution totals \$80,916. Resolution Carried. In favour 7. Against 0.

### 9. Ethridge's Point Water line:

The Manager informed the committee that he has requested a price quote for the installation of a 2" water line for Ethridge's Point. A request was made for an additional curb stop to be installed in the parking lot for campers. The Manager sent out an addendum to include the extra curb stop.

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the meeting at 8:48 P.M.

Two quotes were received - King's Construction \$20,113.50 HST Included  
- R & K Construction \$29,900.00 HST included

A letter was read to Councillors from the JBS Festival and Recreation Committees outlining the activities at the Ethridge's Point Park and their concerns with the low water pressure and water supply to the Park.

2017-148

## Walbourne/Collins

Resolved that King's Construction be awarded the tender for the installation of the water line service to Ethridge's Point in the amount of \$20,113.50, HST Included  
Resolution Carried. In favour 6. Against 0.

- ❖ Councillor Rowe rejoined the meeting at 9:04 P.M.

### 10. Cube Van:

The Manager informed the committee that the Town has sent out 2 Tenders in regard to the cube van but we have not received any bids to date. Mr. Turner informed the committee that he could contact Municipal Affairs and asked for permission to sole source the cube van. It was decided that the Town would wait until the 2018's are available, to make the purchase.

## 11. Other

Committee members were concerned about the reinstating of the pavement in certain areas around the island (Penton's Brook, areas in Fogo and residents who tie into the Town's services). The Manager informed them that these areas would be completed when the pavement was



installed in Little Harbour. Mr. Turner will contact Department of Transportation and Work in regards to the priority status for the asphalt truck on the ferry.  
Council will look into a policy for asphalt deposit fee for w/s connections.

The Committee asked about the upgrade to Cemetery Road in Fogo. This is the entrance to Waterman's Brook trail. The manager will have a look at the road.

The Committee reviewed a permit for a service hook up for 10A Penton's Road. The residents would like to tie into the water and sewer service for 12 Penton's Road, but this may cause an issue in the future. The recommendation is to tie into the main line but this will involve cutting the Town's pavement in the area.

The committee recommended that they tie into the main line, however since then the property owner has an alternate option to hook into the w/s system without cutting the pavement.

The Committee requested that Council determine the feasibility of adding a RV dumping station in JBA. The Manager informed the Committee that they would have to look into the regulations for a dumping station.

The Committee was informed that a letter was written to the chair of the Island Harbour slipway committee and the CAO will contact Harbour Authority about possible funding for the slipway.

## **12. Wells for Potable Drinking Water Units**

Permission was requested to proceed with drilling of the well in Island Harbour when the contractor is on Fogo Island in two weeks, this will reduce the cost of mobilization and demobilization for the Town.

The Town is still waiting for the Department of Transportation and Works to reduce the speed limit near Stag Harbour, before the Town is permitted to construct the exit for the site. Staff is hoping that this issue will be resolved soon.

**2017-149**

**Combden/Collins**

Resolved that Public Works Committee report be accepted.

Resolution Carried. In favour 7. Against 0.

## **6.6 Policy and Human Resources**

The Policy and Human Resources Committee report was presented by Jake Turner, CAO:

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 1:30 PM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

### **1. Elections**

#### **Election Overview**

- An overview of dates and procedures for the 2017 Election was provided to committee members.
- It was suggested that a session be held for interested individuals.

#### **Date for Nominations**

It was noted that if an individual is not available on the day of nominations, a nomination form for Candidates unable to be present on nomination day is used.

2017-150

Combden/Rowe

Resolved that that the period for nominations be held on one day; September 5, 2017 from 8:00 AM – 8:00PM.

Resolution Carried. In favour 7. Against 0.

Appointment of Alternate Returning Officer

2017-151

Collins/Walbourne

Resolved that that Daphne Coles be appointed as Alternate Returning Officer.

Resolution Carried. In favour 7. Against 0.

Election Day, Advanced Poll, Number of Polling Stations

- The date of the election is September 26
- An advanced poll will be held on Saturday, September 23, 2017 at the Town Office
- One polling station will be in each community, excluding the Fogo Island Central. Residents from Fogo Island Central will be required to vote in the Community of Fogo.

Number of Councillor Seats

The idea of having seven (7) Council seats versus the current nine (9) will be placed on the Regular Meeting Agenda for discussion.

2017-152

Rowe/Walbourne

Resolved that that the number of Council seats be reduced to 7.

Resolution Not Carried. In favour 3. Against 4 (Deputy Mayor Collins and Councillors Bixby, Combden and McGrath).

**2. This & That Store – Request permission to use Town Logo**

- The Committee members reviewed the draft Resolution for Use of the Town Logo.
- The Tourism Director will be requested to review the regulation

2017-153

Collins/Combden

Resolved that Policy and Human Resources report be accepted.

