

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

**Councillors Present:**

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

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

**Staff:**

Jake Turner, Chief Administrative Officer

**Absent:**

Mayor Andrew Shea  
Amanda McGrath, Town Clerk/Treasurer

**1. Call to Order:**

Deputy Mayor Collins called the Meeting to Order at 7:45 PM

Motions brought forward for a Privileged Meeting held on July 31, 2017

- i. Appointment of Town Clerk (Acting)  
**2017-169**  
**McGrath/Bixby**  
Resolved that Jake Turner be appointed to the Town Clerk position, acting.  
Resolution Carried. In favour 8. Against 0.
- ii. Employee Appraisal  
**2017-170**  
**Rowe/McGrath**  
Resolved that the salary of the Water Sewer Maintenance Worker be increased to \$25.00 per hour.  
Resolution Carried. In favour 8. Against 0
- iii. Bleak House Roof Repair  
**2017-171**  
**Dwyer/Walbourne**  
Resolved acceptance of the quote from Al Spec Roofing to repair the roof of the Bleak House Museum at a cost of \$9,800 plus HST for installation of new E.P.D.M. rubber roofing or a maximum of \$16,800 plus HST should roof replacement be required after inspection.  
Resolution Carried. In favour 8. Against 0
- iv. Transfer of Funds to EDP Partnership  
**2017-172**  
**Rowe/McGrath**  
Resolved that the balance of the funds that is being held by Council be transferred to the Economic Development Partnership.  
Resolution Carried. In favour 8. Against 0

**2. Adoption of Agenda:**

**2017-173**  
**Lynch/McGrath**

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

**3. Adoption of Minutes:**

2017-174

Walbourne/Bixby

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

Resolution Carried. In favour 8. Against 0.

**4. Business Arising:**

**4.1 Wharf Construction**

This item will be discussed under Building Policy.

**5. Committee Reports:**

**5.1 Transportation Committee**

No Report

**5.2 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 Tourism Boardroom at 10 AM, on July 18, 2017. The meeting was chaired by Councillor Bernadette Dwyer and others in attendance were Councillor Lloyd Bixby, Sharon Bailey, Acting Director and Jake Turner, CAO.

The following items were discussed:

i. **Town Logo**

The Tourism Director reviewed the draft Resolution for Use of the Town Logo as requested in Minutes of Regular Council Meeting June 27, 2017. Discussion was held regarding This & That Store requesting to use the Town Logo for promotional material.

2017-175

Dwyer/Bixby

Resolved that permission be granted to applicants to sell items with the Town Logo provided they agree to the terms stated in the Use of the Town Logo and Flag.

Resolution Carried; In Favour 8 Against 0.

ii. **Trail Project Manager/Foreperson**

The position for the Trail Project Manager/Foreperson was filled and was to commence work on July 17, 2017. The successful candidate later decided to accept another job offer from a previous employer. The committee agreed to advertise the position on the Town website until Friday, July 21<sup>st</sup>. Greenleaf Resources were scheduled to make the initial visit on July 24, 2017 but will need to be postponed to a later date.

iii. **Museum Statistics**

The Tourism Director reported on the number of visitors and the amount of donations received to date. Marconi Site 748 visitors; Lane House 417 visitors; Marine Interpretation Centre 349 visitors; Bleak House 166 visitors and Dwyer Premises 129 visitors. However, the average donation per person is the Marine Interpretation Centre (\$2.14), Brett House (\$1.91), Bleak House (\$1.41), Lane House (\$1.24), and Marconi (\$1.01).

iv. **Tools & Equipment purchased under the Fogo Island Tourism Project**

The Tourism Director reviewed the inventory count sheet of items purchased under the FIT Project. The tools and equipment purchased were stored downstairs at the Visitor Information



Centre when the project ended. Since 2015, the equipment has been used by project workers and we are currently trying to locate all the pieces. The Committee agreed that we do require a building to hold all items purchased through projects and all items should require a sign in/out sheet. The committee agreed that the Director look for a space/building near the Town Office that would be a suitable and practical location.

**v. Signage**

The Deep Bay Committee held a meeting with Mayor Shea and one of the items discussed was the community welcome sign. The committee presented three photos that they would like to see on the signage. The Director will work with the committee to determine best options for the welcome sign.

The site specific museum signs are ready to be placed at the museums. Discussions were held regarding where each sign should be placed on site.

**2017-176**

**Dwyer/Bixby**

Resolved that all existing site specific museum signs be replaced with the new signage.

Resolution Carried: In Favour 6. Against 0.

**vi. No Camping**

Concerns were raised regarding camping in areas of Town that interfered with other activities.

**2017-177**

**Dwyer/Bixby**

Resolved that the Tourism Committee would be tasked with developing a Regulation that would outline areas where camping would be permitted and areas where it would be restricted, for presentation for Council's consideration.

Resolution Carried; In Favour 6. Against 0.

**vii. Community Enhancement Employment Program**

The Town will be applying for the CEEP program. This application will be done in consultation with Tourism, Recreation and Public Works.

**viii. Young Canada Works – Extra Students**

Canadian Museums Association approved an additional four students at 75% funding to the Town of Fogo Island on July 6, 2017. The Town of Fogo Island received the increase based on the proposal submitted in January. The six students are employed through Young Canada Works, 40 hrs per week for 9 weeks.

Councillor Walbourne asked for clarification of who is responsible for the payment of CPP and EI for the Summer Student grants. The CAO advised that he will inquire and have an email sent to Councillors.

**ix. Maintenance Person**

This position was filled internally from July 10 – 15, 2017 and has since become vacant due to the employee accepting another job offer from a previous employer. The committee agreed that this position be advertised within the next few days.

**x. Tilting Come Home Year**

a. Letter received from the meeting in Tilting regarding come home year. Discussions were held around the issues addressed at this meeting. The Director recommended and the committee agreed that a temporary solution to these issues be dealt with through public works until a permanent solution can be found.

- b. Since amalgamation, the Town has been paying the electrical bill for a building in Sandy Cove. After visiting the site, it was noticed that the side door lock wasn't working. Since then a deadbolt has been installed on the steel door and staff agreed that the wooden doors should open in and be secured from the inside as soon as possible.
  - c. The Director was informed, the beach site was not originally put there for a parking lot and a chain was installed to keep traffic out with an opening to allow visitors walk in access. This was put in place as a temporary measure until a more permanent solution is found.
  - d. New toilet was purchased and public works will install.
  - e. The Regional Manager, Tilting was informed that we have no additional benches, picnic tables or garbage bins.
- xi. **Wage Subsidy**  
The Jobs NL wage subsidy was approved and the successful candidate will commence work on July 24, 2017.
- xii. **Letter from Chairperson Recreation Committee**  
The Director addressed the issues listed within the tourism department and referred the remaining to public works and recreation.

**2017-178**

**Dwyer/Bixby**

Resolved acceptance of the Tourism, Culture and Heritage Committee Report, as presented.  
Resolution Carried; In Favour 8 Against 0.

### **5.3 Recreation and Special Events Committee**

The Recreation and Special Events Report was presented by Councillor Combden.

A meeting of the Recreation and Special Events Committee was held in the Tourism Board Room on July 18<sup>th</sup>, at 1:30PM. 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:

i. **Repairs and Maintenance**

Discussion took place regarding the need to have the ceiling installed in the Zamboni room as recommended by the Fire Coordinator and as it is a requirement of the Fire Code it is recommended that the work be completed as soon as possible.

The Director noted the main entrance cement work is now completed and the contractor did a great job.

ii. **Playground Repairs and Basketball Pads**

The Director of Recreation has inspected the five playgrounds around the island and repairs are needed on all of them and a Work Order has been issued to Public Works for items that needed immediate attention. The Director advised that Public Works are advertising for a maintenance worker and recommends that the work required on the playgrounds be added to the duties of that position and the work weeks extended accordingly.

**2017-179**

**Combden/Walbourne**

Resolved that extra weeks of work would be approved to complete the necessary repairs required on the playgrounds.  
Resolution carried: In Favour 8 Against 0.



iii. **Purchase of Lawn Mower**

The Director indicated the need for a lawn mower on site so students can use it when they have available time. It is difficult to arrange and transport lawn mowers from various sites. The CAO advised that there are funds available in the budget and he will approve under Council purchasing policy and the Committee concurred.

iv. **Stadium Parking Lot**

The Director informed the committee that the stadium parking lot has never been sprayed with sealant and there is a contractor on the island and thought it might be a good time to do it. The cost is .15 per square ft. The committee discussed the issue and would like to know more about the product. The Committee requested that he Director obtain details on the product and the total cost to have sealant supplied.

The CAO advised that the sealing would cost \$3,600 and Council was not prepared to recommend this expenditure.

v. **Request for Playground Equipment – Deep Bay**

The Chairperson of the Deep Bay Community Committee contacted the Director and expressed the need for a playground and other enhancements in Deep Bay. The Director recommends that the Town complete the necessary repairs to the five existing play areas before adding others as resources are currently not available to maintain existing facilities. The Committee agreed with the Director's position but recommends this be further discussed at the next council meeting and deferred to the budget process. Council discussed the request and felt that a review of location of future playgrounds would need further discussion before any more are added.

vi. **Storage Shed, inside painting, plastering**

The Director advised the committee that there is a requirement to build a storage shed and for plastering & painting of stadium, floors, walls, bleachers and change rooms and requested permission to apply for funding under JCP , CEPP or other programs.

**2017-180**

**Combden/Walbourne**

Resolved that permission would be granted to submit the applications to the various funding programs to construct a storage shed and for plastering & painting of stadium, floors, walls, bleachers and change rooms.

Resolution carried: In Favour 6. Against 0.

vii. **Recycling Depot**

The Director advised the there is a For Sale sign on the Recycling Building in Stag Harbour and if the business is closing it would be an opportunity to explore the possibility of the Town operating the facility as the Town currently employees displaced workers that can complete this work. The Committee requested more details from such groups as Broadening Horizons or the Calypso Foundation to see how they are set up. The committee feels more residents would recycle if it were centrally located.

viii. **Revenue**

Teeny Bopper Dance: \$116.00, Canteen: \$139.25

Bingo June 27<sup>th</sup>- good attendance

Canteen @ bingo.....\$134.00

50/50.....\$131.00

4 birthday parties in June.....\$280.00

Mayor's March for Heart & Stroke.....\$537.00

ix. **Upcoming Events**

\*August 5<sup>th</sup> – Private rental – wedding

\*August 25<sup>th</sup> /26<sup>th</sup> – Fogo Island Co-op 50<sup>th</sup> Anniversary Celebrations.

It was noted that the Stadium is responsible for operating the bars at these two events and there is a concern with availability of volunteers. If anyone is interested in volunteering please contact the Recreation Department.

\*September 16<sup>th</sup> - kids show in the afternoon/adult dance at night, Performer Dave McHugh

x. **Budget for Recreation/Stadium to date –**

A copy of the Departmental Report was presented by the Director and reviewed

xi. **Annual Seniors' Party**

The Director advised that the Seniors Garden Party was held on July 11<sup>th</sup> and was a success. It was held on the back deck of the Health Care Centre this year which enabled all long term residents and their families the opportunity to participate. The party was open to all local residents as well as visitors. There was food and entertainment provided and the cost will be covered by the Town of Fogo Island.

xii. **Proposed Repairs to Stadium**

Deputy Mayor requested that the Director of Recreation would request that the proposal developed by Young's Refrigeration be reviewed as there were concerns regarding changes to refrigeration.

**2017-181**

**Combden/Lynch**

Resolved acceptance of the Recreation and Special Events Report, as presented.

Resolution Carried. In Favour 6. Against 0.

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

Councillor McGrath presented the Report of the Fire and Public Safety Report.

The meeting of the Fire Safety and Public Safety Committee was held in the Tourism Board Room at 7:00 PM on July 18, 2017. The meeting was chaired by Mayor Shea and others in attendance were Councillors Rowe, Paul Torrance, Fire Services Coordinator, and Jake Turner, CAO.

The Following Items were discussed:

❖ Councillor Lynch left the meeting.

i. **Capacity of Stadium**

The Fire Coordinator advised that the capacity of the Stadium has been completed with a seated capacity of 720, as attached. There is a section in the report which requires a further inspection prior to the event been held in August, as there was a deficiency noted. Mayor Shea advised the Committee that the Recreation Committee is recommending to Council that the deficiency be corrected before the event.

ii. **Cell Phones**

The Fire Coordinator advised the Committee that the Cell Phone of the Joe Batts Arm Fire Department needs to be replaced.



**2017-182**

**McGrath/Rowe**

Resolved that approval be given to replace the Cell Phone for the Joe Batts Arm Fire Department

Resolution Carried; In Favour 7. Against 0.

**iii. Update on Consultant for Study of Fire Services**

The Consultant that has been engaged to conduct a review of the Fire Services on the Island visited the Town on July 6 & 7<sup>th</sup>, 2017 and met with the Fire Coordinator and CAO; Council; the Fire Chiefs of each Fire Department and all Firefighters. We have been advised that they are presently preparing computerized modeling for the response times. The Committee looks forward to receiving the report.

The CAO advised that the consultants have sent a survey which is on the Town Website which seeks the opinion of the residents regarding fire services. Council stated that this survey was very important and part of the public consultation and encourages all citizens to complete it.

❖ Councillor Lynch returned to the meeting.

**iv. Review of the Municipal Emergency Management Plan**

The Committee reviewed The Municipal Management Plan as required by Provincial legislation. The Committee noted that the contact list needs to be revised and requested that Staff write all of the Agencies and businesses and ask for an updated contact list and list of available equipment.

The Committee also noted that there are a few changes required to the plan:

1. An Agency should be selected to be responsible for registration in case of evacuation.
2. The Role of the Municipal Public Works needs to be included as this Department is required to protect the water supply in case of spills and has the information on infrastructure that may be required.
3. The members of the EOC need to be identified.
4. To avoid confusion, it should be noted that the EOC is responsible for recommendation on when the Emergency Plan is activated.
5. Evacuation Centres needed to be identified
6. Spokesperson for Emergency needs to be identified.
7. Identification of On Site Commander is required.
8. There are areas where roles and responsibility needs to be clarified.

The Committee is recommending that the review continue and would be available for adoption after the new Council is elected in September as the list of Councillor may need amending.

**v. Departmental Report**

The Committee reviewed the Departmental Financial Report to the end of June and noted that after six months operation there is a small budget deficit of \$166.00.

**2017-183**

**Bixby/Rowe**

Resolved that the Fire and Public Safety Report would be accepted, as presented.

Resolution Carried. In Favour 8 Against 0.

## 5.5 Public Works Committee

The Public Works Committee report was presented by Councillor Combden:

A meeting of the Public Works Committee was held in the Tourism Board Room at 9:00 AM on July 19, 2017. The meeting was chaired by Councilor Edward Combden and others in attendance were Councilor Edmund Walbourne Cordell Waterman, Manager of External Operations and Jake Turner, CAO.

The Following items were discussed.

**i. Deep Bay Slipway:**

The Manager inform the committee that the residents of Deep Bay are requesting that 1" Teflon be placed on the concrete to prevent damage to their boat when they are launching and hauling up their boat on the slipway. The committee agreed that this should be completed and once completed they would meet with the Deep Bay committee about taking over possession of the slipway.

The committee recommends, and I move, to purchase and install the one inch sheets of Teflon on the slipway in Deep Bay at an estimated cost of \$2000 plus installation.

Questions were raised on the method of installation and safety concerns and the motion was withdrawn by the proposer and the seconder and referred back to the Committee for further study.

**ii. Cost for Tilting Water Main repair:**

The Manager submitted a cost breakdown to fix the water main in Tilting. This included wages, materials, Kings Construction rental of excavator, the trip to St. John's and the reinstatement of the pavement by TW. The total cost was \$8320.67  
Cost for Jacob's Lane Water line repair:

The Manager submitted a cost to repair the water line damage on Jacob's Lane in JBA. This included wage and the cost to rent the excavator from Kings Construction. The cost was \$1879.10. The Manager also informed them that the pavement will be an extra cost.

**iii. Island Harbour slipway update:**

A letter has been sent to the slipway committee and Mr. Turner has contacted Harbour Authority and there is no funding available from them for this project.

**iv. Tender for new dump truck:**

The Manager submitted an email from another Town with the cost of the Dump Truck that they recently purchased. The Manager informed the committee that we would be using the same spec that they used. The cost of their Dump Truck, without a wing, was in excess of \$200,000.

2017-184

Combden/Walbourne

Resolved that approval be granted to tender the purchase of a Dump Truck with plow but no Wing.

Councillor Rowe agreed to review the specifications that were developed for the Public Tender.

Resolution Carried. In Favour 8 Against 0.

❖ Councillor Rowe declared that he was in conflict and excused himself from the meeting.



v. **COR Certification for Contractors**

The CAO informed the committee that many municipalities require contractors that are engaged to work on Town projects to be COR certified. This requirement provides some assurance that the contractors will work safely and reduces liability. The CAO recommended that the Town adopt this requirement but should provide a grace period to allow all contractors on the Island to become COR certified, if they so desired.

Council requested that information on the cost of becoming COR certified be obtained and referred back to the committee.

vi. **COR Certification**

The Manager informed the Committee that the Town currently cannot do any work on the TW roadways because we are not COR certified and he explained the process that they would have to follow to be certified, which includes a week long course in September.

**2017-185**

**Combden/Walbourne**

Resolved that the COR certification process for the Town be commenced immediately.

Resolution Carried. In Favour 7. Against 0.

❖ Councillor Rowe returned to the meeting.

vii. **Review of Purchasing Procedures for Public Tendering:**

The Committee was advised by the CAO that Council's Purchasing Policy which was recently approved follows the requirements of the Public Tender Act and requires any items over \$10,000 plus HST to be subject to the Public Tenders and other items below \$10,000 require obtaining of quotes. The Committee is not prepared to change the policy at this time

viii. **Review of Policies:**

The Committee reviewed two policies as follows:

**a) Vehicle Usage** - The current policy states that Town employees can only take home vehicles when they are on call or during the winter snow clearing season. The Manager expressed his concerns about the policy and requested that the employees take home the vehicles all the times which would improve response times. The manager also stated that due to the amount of workers that the Town currently has, the off call workers may be required to help with any work that may arise. The manager is not in agreement with this policy.

**2017-186**

**Combden/Walbourne**

Resolved that the Use of Vehicle Policy be adopted, as attached.

Resolution Carried. In Favour 8 Against 0.

**b) Building Permits** - The CAO reviewed the policy with the committee and also about the infilling of the shoreline with the construction of new stages. There was also a discussion on the use of cribs or rock for the access to the stages.

**2017-187**

**Combden/Walbourne**

Resolved that the Building Permit Application Policy be adopted, as attached after the removal of 1 (b) of the regulation. Resolution Carried. In Favour 8 Against 0.

**ix. GMF (Green Municipal Fund)**

The CAO explained to the committee that low interest funds and grants are available through a GMF which is administered by the FCM. The process involves submitting an application to determine if our proposed project to upgrade our water systems would qualify. If it did than grants could be applied for to study the Town water systems and finally loan and grants may be available to upgrade the water systems.

**2017-188**

**Combden/Lynch**

Resolved that application be made to the Green Municipal Fund .

Resolution Carried: In Favour 8 Against 0.

**x. Inventory of new pump for Seldom:**

The Manager informed the committee that there currently there is a pump that is unserviceable in the pump house in Seldom and due to the high demand of water in the community in the summer months and the residents may experience low water pressure during this time. There have been a quote for a new pump but the pump has to come from Oakland and will be 2 weeks away. The Town is in the process of getting the new pump but the Manager requested that they purchase an extra pump to have in inventory.

**2017-189**

**Combden/Lynch**

Resolved that approval be granted to purchase an additional pump for inventory at an approximate cost of \$7,000.

Resolution Carried: In Favour 8 Against 0.

**xi. Department Report:**

The Manager submitted the financial report and was reviewed by the Committee. It was noted that repairs to water and sewer is higher this year than anticipated and contracting of snowclearing during this winter's massive snowstorm cost nearly \$24,000.

**xii. Snow Clearing comparison:**

The Manager submitted a report on the snow clearing cost for the 2012 - 2016 snow clearing season, as attached. It was noted that due to the difference in the cost of each year they would take an average. They also request that the Manager to do a report on which roads and areas would be subbed out for the upcoming winter months

**xiii. Canal in Fogo:**

Mr. Walbourne was concerned about the hole in the road near the canal. The Manger said that this was the property of the Department of Transportation and Work. The Manager has been in contact with them and was told that it was sent to the engineering department

**xiv. Komatsu Loader:**

The committee was wondering about the repair work on the loader. The Manager informed then that the loader was still not fixed and he didn't feel comfortable getting any mechanic to look at it and that the loader should be sent to Komatsu in St. Johns. The CAO advised that it was the intent of Council to have a local Heavy Equipment Mechanic look at the loader before it is sent to St. John's.

The committee agreed to send the loader to St. John's.

**xv. Water Quality Report:**

The Manager submitted a report, as attached, of the quality of water on the island and he discussed the results of the report with the committee. The committee requested that the report be put on the Town website and the public know how to access it on the Water



Resources Portal. The Committee noted that there are several areas where the water supply does not meet the Canada Drinking Water Guidelines.

**xvi. Funding for Capital Works Projects:**

The CAO informed the committee that the Town has received an e mail from our MHA in regards to the Funding for Capital Works Projects and advises that total approved funding is \$638,000 and the official letter of approval will follow.

**2017-190**

**Combden/Walbourne**

Resolved that the Public Works Committee be accepted, as presented.

Resolution Carried; In Favour 8 Against 0.

**5.6 Policy and Human Resources**

Councillor Lynch presented the Policy and Human Resources Committee Report.

A meeting of the Policy and Human Resources Committee was held in the Tourism Board Office at

1:30 PM. The Committee was chaired by Councillor Lynch and others in attendance were Councillor Dwyer and Jake Turner, CAO.

❖ Councillor Walbourne left the meeting.

The Committee reviewed the following policies:

**2017-191**

**Lynch/Dwyer**

Resolved that the Employee Code of Conduct Policy, be adopted, as attached.

Resolution Carried; In Favour 7 Against 0.

**2017-192**

**Lynch/Dwyer**

Resolved that the Council Code of Conduct Policy, be adopted, as attached.

Resolution Carried; In Favour 7 Against 0.

**2017-193**

**Lynch/Dwyer**

Resolved that the Employee Hiring Policy, be adopted, as attached.

Resolution Carried; In Favour 7 Against 0.

**2017-194**

**Lynch/Dwyer**

Resolved that the Privacy Policy be adopted, as attached.

Resolution Carried; In Favour 7 Against 0.

**2017-195**

**Lynch/Dwyer**

Resolved that the Communications Policy be adopted, as attached.

Resolution Carried; In Favour 7 Against 0.

**2017-196**

**Lynch/Dwyer**

Resolved that the Policy and Human Resources Report be adopted, as presented.

Resolution Carried; In Favour 7 Against 0.

❖ Councillor Walbourne returned to the meeting.

## **5.7 Finance**

Deputy Mayor Collins vacated the Chair and presented the Finance Committee Report.

A 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 Bernadette Dwyer, Jake Turner, CAO and Daphne Coles Administrative Assistant/Field Officer.

The following items were discussed:

**i. Financial Report**

The Committee members reviewed the Financial Reports for the six month period ending June 30, 2017, as attached. The report indicates that after six months, the Town has expended \$954,000 of its total budget of \$2,344,000 and of its six month budget of \$1,172,000 for a saving of \$218,000. It is noted that the annual budget of \$10,000 for the repairs to loaders has been exceeded by \$267 due to higher than anticipated breakdowns.

**2017-197**

**Bixby/McGrath**

Resolved that the Financial Report for June be adopted, as attached.

Resolution Carried; In Favour 8 Against 0.

**ii. Invoice for Payment**

**2017-198**

**Bixby/McGrath**

Resolved approval to pay invoice number J003876 totaling \$21,384.25 from Greatario for remaining 50% of the JBA Storage Tank Repairs.

Resolution Carried; In Favour 8 Against 0.

**iii. Transfer of Deep Bay Hall**

The Deep Bay Community Committee is requesting to purchase the building, land and contents for the amount of one dollar (\$1.00), to be exempt from any legal and/or survey cost pertaining to the property and to be exempt from paying town taxes as they are a non-profit group and many of the activities will be church related. They requested that the Town convey ownership of the pickup truck the Committee for community use as this truck was purchased solely by the residents of Deep Bay through monthly door-to-door collections. Furthermore there is a trunk that was the property of the former Local Service District Committee that contains documents pertaining to the history of the community and would like it returned to the committee.

Council has determined that the Community Hall is surplus to Town operations. The building is a financial burden to the Town and the Committee is prepared to grant the request of the Committee.

The Municipalities Act provides an exemption from property taxes for a Church and Residence of the primary priest, and Council has extended this exemption to all Church property. Since many of the proposed activities are church related, the Committee is prepared to exempt the Committee from property taxes.



**2017-199**

**Collins/Dwyer**

Resolved that approval be granted to convey the Deep Bay Community Hall, land and contents with the exception of Fire Department related items; the pickup truck and approval to grant an exemption from property taxes; and transfer the Trunk and copies of documents related to the old Council, to the Committee for the amount of \$1.00.

Resolution Carried; In Favour 8 Against 0.

**iv. Municipal Capital Works Funding**

The Committee reviewed a letter, as attached, from the Minister of Municipal which advised that Council's request to have the Municipal Infrastructure approved under the old cost shared arrangement was denied.

The Committee also reviewed an email from Municipal Affairs requesting that the Town submit a revised application based on the new 60/40 cost shared funding arrangement. The Committee was advised that the Province will increase its' share of the cost by an additional 10% for regional projects and the Committee requested staff to seek further clarification.

An email has been received from Municipal Affairs confirming that the Municipal Infrastructure project will be at 70/30 cost sharing arrangement.

Municipal Funding - The Committee reviewed the funding approved. The Town received Capital Funding for this year in the amount of \$638,000.00.

**v. Changes to Assessment Roll**

A Memo, as attached, from the Municipal Assessment Agency was reviewed, which advised of changes being made to the assessment roll. The Assessment roll will no longer contain the foot frontage, acreage or separate value of land. A response to a survey was sent to MAA regarding the Town's objection to these changes.

**vi. Request for Interest Write-Off**

Committee members reviewed a letter from the new owners of 54B Southside Road in Joe Batt's Arm requesting to waive the outstanding interest owed on the account. They have paid off the principal balance.

The committee is not prepared to recommend an exemption for the outstanding interest owed on the account, as it is against Council Policy.

**vii. Policies and Procedures**

The Committee reviewed the following policies:

- 4.7.1.1.1 Signing of Financial and Legal Documents
- 4.7.1.1.2 Budget Preparation
- 4.7.1.1.3 Payment of Invoices
- 4.7.1.1.4 Financial Reporting
- 4.7.1.1.5 Travel and Expenses

The Committee agreed that these policies are acceptable and will meet the needs of the Town. The Committee recommended minor changes to the Financial Reporting policy and asked that the changes be made before the Regular Council Meeting.

The Committee requested information on Travel Rates of other Towns and deferred the Travel Policy to the next Finance Meeting.

The Committee reviewed the following policies and is recommending approval with minor changes to be made to 4.7.4 Financial Reporting. The Committee requested that information on the travel rates of other Towns would be obtained and reviewed and 4.7.5 Travel and Expenses was deferred to the next Finance Meeting.

2017-200

Collins/Dwyer

Resolved that the following policies be adopted, as presented.

4.7.1.1.1 Signing of Financial and Legal Documents

4.7.1.1.2 Budget Preparation

4.7.1.1.3 Payment of Invoices

4.7.1.1.4 Financial Reporting

Resolution Carried; In Favour 8 Against 0.

2017-201

Collins/Dwyer

Resolved adoption of the Finance Committee Report, as presented.

Resolution Carried; In Favour 8 Against 0.

## **6. Correspondence:**

### **7.1 Anonymous Letter – Stag Harbour Water**

The CAO advised that a letter was received from a resident which stated that a protest would be organized in protest for lack of water in Stag Harbour. Council advised that it is policy that since a response cannot be sent, anonymous letter aren't discussed. Council encourages all resident to sign correspondence as it would like to deal with all concerns.

## **7. New Business:**

### **7.1 Vanessa's Take Out – Application to Sell Propane**

A Development Application has been received from Vanessa's Take to sell propane. The business is located in the Community Development Area and this use is permitted at the discretion of Council and was required to be advertised under the Development Regulations. No objections were received from that advertising and it is recommended that approval be granted.

2017-202

Bixby/Lynch

Resolved that the application for Vanessa's Take Out to sell propane from its' premises be approved.

Resolution Carried; In Favour 8 Against 0.

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

August 29, 2017 at 7:00 PM.


## **9. Adjournment:**

2017-203

McGrath

Resolved the meeting adjourned at 9:55 PM

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:**

Deputy Mayor Wayne Collins  
Councillor Edward Combden  
Councillor Leonard McGrath  
Councillor Edmund Walbourne

Councillor Lloyd Bixby  
Councillor Bernadette Dwyer  
Councillor Samuel Rowe

**Staff:**

Jake Turner, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

**Absent:**

Mayor Andrew Shea

Councillor Maureen Lynch

**1. Call to Order:**

Deputy Mayor Collins called the Meeting to Order at 6:59 PM

**2. Adoption of Agenda:**

2017-204

McGrath/Walbourne

Resolved that the agenda be adopted, with the following addition: Quote for supply of road materials.

Resolution Carried. In favour 7. Against 0.

**3. Adoption of Minutes:**

2017-205

Dwyer/Combden

Resolved that the minutes of July 31, 2017 be adopted as presented.

Resolution Carried. In favour 7. Against 0.

**4. Business Arising:**

**4.1 Hiring**

The Seasonal Maintenance Positions have been filled and three individuals have been hired for the Trail Project.

The Maintenance Worker, Public Works position has not been filled yet.

It was noted that as per the hiring policy as adopted on July 31, 2017; Hiring Committees shall be established as follows:

- For Non-supervisory professional, technical and clerical staff:
  - o Supervisor of the hiring department
  - o The Chief Administrative Officer, or designate.
  - o A Supervisor from a department other than the one hiring
- For Department Head positions other than the CAO
  - o Mayor (or Designate)
  - o Chair of the Committee to which the new hire will report
  - o Chair of the Human Resources Committee
  - o Chief Administrative Officer

- For the Chief Administrative Officer
  - o Mayor
  - o Deputy Mayor
  - o Chair of Human Resources Committee
  - o Independent Consultant, if desired
  - o Outgoing Chief Administrative Officer, if appropriate.

#### **4.2 Permit Policy**

Council members discussed and asked questions regarding the permit policy, land disputes, distance requirements for buildings and crown land reserves along the shoreline.

### **5. Committee Reports:**

#### **5.1 Transportation Committee**

No Report.

Glenn Tremblette, Marine Services Manager - Marine Transportation Services and Jody Fancey, Senior Advisor, Strategic Stakeholder Relations were planning to meet with the Transportation Committees on Fogo Island and Change Islands last week, however the meeting has been postponed until another time.

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

No Meeting was held with the committee members.

The monthly report from Sharon Bailey, Director of Tourism, Culture and Heritage (Acting) was read by Jake Turner, CAO:

A meeting of the Tourism Committee was scheduled in the Council Chambers at 10 AM, on August 15, 2017. Councillor Dwyer and Councillor Bixby were not available to attend, the meeting was cancelled.

The following items need to be addressed:

##### **5.2.1 Letter received from resident regarding Camping on Sandy Cove Beach dated August 8, 2017**

The decision to place the “no overnight camping” sign at the fenced in area at Sandy Cove was made by the Director of Tourism in consultation with the Manager of External Operations. This decision was made because the fenced beach site was not set up as a campsite. The services at the site (power, sanitation) are not sufficient to sustain overnight camping on an ongoing basis. Allowing campers to stay on a case by case basis poses an issue as it sets a precedent for future campers to expect to be accommodated.

At the regular council meeting on July 31, 2017 the Tourism Committee was to be tasked with developing a Regulation that would outline where camping would be permitted and areas where it would be restricted, for presentation for Council consideration.

It is recommended to the tourism committee, that no overnight camping signage be placed at trails, museum properties, visitor Information parking lot, viewing areas, sandy cove beach and Stag Harbour pond. Councillors suggested adding Gull Pond area.

Campers who choose to ignore the posted signage, or choose to stealth camp at those sites do so with the risk of being forced to leave the area.



Council agreed that a policy or by-law needs to be adopted; staff will be asked to start developing the policy.

It was agreed that the no camping sign at Sandy Cove will be removed until a policy is adopted.

#### **5.2.2. Registered Heritage Structure Restoration Grant – Application for Building Assessment**

The Heritage Foundation of NL is currently offering a grant of up to \$2000 toward 75% of hiring a Heritage Building Assessor to owners of Registered Heritage Structures (maximum project cost of \$2,666). The owner is required to cover 25% of the costs. Grants will be paid upon receipt by HFNL of the assessment as well as paid invoices for the assessor's fees and expenses. Due to the issues such as mold and roofs leaking, the professional assessor can help identify restoration priorities and an appropriate scope of work for our Registered Heritage Structures.

The repairs and maintenance budget will allow for this expenditure.

**2017-206**

**Dwyer/Walbourne**

Resolved that the Town of Fogo Island apply for a Registered Heritage Structure Restoration Grant for Building Assessment through the Heritage Foundation of Newfoundland and Labrador. Resolution Carried. In favour 7. Against 0.

### **5.3 Recreation and Special Events Committee**

The Recreation and Special Events Report was presented by Councillor Combden.

A meeting of the Recreation and Special Events Committee was held in the Council Chambers on August 23, 2017 at 9:30 AM. The meeting was chaired by Mayor Shea and others in attendance were Councilor Combden and Colette Wells-Coish, Manager of Recreation and Leisure Services.

The following items were discussed:

#### **5.3.1 Business Arising from Minutes**

The Recycling Depot is for sale but includes the business and the building. The committee felt they should pass this information onto council for further discussion.

The rental of the stadium for Chase the Ace was per night. The committee would like this to be made clear to the public.

#### **5.3.2 Summer Activities**

There was an update on summer programs and activities. The three students are now finished. The Food and Fun Camp and Summer Fun Program were well attended. The soccer program offered two sessions per week.

#### **5.3.3 Repairs and Maintenance**

There has still been no funding approved through government for improvements to the refrigeration system as previously discussed. We will try to meet with MHA Derrek Bragg and stress the time remaining before the next season starts. The Director does not want to see any delay with the startup time since this season is relatively short. Easter Sunday is April 01, 2018. It is recommended that if the repairs are delayed due to funding we proceed with installing the temperature controls on the compressors as discussed before.

#### **5.3.4 Special Events**

- August 05, private wedding- Stadium did bar – went well
- August 25th and 26th – Fogo Island Co-op 50th Anniversary Celebrations (Stadium doing bar)

- o September 16th - Town Parade, lunch, kids show in the afternoon, local entertainment/adult dance at night, Performer Dave McHugh
- o Montreal Canadians Alumni Hockey Team - March 17th 2018. The Director of Recreation and the Acting Director of Tourism have met with the men's team and secured commitment from them to raise the \$20,000.00 + H.S.T and accommodations for this event. This will come at no additional cost to the town. There is a contract that has to be signed by the town securing this event.

The committee made a motion after discussing the game to fully support this event. They also agree with the town paying the required \$6,000.00 deposit as indicated in the contract. This should be looked at as an opportunity of a lifetime for everyone. There will be a lot of planning but with the support and help from everyone we will make this happen.

## **2017-207**

### **Rowe/McGrath**

Resolved that the Town of Fogo Island enter into an agreement with the Montreal Canadians Alumni Hockey Team to host a hockey game at the Iceberg Arena on March 17, 2018. Be it further resolved that the Town enter into an agreement with the Men's Hockey Team, for them to accept the responsibility for the requirements under the Montreal Canadians Alumni Hockey agreement and that any profits from this event will be used to upgrade the Stadium equipment and that any shortfall from the event will be the sole responsibility of the Men's Hockey Team Resolution Carried. In favour 7. Against 0.

### **5.3.5 Projects**

The CEEP Project has been applied for under the Town.

### **5.3.6 Other**

Salaries and wages of staff is a concern.

The committee recommends there be a salary review done and a scale put in place based on years of experience and education.

### **5.3.7 A gym for Fogo Island**

The Shorefast Foundation has a large amount of equipment, enough to equip a fully functional gym. The idea is to have an instructor and specific times of operation. This has been discussed briefly with the Economic Development Officer.

The possibility of using an existing town building was discussed, along with the opportunity for residents and visitors.

## **2017-208**

### **Combden/McGrath**

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

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

No Report.

## **5.5 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 on August 17, 2017 at 9:45 AM. The meeting was chaired by Councilor Edward Combden and others in attendance were Councilor Edmund Walbourne, Deputy Mayor Wayne Collins, Jake Turner CAO



Cordell Waterman, Manager of External Operations

The following items were discussed:

#### **5.5.1 Tender**

The Tender for the new dump truck was sent out and closing date was August 28, 2017, however addendums have to be made to the tender.

#### **5.5.2 Deep Bay Slipway**

The residents of Deep Bay requested that Teflon strips be placed on the slipways to prevent damage when they are hauling up and launching their boats.

It was explained that the strips would be anchor bolted and the nut would be countersunk into the Teflon. The committee was concerned about the safety of the Teflon strips on the slipway and would address the Deep Bay committee with their concerns.

**2017-209**

**Combden/Walbourne**

Resolved that Teflon be placed on the slipway in Deep Bay.

Resolution Carried. In favour 7. Against 0.

#### **5.5.3 Island Harbour – Slipway**

A private individual has offered land for a slipway in Island Harbour. Council suggested that the land should be transferred to the Island Harbour Slipway Committee.

#### **5.5.4 Snow Clearing Contract**

The list of roads that has been identified to be contracted out for snowclearing, include:

Seldom:

Anthony's Lane, Bullies Cove Road (up to the pump house), Fire Hall Road, Green's Lane, Harbour Drive, Rowe's Lane, Valley Road, Wild Cove Road, Fire Hall parking lot, booster station parking lot and Lane leading to 23 Main Street.

Little Seldom

Penny's Lane

Stag Harbour

Collins Road, Upper VIC parking lot (when requested by Town) and Fire Hall parking lot.

Fogo Island Central

Stadium parking lot and Town Office parking Lot.

Tilting

Post Office Lane, Foley's Lane, Hall road and the Lane leading to 149A Main Street.

**2017-210**

**Combden/Walbourne**

Resolved that separate tenders for Snowclearing be issued for the following roads:

Seldom: Anthony's Lane, Bullies Cove Road (up to the pump house), Fire Hall Road, Green's Lane, Harbour Drive, Rowe's Lane, Valley Road, Wild Cove Road, Fire Hall parking lot, booster station parking lot and Lane leading to 23 Main Street.

Little Seldom: Penny's Lane

Stag Harbour: Collins Road, Upper VIC parking lot (when requested by Town) and Fire Hall parking lot.

Fogo Island Central: Stadium parking lot and Town Office parking Lot.

Tilting: Post Office Lane, Foley's Lane, Hall road and the Lane leading to 149A Main Street. Resolution Carried. In favour 7. Against 0.

#### **5.5.5 Guard rail for Penton's Brook**

The Town has received several emails with regards to the placement of a guard rail by Penton's Brook.

The committee discussed this area and other areas that may require guard rail. Staff was requested to contact the Department of Transportation and Works for the regulations and the guidelines on the placements of guard rails. In addition, contact will be made with Jim Harty about the other areas that the Town would require to have a guard rail.

#### **5.5.6 PDWU Systems**

The Town recently drilled 2 wells, but the wells did not have the required yield for the systems.

The next option for Island Harbour is to have the system placed at Harrick's Pond; however there are concerns that the water level is not sufficient. There is also the possibility of using a well in Deep Bay, this was discussed before and council had rejected the option.

The next option for Stag Harbour is to have the system placed at Stag Harbour Pond or put the unit at the end of the water line in Seldom. If the system was placed at Stag Harbour Pond, then the pond would no longer be able to be used as a swimming area.

The committee suggested having another look at the well in Deep Bay and contacting the owner of the land and obtaining a selling price and the lot size before they did any testing of the well.

The committee would also like to contact the residents of Stag Harbour and also the residents of the island to inform them about the outcome of using the pond and to also get their input on the location for the system.

Councillors discussed contacting the Department of Municipal Affairs regarding a water and sewer system for Stag Harbour and the possibility of selling the PDWU.

#### **5.5.7 Water Intake - Fogo Water Supply**

During a cleaning of the filter in the flow chamber, small fish were discovered in the filter. It was reported that after reviewing the video of the intake, there appears to be a small gap on the clamp that was installed during installation of the extension on the intake.

A diver will be contracted to have another look at the clamp and if possible replace it with a better quality clamp.

#### **5.5.8 Water hose hook up to fire hydrant**

The JBA Recreation Committee requested a garden hose hook up on the fire hydrant on Southside Road in JBA. The committee recommended that the hookup be put on the hydrant.