Resolution Carried. In favour 7. Against 0.

**6.7 Finance**

The Finance Committee report was presented by Deputy Mayor Collins:

A meeting of the Finance Committee was held in the Council Chambers at 9:35 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councillor Edmund Walbourne, Jake Turner, CAO and Amanda McGrath, Town Clerk/Treasurer.

The Following was discussed:

**1. Delegation – Mr. William Hart**

Mr. Hart discussed the increase in Property Taxes on his property 11 Foxes Cove Road, from \$26 last year to \$100 in 2017. Mr. Hart also cited that there is no cost to the Town and there are no services associated with this property or other properties with small structures or vacant land and wished Council to reconsider the minimum tax on those properties.



Committee members communicated to Mr. Hart, that the Town is no longer permitted under the Municipalities Act to pool properties, for more than one parcel of land; each parcel of land must be taxed separately. Due to this requirement Council would have to tax those properties the current minimum property tax of \$310. However, Council opted to introduce a vacant land property tax and a small structure property tax under the act that would allow for reduced minimum taxes on those properties.

In addition, Committee members informed Mr. Hart that there is a fee payable to the Municipal Assessment Agency for each parcel of land assessed. Furthermore, it was noted that property taxes are not service fees.

Mr. Hart also wished to bring to the Town's attention that during spring clean-up tires were not picked up and that Government indicated to him that the Town should have taken them.

Committee members stated that the Town had implemented its own regulation for spring clean-up and that notices had been sent out stating what items that would not be collected; tires were included in this list.

Committee members discussed the vacant land and small structure property tax; more information will be brought to the next meeting.

## **2. Business Arising**

### **Business Tax Classification - 46 Main Street, Fogo**

The CAO is in the process of writing a letter to the business owner.

### **Deep Bay Community Hall**

Jake Turner, CAO had spoken to Reverent Abbott with regard to the use of alcohol in the building; Reverent Abbott will address this issue with the Anglican Dioceses.

### **Small Claims Court**

Amanda McGrath, Town Clerk/Treasurer gave an overview of the court proceedings on June 30, 2017. The Town was instructed by the judge to retain a lawyer and the next hearing will be held on July 26, 2017 at 9:30 AM.

### **2015 Audit**

As per Councils request, the CAO spoke with Tom Boone, Grant Thornton about reducing the amount of the invoice. Mr. Boone had agreed to reduce the invoice by \$1,200 plus HST. The Town has still not received the audit or the working papers to complete the 2016 Audit.

## **3. New Business / Correspondence**

### **Financial Report**

The Committee members reviewed the financial report as submitted by the Town Clerk/Treasurer. The total received for the Thanksgiving Rain Storm was \$119,194.36.

### **2017-154**

#### **Collins/Walbourne**

Resolved that financial report for May 2017 be adopted by Council, as presented.  
Resolution Carried. In favour 7. Against 0.

### **Variance Report**

A review was completed of a variance report, Committee members were in agreement that this report be submitted quarterly to Council.

### Invoices for Payment and Quotes

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the meeting at 9:55 P.M.

#### **2017-155**

##### **Collins/Walbourne**

Resolved that invoice number 4049 totaling \$14,662.50 for the installation of a drainage system on Harbour Drive and invoice number 4050, totaling \$21,850 for the installation of a drainage system on Garrison Road, from R & K Construction be paid.

Resolution Carried. In favour 6. Against 0.

#### **2017-156**

##### **Collins/McGrath**

Resolved that quote received from R & K Construction to replace the cement entrance at the Stadium, with 6" thick 30 mpa concrete and rebar at a total cost of \$5000 plus HST, be approved.

Resolution Carried. In favour 6. Against 0.

- ❖ Councillor Rowe rejoined the meeting at 9:57 PM

#### **2017-157**

##### **Collins/Walbourne**

Resolved that the invoice number J003970 totaling \$21,384.25 from Greatario for 50% of the JBA Storage Tank Repairs be paid.

Resolution Carried. In favour 7. Against 0.

#### **2017-158**

##### **Collins/McGrath**

Resolved that the quote received from Xylem to replace the panel on the Little Harbour Lift Station at a total cost of \$14,014.25 plus HST, be approved.

Resolution Carried. In favour 7. Against 0.

### Community Sustainability Partnership Accountability Measures & Exemptions

The Committee members reviewed the attached letter and the Tax Receivable Plan and Tax Receivable Summary.

#### Tax Receivable Plan

##### **2017-159**

##### **Collins/Walbourne**

Resolved that the attached Tax Receivable Plan be approved.

Resolution Carried. In favour 7. Against 0.

#### Tax Receivable Summary

##### **2017-160**

##### **Collins/Walbourne**

Resolved that the attached Tax Receivable Summary be approved.

Resolution Carried. In favour 7. Against 0.