#### **5.5.9 Dumping station in Fogo**

The Town has received several phone calls from a resident in the area, with regard to relocating the dumping station in Fogo, as the resident is getting a strong smell of sewer when the dumping station is being used. It was recommended that the dumping station be removed from the area.

The committee requested that the manager have a look at the vent to ensure that it wasn't blocked. The committee also requested Jim Harty be contacted on the height of the vent and see if there is a lock type system for the camper to connect to while they are dumping. It was also suggested that staff investigate whether the outlet is hooked into the outfall or the line.



#### **5.5.10 Cemetery Road in Fogo**

The Town has received a request to upgrade to the road leading up to the Anglican cemetery in Fogo. An agreement was in place between the Church and the former Town of Fogo for road maintenance, however to the standard that the road was supposed to be maintained is not clear.

This road was indeed in poor condition and the Town has done some repair work to the bottom section of the road, but due the steepness of the upper section the stone would just wash away during rainstorms.

#### **5.5.11 Work Plan and Routine work**

The committee was concerned about the lack of routine work that was not being completed, including the road conditions and shouldering of the Town roads. It was explained that the Department is short staffed and in addition employees were taking holidays.

The committee recommended that some of the work that needs to be completed should be contracted out. They also requested that the Manager submit a Work Plan on upcoming work.

#### **5.5.12 Komatsu Loader**

The Komatsu Loader has been sent to SMS in St. John's, to investigate the problems with the loader and complete any repairs; currently waiting on the status of the unit.

The committee requested that once the unit is fixed, a trade valve will be obtained on the unit and contact other dealers to obtain a price from them. It was explained that a new loader would have to go out on tender and the trade valve could be included in the tender.

2017-211

Combden/Dwyer

Resolved that Public Works report be accepted.

Resolution Carried. In favour 7. Against 0.

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

No report.

### **5.7 Finance**

Councilor Edmund Walbourne presented the Finance Committee Report.

A meeting of the Finance Committee was held in the Council Chambers on August 24, 2017 at 9:30 AM. The meeting was chaired by Deputy Mayor Collins and others in attendance were Councilor Edmund Walbourne and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

#### **5.7.1 Municipal Capital Works**

The Committee members were concerned with that the Town has not received official written notification for projects, which will result in delayed startup of those projects. Written confirmation has since been received.

#### **5.7.2 Financial Report**

The Committee members reviewed the Financial Reports for the seven month period ending July 31, 2017, as attached.

2017-212

## **Walbourne/McGrath**

Resolved that the Financial Report for July 2017 be adopted by Council, as presented.

Resolution Carried. In favour 7. Against 0.

### **5.7.3 Invoices for Payment**

**2017-213**

#### **Walbourne/Dwyer**

Resolved that invoice number 2006193 totaling \$11,348.20 and invoice number 2006191 totaling \$11,348.20 from Northeast Well Drilling Co. Ltd. be paid.

Resolution Carried. In favour 7. Against 0.

### **5.7.4 Municipal Capital Works Cost Sharing**

**2017-214**

#### **Walbourne/Dwyer**

Resolved that the Town proceed with obtaining bank approvals for the Municipal Complex on a 30/70 cost shared arrangement.

Resolution Carried. In favour 7. Against 0.

### **5.7.5 Gas Tax**

The Town received approval for its Capital investment Plan for paving of Little Harbour Road.

Tenders for the paving of Little Harbour Road closed August 23, 2017 at 2:00 PM, two tenders were received:

- o Exploits Valley Paving \$416,465.60 HST included
- o Nortech Construction Company Ltd. \$375,936.38 HST Included

The letter from Jim Harty, Harty Engineering Consultants Limited recommending the Town award the tender to Nortech Construction Company Ltd. was reviewed.

**2017-215**

#### **Walbourne/Dwyer**

Resolved that Nortech Construction Company Ltd. be awarded the tender for Paving of Little Harbour Road in the amount of \$375,936.38.

Resolution Carried. In favour 7. Against 0

Staff was asked to contact the Department of Municipal Affairs and Environment to request the overrun for the project in the amount of \$34,983.98.

### **5.7.6 Travel and Expense Policy**

**2017-216**

#### **Walbourne/Combden**

Resolved that the Travel and Expense Policy be approved as presented, with the following change: Incidentals - \$20 per day.

Resolution Carried. In favour 7. Against 0.

### **5.7.7 Taxes and Fees**

- ❖ Councillor McGrath declared himself in conflict of interest and was excused from the meeting.

**2017-217**

#### **Walbourne/Combden**



Resolved that the following accounts receive a remission/exemption of taxes as per Section 111 of the Municipalities Act, 1999: BROWS004 for 2011 Garbage Fee plus interest totaling \$602.77 and MCGRA001 for a 2016 Animal Fine totaling \$50.00  
Resolution Carried. In favour 6. Against 0.

❖ Councillor McGrath rejoined the meeting.

#### **5.7.8 2016 Audit**

The Town received their draft audit today; staff will review the audit prior to adoption at a later date.

### **6. Administration**

#### **6.1 Fogo Island Partridgeberry Harvest Festival - Charitable Donation**

Councillors were in agreement that the Town would accept a taxable charitable donation on behalf of the Fogo Island Partridgeberry Harvest Festival.

#### **6.2 Bleak House Roof Repair Update**

The roof repair work was completed last week and no leaks were detected after the heavy rainfall last weekend.

#### **6.3 Old RCMP House Conveyance**

2017-218

Dwyer/Combden

Resolved that Council accept the terms of agreement as outlined in the draft Instrument of Grant document, for the Old RCMP House

Resolution Carried. In favour 7. Against 0.

### **7. Correspondence:**

#### **7.1 Response Letter - Minister John Haggie, Minister of Health and Community Services**

Minister Haggie's letter of response regarding more long term beds at the Fogo Island Health Care Centre was addressed.

#### **7.2 Capital Works Funding Letters**

The letters from Minister Eddie Joyce, confirming the following funding was read:

- Iceberg Arena Upgrades \$209,616
- Green's Lane - Water and Sewer \$215,775
- PH System - Fogo Water Supply \$88,000
- Water Drainage - Old Hospital Site \$126,135

#### **7.3 Central Health – Community Advisory Committee Nomination**

The letter from Rosemarie Goodyear, President and Chief Executive Officer requesting nominations for municipal representation on the Committee was read. With the upcoming elections, Council felt that an individual will not be nominated until after the elections.

#### **7.4 Central Health News Release – Physician Specialists Recruitment**

Councillors address the letter from Michael Jones, Director - Health Services announcing 11 new recruited physician specialists to James Paton Memorial Regional Health Centre in Gander and Central Newfoundland Regional Health Centre in Grand Falls-Windsor.

#### **7.5 2017 CFA Conference - September 24-26, 2017 Halifax NS**

Notice of the 2017 Canadian Ferry Association annual conference was read; unfortunately it is taking place the same time at the Municipal Election.

### **8. New Business:**

### **8.1 Tender – Road Materials**

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the meeting.

Two Tenders were received for Class A, Class B and Maintenance Grade

- King's Construction
- R & K Construction

**2017-219**

**Walbourne/Bixby**

Resolved that the quote from R & K Construction Ltd for the supply of Class A and Class B granular, for pick up by the Town, and the supply of maintenance grade granular for delivery to Town sites would be accepted

Resolution Carried; In Favour 6. Against 0.

- ❖ Councillor Rowe rejoined the meeting

### **9 Date of Next Regular Meeting:**

September 21, 2017 at 7:00 PM.

### **10 Adjournment:**

**2017-220**

**McGrath**

Resolved the meeting adjourned at 9:55 PM

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:**

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

Councillor Lloyd Bixby  
Councillor Maureen Lynch  
Councillor Samuel Rowe

**Staff:**

Jake Turner, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

**Absent:**

Mayor Andrew Shea

Councillor Edward Combden

**1. Call to Order:**

Deputy Mayor Collins called the Meeting to Order at 7:00 PM

**2. Request for Leave of absence:**

Councillors reviewed the email requesting a leave of absence for Mayor Shea and were in agreement as the meeting date had been changed.

2017-221

Bixby/McGrath

Resolved that Mayor Shea be granted a leave of absence.

Resolution Carried. In favour 7. Against 0.

**3. Adoption of Agenda:**

2017-222

Lynch/Walbourne

Resolved that the agenda be adopted, with the following addition: New Building Canada Fund and Rug Hooker Guild NL

Resolution Carried. In favour 7. Against 0.

**3. Adoption of Minutes:**

2017-223

Bixby/McGrath

Resolved that the minutes of August 29, 2017 be adopted as presented.

Resolution Carried. In favour 7. Against 0.

**4. Business Arising:**

**4.1 New Building Canada Fund - Small Communities Fund**

2017-224

Dwyer/Walbourne

Resolved that the Town of Fogo Island accept funding under the New Building Canada Fund - Small Communities Fund, for Project Number 17-SCF-18-00050; Water Drainage - Old Hospital Site. Total Project cost is \$126,135; with the reduction of the GST/HST Rebate the contribution amounts will be; Federal \$38,124, Provincial - \$64,821 and Municipal \$11,439.

Resolution Carried. In favour 7. Against 0

#### **4.2 Fogo Water Supply**

Council members were updated on the status of the water supply.

Jim Harty, Harty Engineering Consulting Ltd., will have to complete an engineered design to fix the issues with the intake. Divers have been contacted and are waiting on the engineering to be completed.

#### **4.3 Maintenance Worker Position**

Interviews will be conducted tomorrow.

#### **4.3 No Overnight Camping Sign – Sandy Cove**

The sign had been taken down after the last meeting.

#### **4.3 Snow Clearing Tender**

Staff is in the process of developing the tender and will be posted soon.

### **5. 2016 Audit**

A review was conducted of the 2016 Draft Audit and accompanied letter from Richard Power, Chartered Professional Accountant

2017-225

Walbourne/Dwyer

Resolved that the Town of Fogo Island's 2016 Audit, from Richard Power, Chartered Professional Accountant be approved.

Resolution Carried. In favour 7. Against 0

### **6. Tender - 2017 Single Axle Dump Truck**

Tenders on the 2017 Single Axle Dump Truck were opened at the Town Office Council Chambers at 2:00pm on Thursday, September 7th, 2017, present were Jacob Turner, Chief Executive Officer, Cordell Waterman, Manager of External Operations and Daphne Coles, Administrative Assistant/Field Officer

2 Tenders were received.

Western Star

\$211,198.65 – HST Included

150 days – Delivery Date

Optional 5 year warranty - \$5200.00 plus HST

Included was a Letter of Acknowledgement regarding receiving and accepting Addendum 1 & 2.

Harvey & Company

\$214,046.05 – HST Included

180 days – Delivery Date

5 year warranty included in price.

Recommendation: Management prepared the tender with a requirement that delivery date would be December 1, 2017. Both companies could not meet the date because of the lead time required to assemble the truck. Tender did state that delivery date would be considered in awarding the tender and Management is recommending that the tender be awarded to Western Star which is not the low bid but provides the earliest delivery date.

Staff was requested to further review the warranty.



2017-226

Walbourne/Dwyer

Resolved that the tender for the 2017 Single Axle Dump Truck be awarded to Western Star for a total of \$211,198.65 (HST Included), plus the optional 5 year warranty - \$5200.00 (plus HST)  
Resolution Carried. In favour 7. Against 0

## **7. Appointment of CAO**

2017-227

Dwyer/ Walbourne

Resolved that as per the recommendation of the hiring committee, Karen Lane be appointed as Chief Administrative Officer for the Town of Fogo Island.  
Resolution Carried. In favour 7. Against 0

## **8. Fire Services**

The Fire Services Coordinator had resigned his position last week. Council were in agreement that a Fire Chief should be appointed to the Fogo Island Volunteer Fire Department as per their By-Laws. Staff will begin the process to advertise the position.

## **9. Invoices for Payment**

2017-228

Walbourne/ Dwyer

Resolved that the following invoices be paid:

Sansom Equipment - \$6,656.29; King's Construction - \$20,113.50; Xylem - \$9,386.00;

Richard Power CPA - \$5,750.00; Stewart McKelvey - \$6,170.66 and Wolseley - \$7,671.39

Resolution Carried. In favour 7. Against 0

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the meeting.

2017-229

Walbourne/ Dwyer

Resolved that the invoice from R & K Construction totaling \$5,750.00 be paid.

Resolution Carried. In favour 6. Against 0

- ❖ Councillor Rowe rejoined the meeting.

## **10. Transportation Committee Report**

A meeting of the Transportation Committee was held in the upstairs boardroom at 7:00 PM, on September 11, 2017 to discuss the items addressed in the meeting with the Department of Transportation and Works on Monday, September 7, 2017.

The following members were present: Councillor Lynch, Chairperson, Councillor Sam Rowe, John Greene and Sharon Bailey, Director Tourism, Culture and Heritage (Acting)

The following items were discussed:

- i. The Department requested that the Town provide an updated list of the Committee Members once the new Council is in place.

2017-230

Lynch/Bixby

Resolved that Town staff follow up with this request and provide the Department of Transportation and Works the Transportation Committee Terms of Reference.

Resolution Carried. In favour 7. Against 0

ii. The Department suggested that priority requests should come through the committee for Council's approval.

This request is as per the terms of reference of the Transportation Committee.

iii. Change in ferry schedule required to accommodate vessel maintenance. Transportation Committee must submit input to the Department by Wednesday, September 13, 2017. Also, determine best time for dangerous goods crossings.

#### **2017-231**

**Lynch/Rowe**

Resolved that the MV Beaumont Hamel remain in service until December 31, 2017. The MV Beaumont Hamel could cover the last crossing/or the crossing of the Departments choosing to do the scheduled maintenance on the MV Veteran from October – December 31, 2017. January – March the MV Beaumont Hamel remained docked at Fogo Island as a swing vessel.

Resolution Carried. In favour 7. Against 0

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the meeting.

#### **2017-232**

**Lynch/Bixby**

Resolved that the dangerous goods crossing be Thursday 11:30 AM from Farewell and 7:30 PM from Fogo Island. This would allow the propane operator sufficient time to dispense the load.

Resolution Carried. In favour 6. Against 0

- ❖ Councillor Rowe rejoined the meeting.

iv. Department to provide the ferry monthly statistics to the Transportation Committee. The committee requested this information be available as soon as possible.

v. The committee recommended to the Department that the Captain be required to communicate vessel information to the ticket booth employee.

vi. Department recommends that regular meetings be scheduled between both parties. The committee recommended quarterly meetings are necessary between both parties.

vii. Department requested a service update list at the end of September.

#### **2017-233**

**Lynch/Bixby**

Resolved that the Town provide a service update list as soon as a new one is available.

Resolution Carried. In favour 7. Against 0

viii. Committee requested that the MV Beaumont Hamel remain in place until December 31, 2017.

ix. Committee asked which vessel would replace the Veteran and response from Department was the Beaumont is the swing vessel. Committee stated that this would not be suitable.

#### **2017-233**

**Lynch/Walbourne**

Resolved that the replacement Vessel(s) maintain the same capacity as MV Veteran.

Resolution Carried. In favour 7. Against 0



x. Committee noted that there is no information being updated on the digital sign. The Department was not aware that information was not being updated. Staff received operational training.

xi. Committee requested an update on the Farewell Terminal Repairs. Department was not aware that there has been no work going on within the last month.

xii. Department informed the committee that they were providing crew training on loading the vessel within the next few days.

xiii. Committee asked what determines the ferry rates and no charge for transportation to and from Fogo Island to Change Islands.

2017-234

Lynch/Bixby

Resolved that the Transportation Committee Report be accepted.

Resolution Carried. In favour 7. Against 0

#### **11. Impact Two-Line Hockey – Request for Ferry Pass**

The letter from the parents of Atoms and Pee Wee Division requesting Councils support for ferry passes was read. Councillors were in support of the request. Contact will be made with Glenn Tremblett, Marine Services Manager - Marine Transportation Services for more information on the request and the Departments policy with regard to those requests.

#### **12. Report from Jake Turner, CAO**

Report deferred to Privileged Meeting

#### **13. Mentoring for new CAO**

❖ Jake Turner, CAO departed the meeting, for Council discussion.

Councillors discussed having Jake Turner provide transition support to the new CAO.

2017-235

Dwyer/Lynch

Resolved that it be recommended to the new Council that support be provided to the new CAO, by Jake Turner on a short term basis to ensure a smooth transition for the new CAO.

Resolution Carried. In favour 5. Against 2 (Councillors Rowe and Bixby were against the resolution)

#### **14. Rug Hookers Guild of Newfoundland and Labrador:**

The Guild will be doing a province wide exhibit on historic sites, events and locations and would like to end this tour on Fogo Island from July 17 – August 15, 2018 at the Visitor Information Centre. Councillors were all in agreement.

#### **15. Adjournment:**

2017-236

McGrath

Resolved the meeting adjourned at 8:45 PM

Amanda McGrath  
Town Clerk/Treasurer



Mayor



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

**Councillors Present:**

Mayor Wayne Collins  
Councillor Curtis Burns  
Councillor William Hart

Deputy Mayor Paul Torrville  
Councillor Sheldon Hamlyn  
Councillor Samuel Rowe

**Staff:**

Amanda McGrath, Town Clerk/Treasurer

**1. Call to Order:**

Amanda McGrath, Town Clerk/Treasurer and Returning Officer welcomed everyone and called the meeting to order at 7:00 P.M.

**2. Swearing In of New Councillors:**

Amanda McGrath, Town Clerk/Treasurer and Returning Officer conducted the swearing in and received their Oath of Office:

Councillor Curtis Burns  
Councillor Wayne Collins  
Councillor Sheldon Hamlyn  
Councillor William Hart  
Councillor Paul Torrville  
Councillor Samuel Rowe

**3. Nominations for Mayor:**

- Councillor Collins was nominated, moved by Councillor Hamlyn.
- Councillor Rowe was nominated, moved by Councillor Torrville.
- Councillor Hamlyn was nominated, moved by Councillor Collins.

- Councillor Collins and Councillor Rowe accepted the nomination. Councillor Hamlyn declined the nomination.

- Three more calls for nominations for position of Mayor were made by the Town Clerk/Treasurer; none were forthcoming and nominations for Mayor ceased.

- Ballots were cast for the Mayor. Councillor Wayne Collins was declared as Mayor, with the majority of votes.

**3. Nomination for Deputy Mayor:**

- Councillor Torrville was nominated, moved by Councillor Hamlyn.
- Councillor Rowe was nominated, moved by Mayor Collins.

- Councillor Torrville and Councillor Rowe accepted the nomination.

- Three more calls for nominations for position of Deputy Mayor were made by the Town Clerk/Treasurer; none were forthcoming and nominations for Deputy Mayor ceased.

- Ballots were cast for the Deputy Mayor. Councillor Paul Torrville was declared as Deputy Mayor, with the majority of votes.



**4. Signing Authority:**

2017-237

Burns/Rowe

Resolved that Mayor Wayne Collins; Deputy Mayor Paul Torrville, Amanda McGrath, Town Clerk/Treasurer and Daphne Coles, Administrative Assistant/Field Officer be signing authorities for the Town of Fogo Island.

Resolution Carried. In favour 6. Against 0.

**5. Bi-Election:**

2017-238

Burns/Hart

Resolved that the Town of Fogo Island bi-election be held on October 23, 2017.

Resolution Carried. In favour 6. Against 0.

2017-239

Hart/Burns

Resolved that the period for nominations be held on one day; October 2, 2017 from 8:00 A.M. - 8:00 P.M. at the Town Office.

Resolution Carried. In favour 6. Against 0.

**6. Orientation:**

Councillors were in agreement that orientation of new Councillors will be held after the bi-election. Staff was asked to contact Ed Goodyear, Regional Manager, Department of Municipal Affairs to see if anyone from their department would be willing perform the training on Fogo Island.

**7. MNL Annual Convention**

MNL's AGM is scheduled for Thursday, November 2nd – Saturday, November 4th in Corner Brook, NL.

Councillors were in agreement that two members should attend and possibly a staff member; Councillors were asked to contact the Town Clerk/Treasurer if they are willing to attend.

**8. Date of Next Meeting:**

October 10, 2017 at 7:00 PM

**9. Fire Services**

Councillors were advised that the posting for a Fire Chief for Fogo Island Volunteer Fire Department is in the process of being developed and it will be addressed to all members.

**10. Adjournment:**

2017-240

Burns

Resolved the meeting adjourned at 7:53 PM

Amanda McGrath  
Town Clerk/Treasurer



Wayne Collins  
Mayor



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

**Councillors Present:**

Mayor Wayne Collins  
Councillor Curtis Burns  
Councillor Scottie Hart  
Councillor William Hart  
Councillor Samuel Rowe

Deputy Mayor Paul Torrville  
Councillor Sheldon Hamlyn  
Councillor Tracey Hart  
Councillor Barbara Jacobs

**Staff:**

Karen Lane, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

**1. Call to Order:**

Mayor Collins welcomed everyone and called the meeting to order at 7:00 P.M. and introductions were made.

**2. Swearing In of New Councillors:**

Amanda McGrath, Town Clerk/Treasurer and Returning Officer conducted the swearing in and the following Councillors received their Oath of Office:

Councillor Scottie Hart  
Councillor Tracey Hart  
Councillor Barbara Jacobs

**3. Agenda:**

2017-241

Jacobs/Rowe

Resolved that the agenda be adopted, with the following additions: outstanding permit issues and Municipal Capital Works letter regarding unsuccessful applications.

Resolution Carried. In favour 9. Against 0.

**4. Minutes:**

2017-242

W. Hart/T. Hart

Resolved that the minutes of September 14 and 19, 2017 be adopted as presented.

Resolution Carried. In favour 9. Against 0.

**5. Business Arising:**

Impact Two line Hockey Group

- Their request for ferry pass has been granted.

Dangerous Goods Trip

- The concerns from the operator of Island Propane regarding the change of date and time were addressed with their supplier. The supplier had been under the understating that the trips would be 8:30AM from Farewell and 7:30PM from Fogo Island. However it was clarified that the proposed dangerous good trips would be on Thursdays, at 11:30AM from Farewell and 7:30PM from Fogo Island; the supplier had said that the change would not affect the maximum hours for their drivers.

**6. Appointment of Committee Members**

Mayor Collins appointed members to the following Committees:



#### **Finance**

Councillor Sheldon Hamlyn, Chairperson  
Councillor Curtis Burns  
Councillor Barbara Jacobs

#### **Public Works**

Councillor Samuel Rowe, Chairperson  
Deputy Mayor Paul Torraville  
Councillor Scottie Hart

#### **Recreation, Development and Special Events**

Councillor Tracey Hart, Chairperson  
Councillor Scottie Hart  
Councillor William Hart

#### **Economic Development**

Councillor Barbara Jacobs, Chairperson  
Councillor Curtis Burns  
Councillor Tracey Hart

#### **Tourism**

Councillor Curtis Burns, Chairperson  
Councillor Sheldon Hamlyn  
Councillor Tracey Hart

#### **Fire Services**

Deputy Mayor Paul Torraville, Chairperson  
Councillor William Hart  
Councillor Samuel Rowe

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

Councillor Barbara Jacobs, Chairperson  
Councillor Sheldon Hamlyn  
Councillor Scottie Hart

#### **Transportation**

Deputy Mayor Paul Torraville, Chairperson  
Councillor William Hart  
Councillor Samuel Rowe

### **7. Committee Reports**

#### **7.1 Transportation Committee**

- A review was conducted of the minutes, from the meetings held on September 25, 27 and October 3, 2017,
- Councillors discussed the Departments proposed schedule change, which will result in losing the 7:30PM from Fogo Island and the 8:30PM crossing from Farwell. Councillors are not in agreement with this and are working on getting this changed.
- An email was sent to Glenn Tremblette requesting that the Department confirm the maintenance schedule for the Veteran and if there will be a second boat available. No response has been received yet.
- The letter from the Impact Two-Line Hockey requesting that the late schedule remain in place will be forwarded to the Department.
- A Public Meeting will be set up soon for the nomination and appointment of the members to represent business, trucking industry and a concerned citizen.

## **7.2 Tourism**

### **i. Trail Project (Phase 1)**

#### **a) Sign Branding and Graphic Design**

- This will be tendered as the service is estimated to be over \$10,000.

2017-243

Torraville/Hamlyn

Resolved that the Town of Fogo Island tender the Sign Branding and Graphic Design for the Trail Project (Phase 1).

Resolution Carried. In favour 9. Against 0.

#### **b) Transporting of Materials on Brimstone Head**

- The transporting of materials has to be done by a contractor or individual who is covered under Workplace Health and Safety.
- Management will decide on a safe work plan.

## **7.3 Recreation and Special Events Committee**

### **i. Iceberg Arena Upgrades**

- Councillors were in agreement that services of a mechanical engineer should be retained to complete the work.

2017-244

Jacobs/S. Hart

Resolved that the Town of Fogo Island retain the services of Core Engineering Inc., Mechanical and Electrical Consulting Engineers for Iceberg Arena Upgrades Project No. 17-SCF-18-00036.

Resolution Carried. In favour 9. Against 0.

### **ii. Hot Water Tanks**

- Approval to purchase hot water tank(s) was discussed. The two hot water tanks supply hot water to the showers and change rooms only and for the past year only one has been in operation.
- Three quotes were received; cost is approximately \$4,500 per tank with an approximate 4-6 week delivery time.
- Councillors were in agreement to purchase one tank, at this time, as one tank was sufficient last year.

### **iii. Salary Review**

- A salary review of the Stadium Maintenance Worker position will be completed at the HR and Policy Committee meeting next week.

## **7.4 Fire Services and Public Safety**

### **i. Fire Services Plan - Fogo Island Fire Department**

- The draft Fire Services Plan for the Fogo Island Fire Department will be discussed at the Committee meeting next week.
- It was noted that there was no cost estimates for a staffed central fire station and a few errors were also noted.

### **ii. Fire Chief Position**

- No applications were received for the Fire Chief position for the Fogo Island Fire Department.

## **7.5 Public Works**

### **i. Freeman's Pond Intake**

- A quote was received for the coupling in the amount of \$6,700, from The Engineering Pipe Group.



2017-245

Hamlyn/Burns

Resolved that the Town of Fogo Island proceed with ordering the coupling for the Freeman's Pond intake from The Engineering Pipe Group in the amount of \$6,700 and to proceed with securing divers for installation.

Resolution Carried. In favour 9. Against 0.

**ii. Cube Van**

- One tender was received for the Cube Van Tender in the amount of \$55,696.20 including taxes, licensing and delivery, from Hickman Motors.

2017-246

S. Hart/Jacobs

Resolved that the Town of Fogo Island award the tender to Hickman Motors for the supply of a Cube Van in the amount of \$55,696.20 including taxes, licensing and delivery

Resolution Carried. In favour 9. Against 0.

**iii. Council Orders**

- Councillors reviewed outstanding orders and ratified order numbers 2017-01 for 8 Mercer's Memorial Drive and 2017-03 for 77 Main Street, Tilting.

2017-247

Burns/Jacobs

Resolved that the Town of Fogo Island ratify order number 2017-01 for 8 Mercer's Memorial Drive; that all construction stop and the building be removed, until such time a development approval is issued for the property and the required permit being picked up so that it complies with the Town of Fogo Island Development Regulations for 2015-2025.

Resolution Carried. In favour 9. Against 0.

2017-248

Burns/W. Hart

Resolved that the Town of Fogo Island ratify order number 2017-03 for 77 Main Street, Tilting; that the backfill be removed to within 15 meters from center of road to clear the Department of Transportation and Works drainage ditch, so that it complies with the Town of Fogo Island Development Regulations for 2015-2025 and the Department of Transportation and Works right of way.

Resolution Carried. In favour 9. Against 0.

**iv. Komatsu Loader**

- The Komatsu Loader has been at SMS Equipment in St. John's for approximately two months and they have not been able to find the problem with loader. Staff was asked to follow up.

**v. Capital Works Projects**

New Building Canada Fund

Small Communities Fund Project No. 17-SCF-18-00036

Iceberg Arena Upgrades

2017-249

W. Hart/S. Hart

Resolved that the Town of Fogo Island accept funding for Iceberg Arena Upgrades under the New Building Canada Fund - Small Communities Fund, for Project Number 17-SCF-18-00036 in the amount of \$209,616. With the reduction of the GST/HST rebate, the cost sharing will be: Federal -\$57,026, Provincial -\$57,026 and Municipal \$76,035.

Resolution Carried. In favour 9. Against 0.

New Building Canada Fund  
Small Communities Fund Project No. 17-SCF-18-00048  
PH System – Fogo Water Supply

2017-250

Rowe/Torraville

Resolved that the Town of Fogo Island accept funding for PH System – Fogo Water Supply under the New Building Canada Fund - Small Communities Fund, for Project Number 17-SCF-18-00048 in the amount of \$88,000. With the reduction of the GST/HST rebate, the cost sharing will be: Federal -\$26,598, Provincial - \$45,223 and Municipal \$7,980.  
Resolution Carried. In favour 9. Against 0.

New Building Canada Fund  
Small Communities Fund Project No. 17-SCF-18-00040  
Green's Lane – Water and Sewer

2017-251

S. Hart/Burns

Resolved that the Town of Fogo Island accept funding for Green's Lane – Water and Sewer under the New Building Canada Fund - Small Communities Fund, for Project Number 17-SCF-18-00040 in the amount of \$215,775. With the reduction of the GST/HST rebate, the cost sharing will be: Federal -\$65,218, Provincial - \$110,887 and Municipal \$19,567.  
Resolution Carried. In favour 9. Against 0.

## **7.6 Policy and Human Resources**

- No report.

## **7.7 Finance**

### **i. Report**

- Councillors reviewed the financial report for August 2017 as submitted.

2017-252

Burns/Hamlyn

Resolved that the invoice from Richard Power, Chartered Accountant totaling \$8050.00 be paid.  
Resolution Carried. In favour 9. Against 0.

2017-253

Burns/S. Hart

Resolved that the financial Report for August 31, 2017 be approved.  
Resolution Carried. In favour 9. Against 0.

### **ii. Signing Authority and Credit Card**

2017-254

S. Hart/ Burns

Resolved that Karen Lane, Chief Administrative Officer be signing authority for the Town of Fogo Island. Be it further resolved that interim signing authority for Daphne Coles, Administrative Assistant/Field Officer conclude.  
Resolution Carried. In favour 9. Against 0.

2017-255

Burns/S. Hart

Resolved that Karen Lane, Chief Administrative Officer be approved for a Town Credit card, with a \$5000 limit.  
Resolution Carried. In favour 9. Against 0.



## **8. Administration**

- Committee meeting will begin next week.

## **9. Correspondence**

### **9.1 Municipal Assessment Agency (MAA) – Call for Nominations – Central Director**

- Council members were not interested in running for the MAA Board of Directors.

### **9.2 Central Newfoundland Waste Management – Appointment of Member**

- Mayor Collins agreed to sit on the board.
- Mayor Collins temporarily vacated his seat as chairperson of the meeting and Deputy Mayor Torrville took the chair.
- Deputy Mayor Torrville appointed Mayor Collins to Central Newfoundland Waste Management, Central Regional Service Board.
- Mayor Collins resumed the chairperson position.

### **9.3 Central Health – Community Advisory Committee – Municipal Representation**

- Councillor Jacobs agreed to represent the Town on the Central Health's Community Advisory Committee.

### **9.4 Fogo Process 2067**

- Councillors discussed the Fogo Process 2067 Conference taking place from October 19-22, 2017. Mayor Collins is unavailable to attend and Deputy Mayor Torrville agreed to represent the Town.

2017-256

Burns/T. Hart

Resolved that the Town of Fogo Island provide up to \$1,200 to the Fogo Process 2067 Conference taking place from October 19-22, 2017.  
Resolution Carried. In favour 9. Against 0.

### **9.5 Deep Bay Community Hall**

- The survey was completed on the property last week.
- Council was informed that the community group has been incorporated; Deep Bay Community Inc.

### **9.6 2017-18 Municipal Capital Works Applications**

- Council members reviewed the letter from the Department of Municipal Affairs and Environment notifying the Town that the following applications were not approved:
  - Fogo Island Municipal Complex – Comments: Deferred, pending outcome of previous EDI project.
  - Barr'd Islands W/S – Phase 3 - Comments: Application complete, limited program budget.
  - Bleak House Repairs - Comments: Application complete, limited program budget.

## **10. New Business**

### **10.1 Remote Meeting Attendance**

- Referred to Policy and Human Resources Committee for review and to develop a policy.

### **10.2 Fiber Optic Cable**

- Newfoundland and Labrador Hydro will be replacing its underwater cable by 2020 and it was suggested that this would be a great opportunity to have fiber optic cable installed at that time, to bring high-speed internet to Fogo Island.
- There is Federal Government funding available; Connect to Innovate.
- Referred to the Economic Development Committee

**11. Date of Next Meeting:**

November 1, 2017 at 7:00 PM

**12. Adjournment:**

2017-257

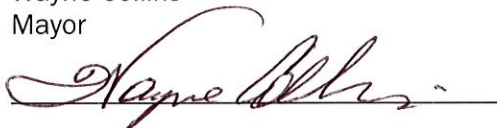
Torraville

Resolved the meeting adjourned at 9:45 PM

Amanda McGrath  
Town Clerk/Treasurer



Wayne Collins  
Mayor





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

**Councillors Present:**

Mayor Wayne Collins  
Councillor Curtis Burns  
Councillor Scottie Hart  
Councillor William Hart  
Councillor Samuel Rowe

Deputy Mayor Paul Torrville  
Councillor Sheldon Hamlyn  
Councillor Tracey Hart  
Councillor Barbara Jacobs

**Staff:**

Karen Lane, Chief Administrative Officer      Amanda McGrath, Town Clerk/Treasurer

**1. Call to Order:**

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

**2. Disclosure Statements:**

Councillors and the CAO filled their disclosure statements with the Town.

**3. Agenda:**

2017-258

Burns/W. Hart

Resolved that the amended agenda be adopted.

Resolution Carried. In favour 9. Against 0.

**4. Minutes:**

2017-259

S. Hart/Burns

Resolved that the minutes of October 10, 2017 be adopted as presented.

Resolution Carried. In favour 9. Against 0.

**5. Business Arising:**

No business arising.

**6. Committee Reports**

**7.1 Transportation Committee**

❖ Councillor Jacobs joined the meeting at 7:08 PM

A meeting of the Transportation Committee was held in the Council Chambers at 7:00 PM, on October 18, 2017. The meeting was chaired by Deputy Mayor Paul Torrville and others in attendance were Councillor Samuel Rowe, Committee Members William Miller, Pauline Payne, John Greene, Lester Budden, and CAO Karen Lane.

The following items were discussed.

**i. Ferry Schedule**

A general discussion regarding the current and new ferry schedules and recent issues was held. Some points that were raised included; extra runs added to schedule with no notice to travelling public (happened today), delayed trips with no communication, board on the Farewell side isn't updated when changes happen, kiosk staff don't have the training to do so, there is no screen down below on the deck for updates to travelers leaving the island, the booth in Farewell doesn't appear to be manned at all times, there are lineups there up the road, staff are not local,

decisions are made in St. John's then Lewisporte, etc. Committee feels that communication from the department is an ongoing issue that needs to be addressed.

#### **2017-260**

##### **Torraville/Rowe**

Resolved that the Town recommend to the Department of Transportation and Works that the year around ferry schedule be reestablished.

Resolution Carried. In favour 9. Against 0.

#### **ii. Air Ambulance**

There was a discussion on why an air ambulance service is not used instead of using the ferry, which throws off the schedule even more. The costs and whether this was more about whose budget pays for it was discussed. It was noted that Air Ambulance comes from healthcare budget, whereas the ferry comes from Transportation. It was also noted that it would be good information to have on the costs of these trips and maybe the Air Ambulance isn't more expensive as was previously thought.

#### **2017-261**

##### **Torraville/Rowe**

Resolved that the use of air ambulance instead of the ferry for emergency purposes be investigated, such as disruption of the ferry service, cost, etc. and be brought to the attention of the relevant government departments.

Resolution Carried. In favour 9. Against 0.

#### **iii. Public Meeting**

Date for Public Meeting to recruit new Committee Members and other input has been set for 7:00 PM on Wednesday, October 25<sup>th</sup>, 2017 at the school cafeteria. Advertising has gone out to Facebook, Community Channel, Post Office, and various stores throughout the Town.

#### **iv. Communication Plan regarding ferry issues**

Discussion was held around the lack of communication from the department to the Committee and Town, but also a lack of public communication from the committee and council to the travelling public. It was determined that the committee and council should do a better job of communicating the latest information to the public, including the meetings and correspondence had with the department. Once the new members are chosen at the public meeting the committee agreed to implement a new communication support plan at the committee level. This would then be presented to Council for communication to the public, as the transportation committee is an advisory role only. The committee feels that the Mayor would be the best point of contact and official spokesperson, with support from council and committee on talking points. This would ensure a consistent message is provided to the public.

#### **2017-262**

##### **Torraville/Burns**

Resolved that the Transportation Committee implement a new communication support plan at the committee level. This would then be presented to Council for communication to the public, as the transportation committee is an advisory role only. Be it further resolved that the Mayor be the best point of contact and official spokesperson, with support from council and committee on talking points. This would ensure a consistent message is provided to the public.

Resolution Carried. In favour 9. Against 0.

#### **v. Line Jumping**

An email detailing a recent incidence on the ferry with a lady using the Change Islands lineup as a means to get to Farewell when the available spaces for the Fogo Island traffic were full was discussed. This situation resulted in a very tense situation on the ferry between passengers.



#### **vi. Camera Installation**

The committee also feels that the issue with line-jumping and the enforcement of the 30-minute rule in Change Islands should be managed better by the ferry captain and staff on the dock. The suggestion was made that traffic cameras could be installed at all three wharf locations with both the public and staff able to view the locations and get the true picture of what is happening. These cameras are available now at fairly low costs and would help these issues to be better monitored by staff as well as allow the travelling public to obtain up to date information on lineups and crossings in real time.

**2017-263**

#### **Torraville/Burns**

Resolved that the Town send a letter requesting the Department of Transportation and Works to install cameras at the three wharfs.

Resolution Carried. In favour 9. Against 0.

#### **vii. Foot Traffic**

A committee member mentioned that he observed some issues with foot traffic on the deck. He is concerned that people are wandering around and that someone could be hurt if they walk into the path of a vehicle. The committee discussed how the foot traffic is currently handled and whether there would be better options, such as a shuttle into the boat from the terminals. Further discussion can be had on this in future, however anyone observing safety issues should be encouraged to report them right away.

#### **viii. Meeting with T/W Officials**

There is a meeting scheduled for November 1, 2017 with Glenn Tremblett, Gregg Cuff and ADM John Baker, with the Department of Transportation and Works.

### **7.2 Tourism**

A meeting of the Tourism Committee was held in the Council Chambers at 7 PM, on October 16, 2017. The meeting was chaired by Councillor Burns and others in attendance were Councillor Hamlyn, Councillor Hart, Karen Lane, CAO and Sharon Bailey, Director.

The following items were addressed:

#### **i. Trail Project – Overview**

Discussions were held around the trail project and the scope of work to be completed in this phase of the project. The importance of following the articles of agreement between the Atlantic Canada Opportunities Agency (ACOA) and the Department of Tourism, Culture, Industry and Innovation (TCII); a copy of the Contribution Agreement form ACOA and the Letter of Financing from TCII will be forwarded to the committee members to review. The committee agreed that a project manager is needed to ensure the success of this project. The committee will assist in developing a job description for this position.

#### **ii. Museum Statistics – End of season reports**

The end of season reports, from the Regional Managers was presented to the Committee. Discussions were held regarding the amount of donations received from each property. The Director informed the committee that the tourism department needs more structure and a complete report will be presented to the committee before we begin the budget process for 2018

#### **iii. Professional Assessment of Heritage Properties**

The applications for Heritage Building Assessment Grants have been approved for Lane House, Old School House, Fogo United Church, Bleak House, Fishermen's Union Trading Company and Brett House and Outbuilding. With this assessment, we will have a better understanding of the standards and guidelines required to undertake restoration projects.

#### **iv. Deep Bay Community Sign**

Three community signs were allocated for Deep Bay, Island Harbour and Stag Harbour under the Fogo Island Tourism Upgrades and Enhancement Project. The Deep Bay Committee has approved the sign design presented to the committee. Discussions were held regarding how the Town logo could be placed on all community signs. The committee requested that the Director obtain a sample of Vinyl peel and stick labels with the Town logo that could be placed on all community signs for Council's approval.

2017-264

Burns/ Torrville

Resolved to approve the tagging of all Community signs with the Town's logo.  
Resolution Carried. In favour 9. Against 0

#### **v. Squid Jiggers Tourism Committee Request**

The Director received a request from a member of the Change Islands Hiking Trails requesting a copy of the Fogo Island trail assessment. They wanted to see the quality of the assessment done by Green Leaf Resources. The committee requested that the Director contact Green Leaf resources and ask if they had a problem with us providing this information to Change Islands.