#### 2016 Gas Tax Audit

##### **2017-161**

##### **Collins/Walbourne**

Resolved that the 2016 Gas Tax Audit as submitted by Richard Power, Chartered professional Accountant, be approved.

Resolution Carried. In favour 7. Against 0.



### Hydro Rebate's

The Committee reviewed the list of rebates the Town received; total of \$27,696.91.

### Shorefast Foundation – Business and Property Tax Exemption Request

Committee members reviewed Shorefast Foundations request for an exemption on Business and Property Tax.

The Committee members discussed the issue in detail, including the following points:

- The Town follows the Municipalities Act for the taxation of Properties and Businesses.
- Under the Municipalities Act 1999 2. (1) (c):
  - (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;
- It was noted that the Fogo Island Co-op and Shorefast Foundation are similar in nature.
- Although it is the Towns goal to increase services in the future, if this exemption was granted, the Town would have to increase taxes to residents and businesses and reduce services.

Staff was asked to contact the Municipal Assessment Agency with regard to assessment of cabins inland.

The committee is not recommending that Shorefast Foundation receive an exemption on Business and Property Tax.

### Grant Policy

A review was completed of the existing Community Grant Policy.

### **2017-162**

#### **Collins/Walbourne**

Resolved that the Town approve a \$1,000 beautification grant to the Bleak House Committee.  
Resolution Carried. In favour 7. Against 0.

### Fire Department - Audits, Bank Accounts and Financial Reports

At the Fire Service and Public Safety Committee meeting all the reports were submitted with the exception of one.

### TownSuite Quote – PO Module

#### **2017-163**

#### **Collins/Walbourne**

Resolved that the Town approve the purchase of a PO module from TownSuite at a cost of \$2,621.25 plus annual fees of \$795.  
Resolution Carried. In favour 7. Against 0.

### Ben & Marie Walbourne – Request for Water Tax Exemption

It is the requirement of the Council that if a property is serviced, whether they connect to the service they are charged a water and/or sewer tax and in addition apartments are taxed a water and/or sewer tax.

The committee is not recommending an exemption for the apartment water tax.

Request from Tourism Committee - Hiring of Maintenance Person

2017-164

Collins/Walbourne

Resolved that a Maintenance Person be hired as per the recommendation from the Tourism Committee.

Resolution Carried. In favour 7. Against 0.

2017-165

Collins/Bixby

Resolved that Finance Committee report be accepted.

Resolution Carried. In favour 7. Against 0.

**6.8 RFP Committee**

The RFP Committee report was presented by Jake Turner, CAO:

The RFP Evaluations Committee was formed by e mailing all Councillors, Manager of External Operations and the Town Clerk asking for those interested in serving on the Committee. Deputy Mayor Collins, Councillor Dwyer and Cordell Waterman agreed to assist the CAO with the evaluations.

The purpose of the Committee was to review the Request for Proposals and evaluate the responses submitted by consultants who were interested in being the Prime Consultant for design services for the Municipal Infrastructure project.

There were seven responses received from the Call for Proposals and following the evaluation process, three meetings were held, one with Municipal Affairs representatives, to reach a consensus on the rankings of the submissions. The cost associated with the responses, were submitted separately. Municipal Affairs opened the costing envelopes and applied the cost to the evaluations which accounted for 40% of the points awarded. Stantec, Fougere Menchenton, and Amec were ranked the top three proponents.

2017-166

Collins/Bixby

Resolved that that Council move forward with Stantec to reach an agreement to be the Prime Consultant for the Municipal Infrastructure Project MA 10174 and failing to enter into a contract with them to move forward with Ron Fougere and failing to enter into a contract with them move forward with AMEC.

Resolution Carried. In favour 7. Against 0.

**7. Administration:**

No report was submitted.

**8. Correspondence:**

**8.1 Brimstone Head Lions Club – Request to Extend Liquor Licence to patio**

2017-167

McGrath/Bixby

Resolved that the Town of Fogo Island has no objections to the Brimstone Head Lions Club extending their liquor licence to take in the patio.

Resolution Carried. In favour 7. Against 0.

**8.2 Clar Simmons Scholarship**

Information was provided to Councillors.



**9. New Business:**

**9.1 Meeting with Minister Eddie Joyce, Department of Municipal Affairs and Environment**

Staff will follow up with on issues addressed at the meeting.

**10. Date of Next Regular Meeting:**

July 25, 2017 at 7:00 P.M.; if there is a need for a privileged meeting it will take place at 6:30 P.M.

**11. Adjournment:**

2017 -168

Collins

Resolved that the Regular Council meeting of June 27, 2017 be adjourned at 10:40 P.M.

Amanda McGrath  
Town Clerk/Treasurer

Amanda McGrath

Andrew Shea  
Mayor

Andrew Shea