#### **vi. Town Owned Properties**

General discussion around Town owned properties and whether or not we have the resources to care for them.

#### **vii. Media Policy**

Sharon Snow, NTV News contacted the Director with regard to scheduling a trip to Fogo Island October 22nd – 23rd and wanted to interview the Mayor and see some tourist attractions. The Director asked that an email be sent with details but hasn't received any further information since the phone call.

2017-265

Burns/ Torrville

Resolved that all media request be forwarded to the CAO and Mayor.  
Resolution Carried. In favour 9. Against 0

#### **viii. Remembrance Day**

Remembrance Day Memorial Service will be held at the Fogo Island United Church on Saturday, November 11th at 9:30 AM. Laying of the wreaths will be at the Cenotaph in Seldom at 10:50 AM. Mayor Collins agreed to lay the wreath on behalf of the Town.

#### **ix. Canadian Heritage Proposal**

The Museums Assistance Program (MAP) - Collections Management component provides funding for projects to improve knowledge, skills and practices related to key museum functions.

2017-265

Burns/ T. Hart

Resolved that the Town of Fogo Island apply for funding under the Museums Assistance Program;  
Total Project Cost: \$98,706.  
Resolution Carried. In favour 9. Against 0

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

Staff was directed to repost the position.



### **7.3 Recreation and Special Events Committee**

A meeting of the Recreation and Special Events Committee was held in the council Chambers at 10:00 am on October 17, 2017. The meeting was chaired by Councillor Tracey Hart and others in attendance were Councillor Scottie Hart, Colette Wells – Coish, Director of Recreation and Leisure Services and Karen Lane, CAO.

The following items were discussed:

#### **I. Recycling Depot:**

The deadline for Public Application is October 18th for persons of interest. The Director and the Economic and Development Officer feel we should wait and see what public interest is, before the Town pursues this any further. This is a viable business opportunity. If after the closing dates there is no public interest the Town should reconsider the possibilities for this service to residents.

Update: MMSB has selected an applicant to establishment and operation of a Green Depot at 29 Main Street, Fogo. As this is a discretionary use, under the Town's Development Regulations, the proposed operation will be published in the newspaper.

#### **II. Gym:**

There is equipment available to the Town from Shorefast to set up a fully functional gym, which is a great business opportunity and a big responsibility for the Town. It has been recommended by the Director to gain the interest of the public before we go further. The town has space not being used that is suitable for a gym. Another option is the Town renting property to interested parties.

#### **III. Repairs and Maintenance:**

There is no formal agreement in place regarding the funding to do refrigeration repairs. The funding has been approved, and we have to wait until Municipal Affairs and Environment directs us on how this will progress. There will be another inspection and site design completed by a Mechanical Engineer before any work begins.

Staff are proceeding with start-up of machinery and maintenance as usual. The Director recommends that when an agreement is final, any work that is possible under the recommendations of a mechanical engineer be done during the season. The condenser is a priority item which takes approximately twelve weeks to be shipped.

A new repairs and maintenance list is being prepared for the budget. One item of importance is getting the roof insulated. The current roof at the stadium is still in the original form when it was built to support a natural ice surface. This will be further discussed with an engineer to provide recommendations on design and cost.

Ammonia Monitor – the monitor at the Stadium is in working order, however staff will investigate getting a better quality one.

Staff was asked to follow up with the Department of Municipal Affairs on the capital funding project.

#### **IV. Special Events:**

Several events occurred over the summer involving weekends and required the help of bartenders and volunteers. Each time community groups and individuals were approached and it was very difficult to obtain volunteers for duties.

The Stadium Committee is an important part of organizing and assisting with events. There is a scheduled meeting for Tuesday October 17th at 7pm in the Common Room. Contact has been

made with the school, the Men's Hockey league, Minor Hockey, and it is posted on the Town's web page for persons of interest. This committee is very important for all recreational events and should be involved in functions when possible.

There were Canada 150 celebrations on September 16th. This was very successful and well attended. There was funding allocated through Canadian Heritage for this event. The fireworks on September 17th was successful.

There are other events scheduled for the coming weeks

- \*Remembrance Day, November 11th,
- \*Christmas Craft Fair November 25th,
- \*Annual Christmas Tree Lighting & Skate, December 10th.

The big event this season is the Montreal Canadians Alumni Team Game scheduled for March 17th. There is a lot of fundraising planned and we hope everyone will support this chance of a lifetime hockey game.

#### **v. Playgrounds:**

Inspections and reports have been completed on all five playgrounds; minimal repairs have been done. The maintenance staff worked around the weather conditions to repair all hazardous situations. There is signage required and it is recommended by the Director we have them in place as soon as possible.

**2017-266**

**T. Hart/S. Hart**

Resolved that two signs; one stating ownership, another saying closed for the season be installed at the playgrounds.

Resolution Carried. In favour 9. Against 0

**2017-267**

**T. Hart/S. Hart**

Resolved that the Maintenance position become a permanent seasonal position to do the necessary repairs and maintenance, as there is so much to be done during the spring and summer. This position can be shared by other departments and helps when special events are scheduled as well.

Resolution Carried. In favour 9. Against 0

#### **vi. Projects:**

There has been a CEEP project approved under the Town that will see some additional painting and basic repairs completed in the stadium and at other Town sites. This project work was discussed with department managers before being submitted. The agreement and specific details should arrive soon.

#### **vii. Arena Staff:**

The Committee recommends that positions have to be reviewed and clearly stated what roles and responsibilities each person has. There are more activities offered now as the Iceberg Arena offers events yearly. However, there is still only one full time and one seasonal staff member. The Committee suggests the maintenance position should be full time and can possibly help in other departments. Also the stadium may need another full time staff worker separate from the Recreation Director. Without the students and projects we have difficulty finding volunteers to help with activities. This brings added safety concerns and issues and we have staff working alone. The Committee would also like the salaries of the stadium staff reviewed regularly as should all other town staff.



#### **viii. Stadium User rates:**

There was discussion that in the next year stadium rates will possibly increase since it has been many years since they have changed. This will be done giving user groups plenty of time to factor it into their budget plans. The recommendation is that all Town rental rates be reviewed when stadium rates are reviewed.

#### **7.4 Fire Services and Public Safety**

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 Deputy Mayor Torrville and others in attendance were Councillors Rowe and Karen Lane, CAO.

The Following Items were discussed:

##### **i. Update on Fire Plan Study**

The current report is still in Draft form and some items were raised at the last council meeting held on Tuesday, October 10, 2017. Those items have been communicated to the Consultant for review by the CAO. A brief discussion of the report in its current form was held, with Deputy Mayor Torrville indicating that all Councillors had been asked at the last meeting to review the report and come back with their comments at the next council meeting. Further discussion on the report by the committee will be held after the next council meeting and when the finalized report is available from the consultant.

##### **ii. Review of Emergency Plan**

The Town's emergency plan is due to be updated and had been discussed by previous committee members with some suggestions for updates provided in the report to council on July 31, 2017. Committee members agreed they will review the current report and these suggestions, and the changes required will be decided on in the next committee meeting, with all members present.

##### **iii. Departmental Financial Report**

The Committee reviewed the Departmental Financial Report to the end of September and noted that after nine months operation expenditures had reached 64% of annual budget.

It was noted that there was \$761.29 of the \$1500 budget amount for Travel – Co-ordinator/Fire Emergency Services shown as expended. He indicated that as the previous representative this budget amount was for the annual conference that he did not attend. CAO Karen Lane will look into details of this amount and determine the nature of the expenditure.

Update: This was registration fees for the AGM attended by Fire Department members.

It was indicated that financial reports from each fire hall were to be provided quarterly to the committee, however it appears that has not been the case in recent months. It was recommended that the committee request these reports and will review the content at the next meeting. The Committee agreed that a meeting with each fire hall chief together was needed in order to introduce the new committee and to discuss current issues. It would also allow the fire halls to provide input on budget considerations for the coming year.

Deputy Mayor Paul Torrville will reach out to each fire station and coordinate a meeting with the chiefs, with CAO Karen Lane to assist.

Departmental Financial Report was then accepted as provided.

##### **iv. Appointment of New Fire Chief**

No applications have been received for the position of Fire Chief. Once the meeting is arranged with the fire stations and the committee this will be added to the agenda with the hopes that someone from that group will volunteer. The committee discussed the problem with attracting a

person to this role on a volunteer basis. It was agreed that the committee will recommend to council to provide an incentive of some kind to help attract a quality candidate. It was suggested that a mileage allowance to offset vehicle expenses would be one option.

#### **v. Fire at Joe Batt's Arm Hall/Need for Butt Dispensers**

A fire occurred at the Community Hall in Joe Batt's Arm on Wednesday, October 11, 2017. It appears the fire started in a bucket on the porch that was being used for cigarette butts. The committee discussed the issue with smoking around these public buildings, and it was noted that as the buildings are rented out and no security is on site at all times, it is impossible to police the smoking and it will likely continue in future. The damage at the hall is estimated to be over \$6000, and the hall and the fire department equipment could have been lost without the quick actions to put out the fire.

2017-268

Torraville/Rowe

Resolved that given the risks and the costs that could be involved, approved butt dispensers be purchased and installed at all town owned properties, with particular attention given to properties that are used daily and/or rented out. The costs of these dispensers will be much less than the damage that can be caused.

Resolution Carried. In favour 9. Against 0

#### **vi. Access on Neck Road Extension in Seldom:**

There is an issue with the access to Neck Road in Seldom. There are vehicles parking there at times, and given the shape of the road and available space, a fire truck or emergency vehicle would be unable to attend to that area. Issue will be referred to the Public Works Committee.

#### **vii. Fireman's Banquet**

Saturday, November 11 – Fogo – Mayor Collins and Councillor Rowe agreed to attend.

Saturday, November 25 – Seldom-Little Seldom – Deputy Mayor Torrville and Councillor Burns agreed to attend.

Saturday, December 2 – JBS - Deputy Mayor Torrville and Councillor Hamlyn agreed to attend.

Saturday, December 9 - Tilting - Deputy Mayor Torrville and Councillor Burns agreed to attend.

### **7.5 Public Works**

The meeting of the Public Works Committee was held in the Council Chambers at 4:30 PM. The meeting was chaired by Councilor Sam Rowe and the others in attendance were Councilor Scottie Hart, Deputy Mayor Paul Torrville, Cordell Waterman, Manager of External Operations and Karen Lane CAO.

#### **i. The Committee reviewed the agenda and the following item were added:**

Upgrade to Foley's Lane	Stadium upgrade
Collins Road	Stone by cuts in pavement
Trees around fire hydrants	Size of the cube van
Area around Fogo Fire Hall	Overtime
New Plow truck	Mechanic
Green's lane water project	Pipe by JBA garage

#### **ii. Guard Rail**

Penton's Brook - It was explained by the engineer that since the culvert is already installed it would be difficult to install a guard now and have it secured safely.



### **iii. Road Upgrade Request**

Cemetery Road, Fogo was discussed and it was explain that the upgrades to the bottom section of the road has been done, but the top section is in very poor condition and would need a lot of work to have it passable.

It was noted that the agreement the Church had with the former Town of Fogo, only included upgrades to the lower portion of the road.

### **iv. Transfer of Deep Bay Slipway/Community Hall:**

There was a meeting held between the Deep Bay Community Committee and the Town in regards to the slipway. In the meeting it was decided that the Town would supply all material for the installation of the Teflon on the slipway and once this was completed the slipway would then be turned back to the community. All the material had been delivered to the Community Committee now.

2017-269

Rowe/ Torrville

Resolved that the Town proceed with the transfer of the slipway, as soon as possible.

Resolution Carried. In favour 9. Against 0

The Community Hall has been surveyed and we are just waiting for the paperwork to come through so we can proceed with the transfer.

### **v. Roads to be contracted out for Snow Clearing:**

The Tender have been completed for Seldom-Little Seldom and Stag Harbour and also for the Stadium and Town Office parking lots. It was decided that the Tender would be for 2 years with the possibility of an extension of 1 year.

2017-270

Rowe/ Torrville

Resolved that the Snow Clearing Tender be for 2 years with the possibility of a 1 year extension.

Resolution Carried. In favour 9. Against 0

### **vi. Komatsu Loader:**

Staff has been in contact with SMS Equipment in St. John's and they have discovered that there is a wiring problem, in the wiring harness that supplies power to the computer. The single wire has been fixed and the loader is ready to be shipped out to the island.

### **vii. PDWU Systems:**

The manager submitted a price from a resident for a piece of land in Deep Bay that currently has a well drilled on site. The committee did not want to proceed with the land in Deep Bay as the price was too high.

The CAO explained that these units are ready to be shipped from St. John's and we need to find somewhere to store these units.

With the insufficient water flows from the wells drilled in Stag Harbour and Island Harbour and the unavailability of another sufficient source of water in those two Communities, a decision has to be made where they will be installed.

Councillors spoke on this issue at length and decided that one unit will be installed on the Town's water system in Seldom, as it is close to Stag Harbour. The other unit will be installed in Central as it is close to Island Harbour.

2017-271

Rowe/ S. Hart

Resolved that the Potable Drinking Water Units will be installed in Seldom and Fogo Island Central. Be it further resolved that a well will be drilled in Central to install one unit and the other unit will be installed on the water system in Seldom.

Resolution Carried. In favour 9. Against 0.

**viii. Intake in Fogo water supply:**

The coupling for the intake has been ordered and contact has been made with the diver to do the installation. The manager will inform the diver when the coupling is going to arrive on the island.

It was explained that this may take a couple days to install but in the event that they needed to supply water to the Community, pumps would be installed, to pump water from the pond into the wet well.

**ix. New blade for Cat loader:**

The current blade is in needed of major repairs; there are several cracks in the main frame which is a safety concern and a replacement blade is needed for the upcoming snow season.

The Cat dealer in St. John's has 2 replacement blades available, with the proper attachment that fits our loader. The cost of the two available, used blades, are: \$10,000 and \$11,500.

Councillors discussed the pros and cons of purchasing a blade or reevaluating repairing the existing blade.

2017-272

Rowe/ S. Hart

Resolved that the Town purchase a used blade form the Cat dealership.

Resolution Defeated. In favour 3. Against 6. (Mayor Collins, Deputy Mayor Torrville and Councillors S. Hart, T. Hart, W. Hart and Rowe were against the resolution)

2017-273

Hamlyn/Torrville

Resolved that the Town have the Cat loader blade repaired, at a total maximum cost of less than \$5,000, including shipping and materials, if this option is not possible the Town will purchase from the Cat dealership in St. John's at an approximate cost of \$10,000.

Resolution Carried. In favour 9. Against 0.

**x. Tilting Fire Hall roof repair:**

The roof in the Fire Hall has several leaks. The public works employees will patch those leaks but the hall may need some new shingles on the roof in the spring.

**xi. Municipal Capital Works:**

Call for Applications for Municipal Capital Works Funding Programs was announced; deadline for submissions is November 30, 2017.

The CAO provided the priority list of upcoming projects for the Town from past years and others not on the list included a splash pad, insulation for the stadium ceiling and a engineering study. A special meeting will be set up within the next week to develop a priority list for capital works projects.

**xii. Old Neck Road in Seldom:**

The Seldom Fire department is requesting that the Town address the current state of Old Neck Road.



The Fire department is stating that this is a fire lane in the event of a fire at Bruce and Andrew Blundon's homes. The Town currently does not consider this to be a Town road. It was mentioned that the Town put up a fire lane sign. This would indicate that the Town would own the road. If the Town is to take possession of this road, we will also have to snow clear this as well.

The committee would like to recommend to Council for further discussion.

#### **xiii. Terms of Reference**

The CAO presented the Term of Reference to the Committee for their review.

#### **xiv. Foley's Lane**

The Committee was wondering on the status of the road. The Manager explained that the road will be fixed prior to the snow clearing season.

#### **xv. Collins Road**

A member of the committee asked if the road was upgraded. The Manager explained that the Public Work department has done some minor repairs to the road for this snow clearing season but the complete upgrade could not be completed this year because of the cost of the project and it was not budgeted. A council member asked the manager to check and see if Council had made a motion to have this road upgraded.

#### **xvi. Trees around fire hydrants**

There was a concern about the amount of small trees that are growing around the hydrants. The Manager explained that they are currently in the process of flushing the water systems and they would remove the small trees during this time.

#### **xvii. Area around Fogo Fire Hall**

There was a concern about the garbage around the Fire Hall in Fogo. It was mentioned that there was some trees in the area for the upcoming bonfire night. The Manager will look at the area once bonfire night is over.

#### **xviii. New Plow Truck**

The committee was looking for an update on the status of the new plow truck. It was explained that the truck has been ordered and it would take 150 days for the truck to be built and the truck should be here in late January or early February.

#### **xix. Green's Lane Water Project**

A committee member was wondering on the status of the Green's Lane water project. The manager explained that this was with Jim Harty and the manager would contact him to check on the status.

#### **xx. Pipe by JBA garage**

There was concern about some pipe by the garage in JBA. The manager will have a look and get the pipe removed.

#### **xxi. Old Hospital Site**

A committee member inquired about the work that is to be done in the area near the Old Hospital site. The committee was talking to Jim Harty and Jim told him that there would be an additional cost of approximately \$30,000 to extend the pipe up to the well. Councillors agreed that it should be tendered as per the original scope.

#### **xxii. Stadium Upgrade**

The committee was wondering about the upgrade to the stadium. The manager explained that this would fall under the Recreation committee and it wasn't under the Public Works Department.

#### **xxiii. Stone by cuts in pavement**

During the recent paving by the Town there was some stone left around the area that were paved. The manager will have a look and have the stone removed.

#### **xxiv. Size of Cube Van**

The committee was wondering on the size of the new cube van. The manager commented that they used the Government spec and that Council had already made the motion to purchase the van and that the van has been ordered.

#### **xxv. Overtime**

There was a concern about the seasonal position during the last snow clearing season and the committee member was under the impression that it was a call in position. The manager explained that the job ad was placed for a full time seasonal position not a call in position. It was also asked if the current Public Works crew would go on a split shift to prevent some overtime when the crew checks the water systems on the weekends. The manager explained that due to the lack of workers this would not be practical. The member asked the CAO to oversee the overtime.

#### **xxvi. Mechanic for Town**

A committee member asked about possibility of working with the Department of Highways to get the repairs done at their facility. The manager explained that the Department of Highways were a union shop and he didn't think that this would work as the Town employees are not union but he would contact the Department of Highways to check and see if this would be possible.

#### **xxvii. Council Orders**

##### **2017-05: 57 Main Road, Joe Batt's Arm**

**2017-274**

**Torraville/Rowe**

Resolved to ratify order number 2017-05 for 57 Main Road, Joe Batt's Arm; that a permit application must be submitted to the Town requesting to replace existing front deck. It is also ordered that all construction stop and the five (5) feet section of the deck extending towards Main Road be removed, until such time a development approval is issued for the property and the required permit being picked up so that it complies with the Town of Fogo Island Development Regulations for 2015-2025.

Resolution Carried. In favour 9. Against 0.

##### **2017-03: 77 Main Street, Tilting**

An update was provided for the order issued at 77 Main Street, Tilting:

*that the backfill be removed to within 15 meters from center of road to clear the Department of Transportation and Works drainage ditch, so that it complies with the Town of Fogo Island Development Regulations for 2015-2025 and the Department of Transportation and Works right of way.*

An email was received from the property owner outlining his disagreement with the order and a response was made by the CAO, outlining that he backfilled an area larger than his garage (without a permit) and he filled in a portion of a drainage ditch, that is within Department of Transportation and Works 15m right of way. The CAO also indicated that he should follow the process and appeal Councils decision with the Central Newfoundland Appeal Board.



Council indicated that if the property owner wishes to meet with Council a meeting can be set up with the Public Works Committee.

## **7.6 Policy and Human Resources**

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 4:30 PM. The Committee was chaired by Councillor Barbara Jacobs and others in attendance were Councilor Sheldon Hamlyn, Councilor Scottie Hart and Karen Lane, CAO

The following items were discussed:

### **i. Remote Meeting Attendance Policy**

There was a discussion around the possibilities of creating a remote work policy for council. It was determined that the committee was in agreement with allowing remote work, given that with today's technology and how people work in various locations it is now the norm. A Remote Meeting Attendance Policy will be developed.

### **ii. Current Staffing Requests**

Public Works –The department currently has 3 staff members and with one staff member being off, they will be down to 2, with regular day to day plus snowclearing operations to deal with. Request to hire someone ASAP to backfill for this position. In addition, last year the Town employed a seasonal worker from December 1 – April 15 to help with snow clearing operations. Request that a seasonal worker be hired again this year.

Committee discussed the possible costs and how best to handle this decrease in staff.

**2017-275**

**Jacobs/S. Hart**

Resolved that a seasonal worker be hired that will serve as backfill for the staff member that will be off and then stay on as the seasonal worker until April.

Resolution Carried. In favour 9. Against 0.

Recreation and Special Events –Committee discussed and agreed they would recommend the Stadium Maintenance position be offered an increase in pay.

The part-time call in worker has been hired and is spending two weeks at the stadium to assist with ice production and other maintenance.

**2017-276**

**Jacobs/S. Hart**

Resolved that the Human Resources and Policy Committee Report, as presented be accepted.

Resolution Carried. In favour 9. Against 0.

## **7.7 Finance**

A meeting of the Finance Committee was held in the Council Chambers at 4:37 PM. The meeting was chaired by Councilor Sheldon Hamlyn and others in attendance were Councilor Curtis Burns, Karen Lane, CAO and Amanda McGrath, Town Clerk/Treasurer.

The following items were discussed:

### **i. Financial Report**

The Committee members reviewed the Financial Reports for the seven month period ending September 30, 2017, as attached.

**2017-277**

Hamlyn/Burns

Resolved that the financial Report for September 30, 2017 be adopted by Council, as presented.  
Resolution Carried. In favour 9. Against 0.

Members discussed collections and that staffing to complete the work is an issue.

#### **ii. Dart Cases for the Fogo Island Multi Use Building, Stag Harbour**

Council had approved this in February 2015 - The Town will build new cases to hold the dart boards and have them installed. The dart players/user group will be asked to supply mats for the floor. Council recommended that staff take care of the issue.

#### **iii. Request for a Seasonal Worker – Public Works**

2017-278

Hamlyn/Burns

Resolved that a seasonal worker for the Public Works Department be hired; same pay rate as last year.

Resolution Carried. In favour 9. Against 0.

#### **iv. Interest Write Off**

The property owner that has request for interest write off in July 2017 wishes to have the issue re-addressed.

2017-279

Hamlyn/Burns

Resolved that account number AUBID001 receive a remission of interest, on taxes predating amalgamation (March 1, 2011) as per Section 111 of the Municipalities Act, 1999.

Resolution Carried. In favour 9. Against 0.

It was noted that in 2014, Council passed a resolution that individuals who had tax arrears predating amalgamation (2011), that the interest charged to those invoices predating 2011 will be written off, if the principal was paid in full.

#### **v. Taxes and Licences**

Committee members discussed other sources of revenue including Business Licencing, which will not only cover local businesses but businesses contracting within the Town and Accommodation Levy.

Councillors agreed that this is a good idea and recommended that the committee explore and do further research into the ideas,

### **7. Administration**

#### **i. Invoice**

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the proceedings.

2017-280

Hamlyn/Burns

Resolved that invoice number 4192 from R & K Construction in the amount of \$5,837.40 be paid.

Resolution Carried. In favour 8. Against 0.

- ❖ Councillor Rowe rejoined the meeting.

### **8. Correspondence**



### **8.1 Economic Development Partnership (EDP)**

As per the partnership's by-laws and articles of incorporation one of the members of Council should be the Mayor, therefore Councillor Jacobs vacated her seat on the EDP and the Mayor will become a member in her place.

2017-281

Burns/T. Hart

Resolved that the Town of Fogo Island provide its annual commitment for 2018, in the amount of \$25,000 to the Fogo Island Economic Development Partnership Inc.

Resolution Carried. In favour 9. Against 0.

### **8.2 Deep Bay Community Committee Inc.**

Transfer of Old School

Group wished to have the old school also transferred. The issues addressed in the letter will be further explored and recommendations will be made at the next meeting.

Safety Concerns

Fire Department calling list – List will be mailed out. It was noted that fridge magnets were delivered to the residents of Deep Bay a couple of years ago.

Insurance questions for Deep Bay Community Hall – The Town does have insurance for the hall through Baine Johnston, it may not be transferrable to the committee however they will need to have their own policy.

### **8.3 Gerald and Elleen Freake**

Policy for Feeding Wild Birds

The Town does not have a policy for feeding wild birds. The issue will be referred to the HR and Policy Committee.

Stop Work and Removal Order

Councillors reviewed the letter from Mr. and Mrs. Freake's lawyer. Issue will be forwarded to the Town's lawyer for review.

### **8.4 BizPaL**

Letter providing information to Councillors was provided for review.

### **8.5 Museum of the Flat Earth**

- ❖ Councillor Burns declared himself in conflict of interest and was excused from the proceedings.

Request to use the Old RCMP House, to house the Museum of the Flat Earth was reviewed. Council will gather more information on the ownership documents.

It was noted that the Fogo Heritage and Tourism Committee has requested that the Town transfer the house to them.

- ❖ Councillor Burns rejoined the meeting.

## **9. New Business**

### **9.1 Premiers Forum**

The Town has been chosen to have a Councillor present at the forum, Councillor Burns had agreed to be the Town's representative.

### **9.2 Councillor Orientation**

Ed Goodyear, Regional Manager, Department of Municipal Affairs and Environment has agreed to do the councillor training in early December or January.

### **9.3 Stantec Architecture Ltd.**

Stantec Architecture Ltd. is the prime consultant related to municipal infrastructure projects to complete a site and program assessment for a possible Fogo Island Municipal Complex, which would include a Fire Hall, Community Hall, and Municipal Office, either as separate buildings or in combination all on a single site.

They will be out next week to meet with staff, town council, and other interested stakeholders. They will be looking for feedback and suggestions on the location and the programming/usage of this new complex.

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

November 28, 2017 at 7:00 PM

### **11. Adjournment:**

2017-282


Jacobs

Resolved the meeting adjourned at 10:28 PM

Amanda McGrath  
Town Clerk/Treasurer



Wayne Collins  
Mayor





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

**Councillors Present:**

Mayor Wayne Collins  
Councillor Curtis Burns  
Councillor Scottie Hart  
Councillor William Hart  
Councillor Samuel Rowe

Deputy Mayor Paul Torrville  
Councillor Sheldon Hamlyn  
Councillor Tracey Hart  
Councillor Barbara Jacobs

**Staff:**

Karen Lane, Chief Administrative Officer

Cordell Waterman, Manager, External Operations

**Absent:**

Amanda McGrath, Town Clerk/treasurer

**1. Call to Order:**

Mayor Collins welcomed everyone and called the meeting to order at 4:38 P.M.

**2. Acting Town Clerk:**

2017-283

Torrville/Burns

Resolved that CAO, Karen Lane be appointed as Acting Town Clerk.

Resolution Carried. In favour 9. Against 0.

**3. New Business:**

General discussion of the proposed capital works project funding for 2018 fiscal. CAO Karen Lane provided an update on the amount of possible funding available and the new cost-share ratios. Council discussed the overall direction for capital works projects, to provide needed services to current residents and help attract new residents.

The following capital works projects were determined to be council's priority for application under the Municipal Capital Works and Small Communities Fund Program for 2018, costs amounts to be confirmed before final application:

2017-284

Torrville/Burns

Resolved that the Town of Fogo Island apply for Municipal Capital Works funding for:

Priority 1 - Fogo Island Municipal Complex at an approximate cost of \$6,595,681.26.

Resolution Carried. In favour 9. Against 0.

2017-285

Hamlyn/Rowe

Resolved that the Town of Fogo Island apply for Municipal Capital Works funding for:

Priority 2 - Barr'd Islands W/S - Phase 3 at an approximate cost of \$2,556,552.53.

Resolution Carried. In favour 9. Against 0.

2017-286

Burns/Hamlyn

Resolved that the Town of Fogo Island apply for Municipal Capital Works funding for:

Priority 3 - Iceberg Arena Roof Insulation, cost to be determined.

Resolution Carried. In favour 9. Against 0.

2017-287

Curtis/Paul

Resolved that the Town of Fogo Island apply for Municipal Capital Works funding for:  
Priority 4 - Stag Harbour W/S, cost to be determined.

Resolution Carried. In favour 9. Against 0.

2017-288

Jacobs/W Hart

Resolved that the Town of Fogo Island apply for Municipal Capital Works funding for:  
Priority 5 - Splash Pad, cost to be determined.

Resolution Carried. In favour 9. Against 0.

2017-289

Jacobs/Burns

Resolved that the Town of Fogo Island apply for Municipal Capital Works funding for:  
Priority 6 - Seldom Upgrades Water System/Pumps, cost to be determined.

Resolution Carried. In favour 9. Against 0.

**4. Adjournment:**

2017-290

Burns

Resolved the meeting adjourned at 5:45 PM

Karen Lane

CAO, Acting Town Clerk/Treasurer



Wayne Collins

Mayor





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

**Councillors Present:**

Mayor Wayne Collins  
Councillor Curtis Burns  
Councillor Scottie Hart  
Councillor William Hart  
Councillor Samuel Rowe

Deputy Mayor Paul Torrville  
Councillor Sheldon Hamlyn  
Councillor Tracey Hart  
Councillor Barbara Jacobs

**Staff:**

Karen Lane, Chief Administrative Officer

Amanda McGrath, Town Clerk/Treasurer

**1. Call to Order:**

Mayor Collins welcomed everyone and called the meeting to order at 7:50 P.M.

It was noted that the Privileged that took place prior to the Regular Meeting, required more time than was scheduled; therefore the Regular Council meeting started 50 minutes late.

**2. Agenda:**

2017-291

Burns/Torrville

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 9. Against 0.

**3. Minutes:**

2017-292

Burns/ S. Hart

Resolved that the minutes of October 30 and November 8, 2017 be adopted as presented.

Resolution Carried. In favour 9. Against 0.

**4. Business Arising:**

No business arising.

**5. Committee Reports**

2017-293

Jacobs/Burns

Resolved that committee reports will no longer be read out at the Council Meeting, due to the lengthy process it is to read the reports and that Councillors are required to have the reports read and reviewed prior to the meeting,

Resolution Carried. In favour 9. Against 0.

**5.1 Transportation Committee**

**i. Report**

Committee Chairperson Paul Torrville presented the minutes of the Special Transportation Committee held on November 20, 2017.

**Update on Minister's Meeting**

Members who were present at the meeting with the Minister and Department of Transportation representatives on Wednesday, November 15th provided a brief update on what was discussed, including the schedule and other requests for cameras, on-site management, etc. Consensus was that the results of the meeting on scheduling were what government was imposing in the way of a schedule, based on their collective agreement with ferry staff. The only concession received was

the extra early trip on Thursdays. While the committee does not support the outcome, government has implemented the schedule as they see fit. Other items were discussed at great length with their staff and they are agreeing that there are issues with the service and that some issues, like cameras on the wharfs are in the process of being implemented.

The discussion then centered on the next steps for the committee. It was determined from members that the citizens are asking for a public meeting to discuss these issues. As the Provincial Government is the governing body for the ferry service and makes the decisions, the committee feels that only a government attended meeting would be of any benefit to the public. The committee can advocate for change on behalf of the citizens but has no authority to make changes or the ability to explain governments position or reasoning for their decisions. It was decided that a letter would be sent to the Minister of Transportation and MHA Derrick Bragg requesting that a public meeting with the appropriate government representation be planned. The committee can assist in the logistics however it would be government's meeting and their opportunity to directly engage with the public on the issues. CAO Karen Lane will write the letter and send to the appropriate contacts.

### **Revised Schedule**

A revised schedule had been provided by Glenn Tremblett to Mayor Collins just before the meeting. The committee reviewed the schedule and consensus is that they do not agree with the changes to the late trips. There are changes to the timing of the last trip of the day on four days; Mr. Tremblett had indicated this was based on new information from their HR department on the requirements of the Collective Agreement and overtime concerns. The department was waiting on further clarification; however the revised schedule may come in effect as early as tomorrow. Another new schedule will just confuse the public more, and is not acceptable to the citizens or the committee. A call was placed to Mr. Tremblett and this was communicated with him. He indicated that they had received some conflicting information and that once it was clarified the schedule may or may not change, based on the interpretation of the collective agreement. The dangerous goods trip was also discussed with the committee indicating the preference was to have it on Wednesday. Mr. Tremblett indicated he thought this would be fine if that is what is requested. The changes to the afternoon trips were acceptable to the committee, as this was based on public feedback to move the 2:00 trip to a little later. The 30-minute rule in Farewell was also discussed. The Department had asked if it would be acceptable that once the traffic in the Change Islands lineup has been loaded and the Fogo Island traffic begins, no more Change Islands traffic would be allowed to board. The committee agreed with this suggestion, and it was noted that any late arriving Change Islands traffic would have the option to travel to Fogo Island in the regular flow of traffic and then disembark and line up to travel from Fogo Island to Change Islands if they would like.

### **ii. Email from Kevin Walbourne**

Mr. Walbourne's email asking if the Town is going to take action against the Provincial Government for stopping the ferry, as discussed.

Karen Lane, CAO spoke with the Town's lawyer on this issue and he commented that this is a Provincial service, all assets are owned by the province. In order for the Town to take legal action there would first have to be court action to have legal "standing" for the Town in this issue determined. It would be highly unlikely and very costly for the town to proceed with this sort of legal action, as there would have to be proof that the "Town" has suffered injury in some way. The Town's role is to advocate on behalf of its citizens through political means, however a court challenge would not likely result in a positive outcome or impose any changes on a provincially run service.



### **iii. Update on issues:**

a) A Committee member stated that the protesters did not stop the ferry, the Government did. Also, it was suggested that the RCMP should not have been involved in negotiations between the Government and the protesters and should not have dropped in on the Committees emergency meeting.

It was explained that the RCMP had requested to attend for a short period and the Committee had agreed prior to the meeting.

b) The letter was forwarded to Minister Crocker, requesting he attend a public meeting on Fogo Island.

c) Council members were all in agreement that the ferry service is not satisfactory and they need to continue lobbying the Government for a better service.

## **5.2 Tourism**

A meeting of the Tourism Committee was held in the Council Chambers at 6 PM, on November 21, 2017. The meeting was chaired by Councillor Curtis Burns and others in attendance were Councillor Sheldon Hamlyn, Councillor Tracey Hart, Karen Lane, CAO and Sharon Bailey, Director.

The following items were addressed:

### **i. Brochures for local businesses**

Discussions were held around which types of brochures should be used for the upcoming season. The Director will provide samples of maps and brochures at the next meeting.

### **ii. Signs removed from heritage locations**

Councillor Hart discussed the story board signs that have been removed from sites. The Director stated that these story boards have been placed inside the properties for the winter and will be placed on site in the spring.

### **iii. Regional Managers – employment dates**

Discussions were held regarding regional managers being employed from the beginning of May until the sites close in the fall. More discussions will be held in the coming months.

### **iv. Welcoming/Attracting cruise ships**

Discussions were held regarding attracting cruise ships to the Island. The committee agreed that this is worth looking into further and could possibly involve the economic development office.

### **v. Professional Assessment of Heritage Properties**

The committee reviewed the proposal was received from Wiseman Architecture Ltd. Discussions were held regarding the importance of getting this done before winter sets in.

2017-294

Burns/T. Hart

Resolved that the proposal from Wiseman Architecture Ltd., in the amount of \$9,750 plus HST, to carry out Historic Assessment/Architectural Services on six (6) Heritage buildings, be accepted. Resolution Carried. In favour 9. Against 0.

### **vi. Greenleaf Resources visit Trail Project**

The committee agreed that the Director contact Greenleaf Resources to arrange a final visit before the trail crew finishes work on December 1, 2017.

## **7.2 Recreation and Special Events Committee**

A meeting of the Recreation Committee was scheduled for Tuesday November 14th, 2017 at 10:00 am. However, the meeting did not go ahead as scheduled. There was no one present for the meeting.

Council was asked to review the following items

### **i. Municipal Capital Works Project**

The Capital Works funding for the Stadium was approved, however the Town has not received the official signed agreement back from the Government. Request to arrange the site visit with Core Engineering, to complete an assessment.

This visit is required before any work can be done and new problems are occurring every day, therefore this work needs to be dealt with as soon as possible.

Staff will check with the Government to inquire if the Town can proceed.

### **ii. Water**

A 3 phase deep well pump had to be purchased, which supplies the entire building. It is my recommendation we have a spare pump in the event of a breakdown. These pumps often have to be ordered and can take 2-3 weeks on shipping. The price is \$699.00, plus HST. It is also possible this pump is not lasting as long as it should due to water quality. Staff was asked to deal with this item.

The water continues to be a problem at the stadium. This has been a known issue for many years. The amount of calcium in it is causing many problems. A treatment system was discussed last year. However, no decision was made. Problems are continuing; the Zamboni blades are getting rusty and it had to be sprayed with undercoat; the ice conditions are softer and skate blades, pipes, and the machinery are getting rusty.

Request to have the water issue be placed as a priority; it needs to be treated as soon as possible.

It was noted that the water that was trucked in, in previous years was not used to make ice.

Staff was asked to further investigate the water treatment system, from Eco Water Systems / Dyno Pro, for the removal of calcium, etc., and to get the water retested.

Councillors were concerned what could be done in the interim, Management will be asked to find a short term solution.

### **iii. Soccer Field Land**

Under crown lands the ownership is under the Fogo Island Improvement Committee. This should be further discussed for clarification. The Fogo Island Co-op is aware of this and is discussing it at their next board meeting. Councillors were asked to discuss this issue. The town occupies and uses it for events as does the school. It is important to clarify in the event of safety and if problems were to occur.

### **iv. Other**

The job roles and duties have increased with scheduling and work commitments from the office to the ice.

Rentals and activities seem to be equal to the previous season. It is only early in the season, but events are going well.



### **7.3 Fire Services and Public Safety**

On Wednesday, November 8th, 2017 a meeting was held with the Fire Chiefs of Fogo Island. In attendance were Committee Chair, Deputy Mayor Paul Torrance, Karen Lane, CAO, and Newman Coish, Stag Harbour - Treasurer, Rick Holmes, Seldom-Little Seldom – Assistant Chief, Edmund Reardon, Tilting – Assistant Chief, Bobby Parsons, Joe Batts Arm, Barr'd Islands and Shoal Bay – Chief, Jamie Hoven, Fogo – Chief, Berkeley Sheppard, Stag Harbour – Chief, and Barry Bailey, Island Harbour – Chief.

Committee members Councilor William Hart and Councilor Samuel Rowe were not in attendance. Given the attendees were invited it was decided to hold the meeting without quorum in order to provide information to and obtain feedback from the chiefs.

Items discussed were as follows:

#### **i. Appointment of New Fire Chief**

Currently a volunteer position, there is no incentive for someone to take it on. The reps discussed the need for a paid position and the role that person would be playing. If the different fire halls are to be expected to work together more and share equipment, training, etc., there is a need for one unifying voice. The consensus was that if it was paid and full time that a suitable candidate could be found locally.

#### **ii. Training – Island Wide**

Training is an issue for all departments, need to start with the basics and get everyone on the same level. A train-the-trainer arrangement might work best, something a new chief could be doing. For budget considerations for 2018, they group requested that Basic Firefighting with B.A.'s be provided for approximately 60-90 people. Linus Tremblett with FES would be able to provide costs. A second request would be for all firefighters to be recertified for First Aid as needed on an ongoing basis and the cost be included in the budget. Training for the jaws-of-life is available from the JBA department and they are willing to provide it, if another department wants it. Fire school continues to be held during the busy fishing season on the island and is a major deterrent for the members to attending.

#### **iii. Foam Supply**

Quote was requested from Mic Mac Fire Services, Brenkir Industrial Supply, and KD & Pratt for the larger size foam, to be shared with the departments; CAO Karen Lane will provide this at the next Fire service meeting. Departments without foam on their trucks requested that a handheld option be provided. Tilting in particular would like to have this option.

#### **iv. Jaws of Life**

The previous CAO was supposed to look into a quote on cutters for the Jaws of Life. Was it approved by council and were any quotes received? CAO Karen Lane will provide an update, to committee at the next meeting.

#### **v. Helmet Lights/On Scene Portable Lighting**

LED lights for helmets are available from Brenkir Industrial Supply for approximately \$100 a set. At a recent fire in Stag Harbour it was very dark and members were dealing with a downed wire in total darkness. They asked that the committee look into a cost to provide this to each member and recommend to council to include funding in the 2018 budget.

#### **vi. Deep Bay Equipment**

Members are wondering why equipment in Deep Bay has not been made available to other departments. They could all use equipment that is there and soon it won't be usable if it's not looked after. The Chairperson indicated he will bring it to the Mayor and Councillor William Hart on the committee to follow up on this item.

Councillor Hart indicated that there is no issue with the Departments getting the equipment from the hall; staff will coordinate this. It was noted that due to the fact that the Fogo Fire Station is responsible for providing fire services to Deep Bay that they should be provided with the items they need first.

#### **vii. Update on Fire Plan Study**

Study has just been finalized with recommendations that will greatly impact the different fire departments, if implemented. They are aware that most likely a reduction in numbers is coming. They would like a copy of the final report if Council is going to go ahead with it, and to be kept informed on any decisions ASAP.

#### **viii Update on Proposed Municipal Complex**

This will be based in part on the Fire Services plan; however a central fire hall doesn't look like the best option. Members indicated that as volunteers and where people are living, a volunteer central station wouldn't work.

#### **ix. Fire Department Financial Reporting Requirements**

The Chairperson reminded the departments that their financial reports should be provided to the office on a timely basis. A couple reports are almost done and will be sent in ASAP.

#### **x. Budget Planning – Items for 2018**

Additional items requested were funding for AED's, approximately 2-3 are needed, and additional training dollars.

#### **xi. Snowclearing on Government Wharf in Barr'd Island and Joe Batt's Arm**

There is a town hydrant on the wharf in Barr'd Islands and Joe Batt's Arm. The government doesn't snow clear there and previous calls to the Town indicated that the Town doesn't do it either. Right now it gets very slippery and would be impossible to access the hydrants in a storm if no one clears it. Who is responsible to have it cleared and accessible? Can the town do it or at least contact the government to see if they are responsible? This will be added to the agenda of the committee to discuss at the next meeting.

### **7.4 Public Works**

The meeting of the Public Works Committee was held in the Council Chambers on November 20, 2017 at 4:30 PM. The meeting was chaired by Councilor Samuel Rowe and the others in attendance were, Deputy Mayor Paul Torraville, Cordell Waterman, Manager of External Operations and Karen Lane, CAO.

#### **i. Review of Agenda**

The Committee reviewed the Agenda and the following item were added:

Terms of Reference  
Snow Blade repairs

#### **ii. Freeman's Pond – Water Intake**

The coupling has arrived and is at Fogo garage and the diver will be here on the island Wednesday to start the work.

#### **iii. CASE Backhoe Lease Agreement**

The lease for the CASE backhoe is up on March 1, 2018, different options were explained and a discussion was held on what would be the best option for the Town. There was a concern about the warranty and bringing the backhoe to St. John's to have any repair work completed.

The committee discussed having the lease extended for an additional 6 months and to get information on a new lease.



Item deferred back to the Committee for further information, including an appraisal value.

#### **iv. Transfer of the Old School House and Community Hall in Deep Bay**

A letter was submitted from the Deep Bay Community Committee with regards to the Old School House in Deep Bay and they would like to have the School House included in with the transfer of the Community Hall and they would also like to be exempt from paying any town taxes. The CAO explained that this arrangement had been based on the Hall being used primarily for church activities. If no taxes are to be paid and it is not based on this exemption, other community groups with non-profit status may be expecting the same exemption going forward. This may cause conflict with other committees on the island and this should be a decision of council. The committee agreed and recommended they should revisit the agreement about the Hall with council. The school house is a separate structure and the committee feels council should look at how we are disposing of these buildings and the terms of these agreements before any decision is made on this building.

#### **v. PDWU Location**

The council has decided to put one unit on the water line in Seldom and the other in the center of the island. A location in the center of the island needs to be decided; Municipal Affairs are willing to work with us on getting these until installed before the end of this year. Wilf Maloney and Kevin Harding, Department of Municipal Affairs will be here on Friday to discuss the possible locations. The Manager will meet with them to find out a possible solution for the unit and inform the committee.

#### **vi. Bleak House Roof Repair Invoice**

The Town had Alspec Roofing complete some repair work on the Bleak House and the original quote was for \$9,800 plus tax for patching and \$16,800 for replacement. Council approved the expenditure to fix the roof, but the contract signed by the previous CAO was for \$9800. They completed the repairs and went ahead and installed a better quality roof coating, he indicated that he was told to make a decision on what was best when he looked at the job and did so. The invoice is \$16,800 plus tax. Committee feels that the job done was acceptable and should be paid; invoice was received on September 1, 2017. Invoice will be forwarded to the Finance Committee for review. 30% of the funding for this expense will be recouped from an approved grant.

#### **vii. Cigarette Disposal Units for Town buildings**

The CAO informed the committee that the Town was in the process of purchasing some cigarette disposal units for the Town Halls and other Town owned building. The Cost for each unit was submitted. There was a discussion on which building they would go to and how many the town would purchase.

2017-295

Rowe/Torraville

Resolved that the Town purchase cigarette disposal units at the lowest price.

Resolution Carried. In favour 9. Against 0.

#### **viii. Seasonal Maintenances Position**

The Town has received 2 resumes for the seasonal maintenance position and interviews will start in the next week.

#### **ix. Tourism Report Items from Last Meeting**

There was a list of items from the regional tourism manger submitted at the last council meeting and the manager explained that some of these items have already been taken care of months ago. In the past years these smaller project have been taken care of by students or project

workers. There was also an email with more items on it and the manager explained that these items had also been taken care of.

#### **x. Sandy Cove Beach Building**

The Town currently has a building on Sandy Cove beach that the Town is paying the electricity on. However the building has only been used once during the last summer season for Tilting come home year. Sandy Cove beach is used by a lot of people during the summer months however there is no change room on the beach. The committee was concerned about the residents of Tilting and if they would be having another festival this year and they wanted the manager to contact them and see if they will be using this building and to let the committee know.

#### **xi. Street Light - Island Harbour**

There was a request from a resident to have a street light moved to another location in Island Harbour. The manager explained that there is a way that this can be done and the Town would not have to pay for this. The committee wanted the manager to check and see if this could be done and let them know so they could recommend to council.

**2017-296**

**Rowe/Torraville**

Resolved that the request to move the street light in Island Harbour be moved pending cost, to relocate the light.

Resolution Carried. In favour 9. Against 0.

#### **iv. Tenders for Snow Clearing**

- ❖ Councillor Rowe declared himself in conflict of interest and was excused from the Council Chambers.

##### **a) Town Office and Stadium Parking Lots**

Three tenders were received:

Kings Construction	R & K Construction	Fogo Island Construction
\$80 per hour	\$185 per hour	\$100 per hour
\$280 per trip	\$550 per trip	\$290 per trip
No price per season	\$10,000 per season	\$5400 per season

The committee member reviewed the Tenders and while he agreed that the lowest seasonal price would be the best option, given that there was no committee quorum, it would like this to be reviewed by council.

**2017-297**

**Torraville/S. Hart**

Resolved that Fogo Island Construction be awarded the tender to plow the Town Office and Stadium Parking Lots, in the amount of \$5,400 plus HST, for the season.

Resolution Carried. In favour 8. Against 0.

##### **b) Tender for Seldom, Little Seldom and Stag Harbour**

One tender was received:

R & K Construction

Tender A – Seldom and Little Seldom

- a) \$185 per Hour
- b) \$1,100 per complete clearing
- c) \$38,000 per season (December 4 – April 15)

Tender B – Stag Harbour



- a) \$185 per Hour
  - b) \$550 per complete clearing
  - c) \$10,000 per season (December 4 – April 15)
- Tender C – Seldom, Little Seldom and Stag Harbour
- a) \$185 per Hour
  - b) \$1,650 per complete clearing
  - c) \$48,000 per season (December 4 – April 15)

All above prices are exclusive of HST.

Councillors reviewed the tendered amounts and decided that they would not accept the tender amounts, due to high cost.

**c) Tender for Sand/Salt Pick Up**

Two tenders were received for the pickup of the sand/salt material from the Department of Transportation and Works Highways Depot. The committee members would like to have this reviewed by council, no committee quorum.

R&K Construction \$7.00 per ton plus HST  
Kings Construction \$18.00 per ton plus HST

**2017-298**

**S. Hart/Torraville**

Resolved that R&K Construction be awarded the tender for the pickup of the sand/salt material from the Department of Transportation and Works Highways Depot, in the amount of \$7.00 per ton plus HST.

Resolution Carried. In favour 8. Against 0.

❖ Councillor Rowe rejoined the meeting.

**7.5 Policy and Human Resources**

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 4:30 PM, on November 15, 2017. The Committee Chair, Councillor Barbara Jacobs was unable to attend. In attendance were Councilor Sheldon Hamlyn, Councilor Scottie Hart (acting as chair) and Karen Lane, CAO

The following items were discussed:

**I. Remote Meeting Policy**

The committee reviewed a sample remote work policy from the Town of Paradise and made some changes to reflect local needs. The Policy was created with these changes. The draft policy is attached for council.

**2017-299**

**Jacobs/Hamlyn**

Resolved that the Town adopt the Remote Meeting Policy as presented.

Resolution Carried. In favour 9. Against 0.

**II. Staffing**

The committee had a detailed discussion regarding current staffing levels, pay scales, various suggestions for new positions, the current job descriptions, and the organization chart of the Town. It was the consensus that current staff should be looked after before any additional hires are made. However, there are a couple positions that need to be added ASAP to meet required

service levels for the Town. Details regarding these recommendations will be discussed in a Privileged meeting of Council.

### **iii. Former CAO Staffing Review**

Report has been reviewed in detail with Mr. Turner present, committee will take all recommendations into account in future decision making.

### **iv. Letter from Gerald and Eileen Freake**

A letter was received indicating that the Freake's are upset by the number of bird feeders a neighbor has installed on his fence. They feel it is attracting birds and rodents to the area and wish to have the committee consider implementing a policy on bird feeders. The committee discussed the validity and determined that no other towns appear to have this in place, and that the current policy for roaming animals is only for domestic animals is sufficient for town enforcement. There would be no way for the town to enforce a ban/limit on bird feeders with current staffing levels, and there have been no other complaints from any other residents. Councillors were in agreement that no policy is required and that the CAO will write a letter to the Freake's explaining same.

### **v. Office Christmas Hours**

The three (3) office staff submitted a request that the town office be closed during Christmas week, which was the custom for some previous town council offices before amalgamation. Employees would take their vacation leave and have the three days from Wednesday, December 27 to Friday, December 29 off to spend with their families. It was noted that the office was open the past couple years but there was very little drop-in or phone requests from citizens. The outside workers are not affected by this closure and the emergency contacts would remain the same.

2017-300

Jacobs/Hamlyn

Resolved that that if all three staff members are in agreement to take vacation from December 27-29, that the office can be closed for those three days in addition to the statutory holidays. Sufficient advertising to the public of the closure would be required.  
Resolution Carried. In favour 9. Against 0.

### **vi. Public Posting of Minutes for Council Meetings**

Previous the minutes for the council meetings were only posted publically once they were reviewed and accepted by the council at the next meeting. This allowed for any errors and omissions to be corrected before they were made public. Council had changed this practice on the advice of the previous CAO, with draft minutes posted to the website, and corrections are posted later if needed. Municipal Affairs had indicated to our Town Clerk that nearly all other Town's post minutes only after they are accepted by council. Errors in minutes can actually make the town liable for the stated error once they are public.

2017-301

Jacobs/S. Hart

Resolved that Council minutes will only be posted publicly after they are accepted in the next meeting, which will allow time for review and any errors corrections.  
Resolution Carried. In favour 9. Against 0.

## **7.6 Finance**

A meeting of the Finance Committee was held in the Council Chambers at 4:30 PM on November 21, 2017. The meeting was chaired by Councillor Sheldon Hamlyn others in attendance were Councillor Curtis Burns, Councillor Barbara Jacobs, Karen Lane, CAO and Amanda McGrath, Town Clerk/Treasurer



## **I. Financial Report**

The Committee members reviewed in depth, the financial reports as submitted and noted the current financial state of the Town is positive.

**2017-302**

**Hamlyn/Burns**

Resolved that the Financial Report for October 2017, be adopted by Council, as presented.  
Resolution Carried. In favour 9. Against 0.

## **II. Invoices for Payment**

**a) Alspec Roofing & Contracting Ltd.**

An overview of the Bleak House roof repairs was given.

**2017-303**

**Burns/Hamlyn**

Resolved that invoice number 0553 from Alspec Roofing & Contracting Ltd in the amount of \$16,800 plus HST be paid.  
Resolution Carried. In favour 9. Against 0.

**b) Harty Engineering Consultants Limited**

**2017-304**

**Hamlyn/Jacobs**

Resolved that invoice number 17003 from Harty Engineering Consultants Limited, for consulting fees for Little Harbour Paving project, in the amount of \$6,519.60 plus HST be paid.  
Resolution Carried. In favour 9. Against 0.

**c) Nortech Construction Company Limited**

**2017-305**

**Hamlyn/Jacobs**

Resolved that invoice number 1 in the amount of \$373,020.42 (HST included) and release of holdback in the amount of \$41,446.71 (HST included), from Nortech Construction Company Limited, for the Little Harbour Paving Project and patching of various Town roads, be paid.  
Resolution Carried. In favour 9. Against 0.

## **III. Other**

**a) Sale of Deep Bay Community Hall and Old School**

Committee members spoke about the precedent it would set if the Deep Bay Community Committee Inc. were given an exemption on property taxes as a condition of the sale.

Although the group is non-profit, a public domain, the consequences of a tax exemption could be huge.

**2017-306**

**Hamlyn/Burns**

Resolved that the issue of tax break for non-profit organizations be referred to the policy committee.  
Resolution Carried. In favour 9. Against 0.

**2017-307**

**Hamlyn/Burns**

Resolved that the sale of the Deep Bay Community Hall and Old School to the Deep Bay Community Committee Inc., with no tax exemption.  
Resolution Defeated. In favour 4 (Mayor Collins and Councillors Hamlyn, Jacobs and Burns).  
Against 5 (Deputy Mayor Torranceville and Councillors S. Hart, T. Hart, W. Hart and Rowe).

Issue was deferred to the next Council meeting for more discussion.

#### **iv. Employee Salaries**

2017-308

Hamlyn/Burns

Resolved that the Town approve the salary increases as presented.

Resolution Carried. In favour 9. Against 0.

#### **6. Administration**

##### **i. Permits – Discretionary Use**

###### a) Green Depo operating from 29 Main Street, Fogo

As per the Town of Fogo Island Development Regulations, the proposed development is a discretionary use located in the Community Development Zone in the Community of Fogo, in the Town of Fogo Island.

It was noted that no objections were received from the published notice in the newspaper for this development.

2017-310

S. Hart/Burns

Resolved that the Town approve the permit to operate a Green Depo operating from 29 Main Street, Fogo.

Resolution Carried. In favour 9. Against 0.

###### b) Wind Turbine operating from 22-24 Garrison Road, Fogo

As per the Town of Fogo Island Development Regulations, the proposed development is a discretionary use located in the Community Development Zone in the Community of Fogo, in the Town of Fogo Island.

It was noted that no objections were received from the published notice in the newspaper for this development.

2017-311

S. Hart/Burns

Resolved that the Town approve the permit to install a Wind Turbine operating from 22-24 Garrison Road, Fogo.

Resolution Carried. In favour 9. Against 0.

##### **ii. Invoices**

###### a) Hickman Motors Limited – Cube Van

2017-312

Burns/ S. Hart

Resolved that the invoice from Hickman Motors Limited for the purchase of a 2017 Chevrolet Express Cutaway 45 in the amount of \$48,108 plus HST, be paid.

Resolution Carried. In favour 9. Against 0.

###### b) Central Diving Ltd.– Diving Services (Repairs to Freeman's Pond Intake)

2017-313

Jacobs/Burns

Resolved that the invoice from Central Diving in the amount of \$9,900 plus HST, for diving services for repairs to Freeman's Pond Intake.

Resolution Carried. In favour 9. Against 0.



c) Stewart McKelvey – Lawyer Fees (Small Claims Court)

2017-314

Burns/Hamlyn

Resolved that the invoice from Stewart McKelvey in the amount of \$5,099.73 plus HST, for Lawyer Fees for small claims court action  
Resolution Carried. In favour 9. Against 0.

d) Emergency Management & Training

2017-315

Jacobs/Burns

Resolved that Invoice Numbers 1562 totaling \$18,256.15 and 1576 totaling \$15,723.75 for the Fire Services Plan be paid when the Provincial Government releases the payments.  
Resolution Carried. In favour 9. Against 0.

**7. Correspondence**

**7.1 Municipal Assessment Agency – Ballot Central Director**

2017-316

Jacobs/Burns

Resolved that the Town of Fogo Island nominate Councillor Pat Woodford for Central regional Director for the Municipal Assessment Agency.  
Resolution Carried. In favour 9. Against 0.

- ❖ Due to the lateness in the evening Councillors were all in agreement to defer all remaining item to the next Council meeting

**8. Date of Next Meeting:**

December 20, 2017 at 7:00 PM


**9. Adjournment:**

2017-317

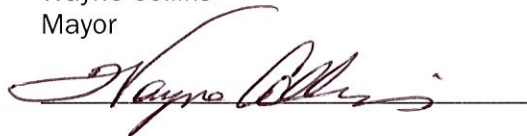
Burns

Resolved the meeting adjourn at 10:49 PM.

Amanda McGrath  
Town Clerk/Treasurer



Wayne Collins  
Mayor



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

**Councillors Present:**

Mayor Wayne Collins	Deputy Mayor Paul Torrville
Councillor Curtis Burns	Councillor Sheldon Hamlyn
Councillor Scottie Hart (7:05)	Councillor Tracey Hart
Councillor William Hart	Councillor Barbara Jacobs
Councillor Samuel Rowe	

**Staff:**

Karen Lane, Chief Administrative Officer	Amanda McGrath, Town Clerk/Treasurer
--	--------------------------------------

**1. Call to Order:**

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

**2. Agenda:**

**2017-318**

**Burns/W. Hart**

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour 8. Against 0.

**3. Minutes:**

**2017-319**

**Burns/ T. Hart**

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

Resolution Carried. In favour 8. Against 0.

**4. Business Arising:**

**4.1 Sale of Deep Bay Community Hall**

- ❖ Councillor William Hart excused himself from the meeting as being perceived as being in conflict of interest, due to the fact that he is a board member on the Deep Bay Community Committee Inc. Councillors voted in agreement.

On July 31, 2017 Council passed a resolution to sell the Deep Bay Hall, to the Committee, included in this resolution was an exemption from Property Taxes. Since this time Councillors had concerns that if an exemption was being granted for a non-profit that isn't a church and exempted by the Municipalities Act, than a precedent would be set that other non-profits would expect the same treatment. Clarification of the verbiage used in the purchase agreement was requested in order to avoid this issue. The Town does not currently have a policy in place providing an exemption of any portion of property taxes for non-profits. It was recommended that the sale of the Deep Bay Hall be amended to remove the exemption from property taxes and that further work be completed to create a policy regarding property tax assessment for all non-profits which could be applied going forward.

- ❖ Councillor Scottie Hart joined the meeting at 7:05 PM

**2017-320**

**Burns/ T. Hart**

Resolved that resolution number 2017-199 be amended to remove the exemption of property taxes. Therefore be it resolved that approval be granted to convey the Deep Bay Community Hall, land and contents with the exception of Fire Department related items; the pickup truck; and transfer the Trunk and copies of documents related to the old Council, to the Committee for the



amount of \$1.00. Be it further resolved that the Committee will be required to make a request for property tax exemption.

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

❖ Councillor William Hart rejoined the meeting.

#### **4.2 Soccer Field**

Staff was asked to check with the Recreation Director on the status of the soccer field.

### **5. Committee Reports**

#### **5.1 Transportation Committee**

A public meeting has been scheduled for January 9, 2018.

#### **5.2 Tourism**

A meeting of the Tourism Committee was held in the Council Chambers at 6 PM, on December 6, 2017. The meeting was chaired by Councillor Burns and others in attendance were Councillor Hamlyn, Councillor Hart, Karen Lane, CAO and Sharon Bailey, Director.

The following items were addressed:

##### **i. Brochure samples**

The committee reviewed samples of brochures and discussed the best options for 2018. A standard rate for graphic design was discussed and the job creation program contains professional fees to cover the cost.

##### **ii. Deep Bay Community Sign**

Public works will follow up with placement and installation.

##### **iii. Greenleaf Resources Visit Trail Project**

Marc from Greenleaf Resources came out on November 30 and December 1, 2017 to access the trail work to date. A full report will follow on the work to date and next steps for winter transport of materials to specific sites.

##### **iv. Trail crew – Thank you card**

The crew finished work for the season and received a thank you card from residents thanking them for the work they had done on the trails.

##### **v. Donation to the Museums**

Ms. Jane Earl made a donation to the museums and stadium.

#### **2017-321**

##### **Burns/ T. Hart**

Resolved that the Town sent a thank you card to Ms. Earl for her donations.

Resolution Carried. In favour 9. Against 0.

##### **vi. Job Creation Program**

Applications for the winter 2018 will need to be submitted. Discussions were held regarding which department should apply.

##### **vii. Canadian Museums – Young Canada Works Application**

Applications are now being accepted for 2018. Deadline is January 10th.

**viii. Heritage Foundation NL**

Wiseman Architecture Ltd will be coming to the island in early January to complete the assessment of the heritage properties.

**ix. Core Training Status – First Aid**

Anyone working alone will be required to have first aid. Principal Jeff Neil was asked to notify the students that they need to have First Aid in order to work for the Town this summer.

**x. Letter from Resident regarding Dwyer Premises**

Extra ballast is needed to stabilize the outside wharf on the Dwyer Fishing Premises. Discussions were held regarding the lack of resources required to upkeep all of the properties owned by the town. Public works will be directed to follow up and report back to the committee.

**xi. Trade marking Fogo Island**

Councillor Burns discussed the information that was provided to the Economic Development Committee regarding the benefits of trademarking the name “Fogo Island”. Shorefast Foundation representatives were in touch with a lawyer regarding the various uses of the name and if it was appropriate for control to be put in place to prevent unauthorized usage, and example were scarves branded as Fogo Island that were made in China and sold by a non-resident company. It appears that only the Town has the right to trademark the name. The costs associated would include lawyer's fees and filing for trademark.

**2017-322**

**Burns/Hamlyn**

Resolved that the Town proceed with this filing, trademarking the Fogo Island Name, the benefits of owning the name could be substantial.

Resolution Carried. In favour 9. Against 0.

**5.3 Recreation and Special Events Committee**

A meeting of the Recreation Committee was held on Thursday December 07, 2017 at 10:00 am. The meeting was chaired by Councillor Tracey Hart and others in attendance were Councillor Scottie Hart, Karen Lane, Chief Administrative Officer and Recreation Director, Colette Wells – Coish.

The following items were discussed:

**i. Revenue Report:**

Monthly Report for November 2017: Total: \$13,601.79

Monthly Report for November 2016: Total: \$12,522.25

**ii. Repairs and Maintenance:**

A site inspection was carried out by Brian Evans with Core Engineering Company on Tuesday December 05, 2017. This inspection covered all areas of the plant and refrigeration system. There was inspection of the refrigeration trench, and a close look at the design, and the water system. A water sample was taken for analysis. Staff present during this inspection were; Director, Colette Wells – Coish, Maintenance, Terry Ford and Manager of External Operations/Public Works, Cordell Waterman. The report and cost analysis is attached.

The water has been a problem at the stadium for user groups. A sample of our water has also been sent to Dyna Pro in Lewisporte for analysis. A request has gone out to the public for interested parties to delivery water to the stadium on a daily basis. The cost and effectiveness will have to be determined at a later time.



**2017-323****T. Hart/S. Hart**

Resolved that once we know the quality of the water, Council will look into installing a filtration system for the Zamboni and ice, as this would be the best option because trucking water to the stadium will be required daily and would be a substantially higher cost than a filtration system. Resolution Carried. In favour 9. Against 0.

**2017-324****T. Hart/S. Hart**

Resolved that the Town will look into purchasing a new 1000 gallon holding tank for the ice plant, as the current original tank is in very poor condition and it supplies water to the entire stadium. Resolution Carried. In favour 9. Against 0

**2017-325****T. Hart/S. Hart**

Resolved that the Town will look into purchasing a spare brine pump for the ice plant because if the brine pump fails we have no replacement. Resolution Carried. In favour 9. Against 0

**iii. Projects**

- The Community Enhancement Project has started which will see improvements in various locations.
- The Canada Day application has been applied for 2018.

**iv. Events**

- Christmas Social for Seniors - lunch and card game - December 5<sup>th</sup>
  - Skate Day in Canada and Tree lighting - December 10<sup>th</sup>
  - Teddy Bear and Mitten Toss Hockey Game - December 15<sup>th</sup>
  - Annual Iceberg Cup Tentative - February 16<sup>th</sup> – 17<sup>th</sup>, 2018
  - Montreal Alumni Game March 17<sup>th</sup>, 2018
- It was noted that there are many events planned for the upcoming months.

**v. Other:****a) AED**

The committee recommends the Town purchase an AED unit to place in the office. In the event there are issues with the one we have at the stadium it can be used there.

**2017-326****T. Hart/S. Hart**

Resolved that the Town purchase an AED unit to place in the office. Be it further resolved that In the event there are issues with the one at the stadium it can be used there. Resolution Carried. In favour 9. Against 0

**b) CORE**

Students applications will soon be posted and it is encouraged all students and residents who hope to work this summer to obtain first aid training if possible.

As we learn more about the new CORE requirements we will develop new policies and procedures accordingly.

**c) School Playground**

The CAO was asked to follow up with the Recreation Director.

## **5.4 Fire Services and Public Safety**

A meeting of the Fire Services and Public Safety Committee was held in the Council Chambers from 6:09 PM to 7:02 PM. The meeting was chaired by Deputy Mayor Torrville and others in attendance were Councillor Sam Rowe and Karen Lane, CAO.

The Following Items were discussed:

### **i. Jaws of Life**

Forms need to be filled out by the Joe Batt's Arm Faire Department in order for the Town Clerk to apply for the funding of the requested purchase of cutters for the Jaws of Life. Deputy Mayor Torrville will have the department complete the forms.

### **ii. Snow Clearing at Government Wharf – Joe Batt's Arm**

Call was made to the HA representative who confirmed that they own the road access. As it is not Town property we have not been plowing it on the regular rotation. There may be liability issues if the Town were to plow a private road.

**2017-327**

**Torrville/Rowe**

Resolved that the Town will notify the department that council will not be plowing this area and that Council recommended they use the area near the fish plant on JBA South.

Resolution Carried. In favour 9. Against 0.

### **iii. Training Budget**

Fire departments are requesting that all firefighters have access to Firefighter 1 training. It was discussed that this may be available online and there may be funding available. CAO will contact Linus Tremblett with Fire Service to discuss this possibility and provide update to committee.

### **iv. Equipment at Deep Bay**

Equipment should be provided to the Fogo Fire Department as they have taken over service for that area.

**2017-328**

**Torrville/Rowe**

Resolved that Deputy Mayor Paul Torrville, and the Manager, External Operations Cordell Waterman accompany Town staff to the hall and remove the equipment to be delivered to Fogo Fire Department. Be it further resolved that any equipment deemed surplus by them can be distributed to other fire halls showing greatest need.

Resolution Carried. In favour 9. Against 0.

### **v. Foam**

Due to the large costs and expiration date of foam 10 pails will be ordered now.

**2017-329**

**Torrville/Rowe**

Resolved that 10 pails of foam be ordered to replenish the available foam and that fire departments will provide requests for next year once it is needed.

Resolution Carried. In favour 9. Against 0.

### **vi. Fire Chief**

The committee reviewed the prior recommendation of a paid position and is standing by that request.



## **2017-330**

### **Torraville/Rowe**

Resolution that the Fire Chief position, become a paid, full-time employee of the town was deferred for further discussion during the budget meeting.

Resolution Carried. In favour 9. Against 0.

### **vii. Old Neck Road, Seldom**

Discussion around this road will also be referred to Public Works Committee.

## **2017-331**

### **Torraville/Rowe**

Resolved that a letter be sent to area residents advising them to remove the debris from "Old Neck Road" in order to facilitate fire services and that snowclearing be done by the Town to the bottom section of the road between Bruce and Andrew Blundon's to allow the fire department to stage from that area hydrant and run hoses up that road if necessary.

Resolution Carried. In favour 9. Against 0.

### **viii. Emergency Plan**

Plan needs changes and review, a meeting solely to update this plan will be held early in the new year in order to meet the town's requirements.

### **ix. Fire Services Review**

Review was completed with recommendation for the necessary changes to fire services. A new fire chief is needed to help drive this plan forward and until this option is explored the committee has no further recommendations on this plan. Council will need to determine the course forward if changes are to be implemented as needed.

### **x. Email from NL 911 re Decals**

Deputy Mayor Torraville will provide the details to the Fire Chiefs, these decals are provided free of charge and are available to order.

Update: Decals have been ordered.

### **xi. Street Names and Numbers**

There may be confusion when dealing with NL 911 and local fire services due to the repetition of some street names throughout the island and numbers not being displayed on homes.

## **2017-332**

### **Torraville/Rowe**

Resolved that Council provide notice to all residents to display house numbers on their homes to help facilitate fire services. Be it further resolved that discussion is needed on changing the street names that are repeated, in order to avoid issues in the future with fire services dispatched to the wrong address.

Resolution Carried. In favour 9. Against 0.

### **xii. Budget Items**

The committee recommended that an additional AED be purchased for the Town Office that could be moved to the stadium if the need arises. There may be a need for these to be purchased for the fire halls as well, depending on who has one and who will be active in the future.

## **5.5 Public Works**

A meeting of the Public Works Committee was held in the Council Chambers at 4:30 PM. The meeting was chaired Councilor Sam Rowe, others in attendance were Deputy Mayor Paul Torraville, Councilor Scotty Hart, Karen Lane CAO and Cordell Waterman, Manager of External Operations

**i. Review of Agenda**

The Committee reviewed the Agenda and the following item were added:

Upgrade to Old Town Hall Road

Brook on Country Road

Cemetery Road in Fogo

**ii. Business Arising from Previous Minutes**

The Committee reviewed the previous minutes and the following items were discussed.

- Street light in Island Harbour. The Manager explained to the committee that he had the number of the pole and they would have to put in a request with Hydro to have the light taken down and another request to have the light relocated and he wasn't sure how long this would take.

**iii. Fire Hall Parking lot in Fogo**

This item was deferred from the last meeting. The area has since been cleaned up.

**iv. Building in Sandy Cove**

At the last committee meeting a decision was made to contact a resident from Tilting in regard to using the old stage and turning it into a changing room for the beach. The Recreation Director was in contact with a committee member from two groups in the community and they were in agreement with this idea.

The committee was in agreement that we proceed with the change room at Sandy Cove beach.

**v. Standing offer for all services**

The Town currently has a standing offer with King's Construction for the Backhoe, Dump Truck and Excavator services until May 19, 2018. There was a discussion on what items that the Town would need a standing offer for. The Committee would like the Manager to contact the contractors on the island and get a list of the equipment they have, and prices for each unit.

**vi. Old Neck Road in Seldom**

This item was deferred back to Public Works from the Fire Service committee. The Manager explained to the Committee that the Town currently does not own the road. There was a discussion on the vehicles that are abandoned in the area and a letter should be sent to the owners asking them to remove the vehicles. The Manager then suggested to the committee that they install a hydrant at the end of the road to provide fire service to the residents. This would eliminate the need to snow clear the road in the winter as they could access the hydrant from the main road.

**2017-333**

**Torraville/Burns**

Resolved that the Town look into installing a fire hydrant on "Old Neck Road".

Resolution Carried. In favour 8. Against 0.

**vii. Dwyer Fishing Stages**

The Town received a letter from a resident of Tilting in regards for the need for extra ballast to stabilize the outside wharf at the Dwyer fishing premises. The Manager showed the committee a picture of the wharf and asked for suggestions on how to get the material out to the outside portion of the wharf.

It was recommended that the Tourism Department apply for funding to get this fixed in the spring.



#### **viii. COR Requirements**

Cordell Waterman, Manager of External Operations attended the COR training course in Gander recently. He has since met with HR Committee to discuss a need for a OH&S committee and the policies that the Town will have to develop to put in the Safety Manual.

It was recommended that the Manager meeting with Council and present the requirements to them.

#### **ix. CASE Backhoe Lease Agreement Options**

\$48,060.00	Option to Purchase
\$ 250.00	Disposition Fee
\$ 7,246.50	Taxes
\$55,556.50	Sub-total
\$ 3,074.05	LESS Security Deposit
\$52,482.45	<b>Total due March 1, 2018</b>

\$52,482.45	Buyout
\$18,770.76	LESS 6 Renewals
<b>\$33,711.69</b>	<b>Total due – September 1, 2018</b>

This included all of the attachments that we currently have with the backhoe (3.0 yd3 snow bucket, 10' blade and SC36 Hammer.

**2017-334**

#### **Torraville/Burns**

Resolved that the Town lease the Case backhoe for an additional 6 months and then proceed with purchasing the Backhoe in September.

Resolution Carried. In favour 8. Against 0.

#### **x. Nippard's Lane in Deep Bay**

The Town received a letter from resident that live on Nippard's Lane and they were wondering if the Public Works Department would snow clear this lane for the residents. The Town does not currently own this Lane and we have a policy that we do not plow personal driveways and in addition it is not permitted under the Municipalities Act 1999.

The committee and Council were in agreement that we would not snow clear this Lane because there was no room to turn around the truck and we would be on private property.

#### **xi. Old Town Hall Road in JBA**

There was a request made for an upgrade to Old Town Hall Road in JBA. The Manager will look into the condition of the road and would do the necessary repairs to the road if required.

#### **xii. Brook on Country Road in Fogo**

There was a request from a resident living on the road to have the brook cleaned out behind his house. The Town employees recently did some work on the brook along a common flooding area to prevent flooding next spring. The committee would like the Manager to contact Environment and also fisheries to see if they could proceed up the brook to help the resident.

#### **xiii. Cemetery Road in Fogo**

A committee member asked about the road leading up to the Cemetery in Fogo. The agreement was that the Town only upgrades the bottom portion of this road when needed. The committee agreed that we would only fix the bottom portion.

Staff was asked to get a copy of the agreement letter for review.

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

#### **xiv. Water delivery to the stadium**

The Town received 3 quotes on the delivery of water to the stadium based on 2000 gallons:

Fogo Island Construction Limited

\$295.00 per day

\$1500.00 per week

\$24,000.00 per 16 weeks - March 31th, 2018

Kings Construction:

Seasonal Rate - \$31,850.00

R & K Construction

\$350.00 per trip delivering 1200 gallons per trip.

It was noted that it would require R & K to make 2 trips per day. There was a discussion on the options to deliver the water and where the funding was going to come from. The manager informed the committee that they had someone from COR engineering out to the stadium to do a review on the upgrades for the arena. There was a water sample taken and there would be a water quality report sent back with the recommendation on what we would need to fix the water problem. There was also a quote for a new water filtering system for the stadium that may help with the high level of calcium in the water.

The committee recommended and Council agreed that the Town would proceed with a water filter system once we received the water quality report.

- ❖ Councillor Scottie Hart was excused from the meeting due to a prior commitment.

#### **vx. Snow clearing options for Seldom**

The Town received 2 tenders for the snow clearing – Seldom, Little-Seldom and Stag Harbour:

Kings Construction     \$39,000.00 plus tax for Seldom - Little Seldom and Stag Harbour

R & K Construction     \$35,000.00 plus tax for Seldom - Little Seldom  
                                     \$10,000.00 plus tax for Stag Harbour  
                                     \$45,000.00 plus tax for Seldom - Little Seldom and Stag Harbour

The committee reviewed the prices and discussed other options for the snow clearing and would like this to be reviewed by Council.

An overview of staff's recommendation was given to Councillors and all were in agreement that the Town would perform the snowclearing, by moving equipment around and hiring another seasonal worker.

#### **2017-335**

##### **Torraville/Burns**

Resolved that the Town would not accept the snowclearing tender's for Seldom, Little Seldom and Stag Harbour, due to high cost.

Resolution Carried. In favour 7. Against 0.



**2017-336**

**Torraville/Burns**

Resolved that the Town perform snowclearing in Seldom, Little Seldom and Stag Harbour and hire a full time seasonal maintenance worker. Be it further resolved that the Town re-tender for the use of a backhoe for loading salt/sand material at one of the Town Garages either in Joe Batt's Arm or Fogo.

Resolution Carried. In favour 7. Against 0.

❖ Councillor Rowe rejoined the meeting.

**Privileged Meeting – 8:30 PM**

**2017-337**

**Jacobs/Burns**

Resolved that the Regular Council Meeting pause for Councillors to enter into a Privileged Council Meeting at 8:30PM.

Resolution Carried. In favour 8. Against 0.

**Regular Council Meeting – 8:44 PM**

**2017-338**

**T. Hart/Torraville**

Resolved that the Regular Council Meeting resume at 8:44PM.

Resolution Carried. In favour 8. Against 0

❖ Councillor Burns was excused from the proceedings for a short period.

**5.6 Policy and Human Resources**

A meeting of the Policy and Human Resources Committee was held in the Council Chambers at 4:35 PM. In attendance were Committee Chair, Councillor Barbara Jacobs, Councilor Sheldon Hamlyn, Councilor Scottie Hart and Karen Lane, CAO.

The following items were discussed:

**i. Staffing**

**A. Manager, External Operations**

The current employee spoke to the committee regarding his concerns relating to his position He would like the committee to review his position regarding title, specific job role, and then provide an updated salary package based on this review if it is deemed necessary.

**2017-339**

**Jacobs/Hamlyn**

Resolved that the job role of Manager, External Operations be reviewed as soon as possible by the committee before any changes are made to the current salary structure. The employee would continue to be paid his current rate plus overtime when required, however the CAO is to review and approve overtime before it is incurred whenever possible.

Resolution Carried. In favour 7. Against 0

**B. Fire Chief**

The committee discussed the fire chief and wishes to make the same recommendation as the previous report.

**2017-340**

**Jacobs/Hamlyn**

Resolved that pending budget review, this position become a paid position with the Town; responsibilities to include training, fire inspections, budgeting, equipment review, and to lead the

transition of the current fire halls to a model that has been recommended in the completed Fire Services Review report. The position could also take on some of the role required for COR certification to relieve the extra duties to the Manager, External Operations.  
Resolution Carried. In favour 7. Against 0

❖ Councillor Burns rejoined the meeting.

C. Other staff

1) Seasonal Maintenance Worker

**2017-341**

**Jacobs/Hamlyn**

Resolved that the salary for this position be raised to \$20 per hour, along with the current salary paid to the newest operator on staff.

Resolution Carried. In favour 8. Against 0

2) Director, Tourism, Culture and Heritage

Position has been posted with a closing date of December 18th.

D. Christmas Hours

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

Based on a request for options regarding office closures over Christmas the committee recommended and council had approved the office closure for three days over the holidays if all office staff were willing to take vacation. After discussing this option the office staff has agreed that they don't all wish to be off for all three days, and they are available to work. They have asked for reducing the office closure to one day, Friday the 29th, with the three staff taking their vacation time for that day.

**2017-342**

**Jacobs/Burns**

Resolved that the Town Office be closed on Friday, December 29th, with the three staff taking vacation time.

Resolution Carried. In favour 7. Against 0

Staff has also requested clarification on the early closing time for Christmas Eve, or as the case this year when it falls on a weekend, the Friday before Christmas Eve. It was noted that in the past the office has closed at various times, one option being at 11:00 am.

**2017-343**

**Jacobs/Burns**

Resolved that the Town Office close at 2:00 pm on Friday, December 22nd, with all staff given the same time off.

Resolution Carried. In favour 7. Against 0

❖ Deputy Mayor Torrville rejoined the meeting.

**ii. COR/OSH**

Manager, External Operations provided details on the training he attended recently and the policies and procedures that will be required going forward. He has agreed to provide the update to council regarding these details.



### **iii. Other items**

Committee discussed the ongoing budget process and ways to increase revenues for the town. Some options were obtaining crown land, having it serviced, and then selling it, as well as selling the property currently known as the Fogo Island Rec Centre.

## **5.7 Finance**

The Finance Committee presented the draft Budget for 2018. It was agreed Councillors would review the draft budget over the next few weeks and hold a special meeting early in January.

**2017-344**

**Hamlyn/Burns**

Resolved that the Town defer adoption of the 2018 Budget and hold a Special Council Meeting on January 8, 2018 at 6:00 PM.

Resolution Carried. In favour 8. Against 0.

## **6. Administration**

### **I. Cleaning of Town Office**

**2017-345**

**Burns/W. Hart**

Resolved that the CAO be granted approval to make a decision on the cleaning of the Town Office

Resolution Carried. In favour 8. Against 0.

### **II. Federation of Canadian Municipalities**

**2017-346**

**Burns/Hamlyn**

Resolved that the Town pay membership dues for 2018 to the Federation of Canadian Municipalities.

Resolution Carried. In favour 8. Against 0.

## **7. Correspondence**

### **7.1 J. Merrigan**

Mrs. Merrigan's letter was forwarded to the RCMP and Council requested that staff follow up.

**2017-347**

**Burns/Hamlyn**

Resolved that the Town supports a safe workplace and that staff follow up with the RCMP.

Resolution Carried. In favour 8. Against 0.

### **7.2 Municipal Affairs and Environment – Removal of Limit of Service Requirements**

Letter from Heather Tizzard, ADM of Municipal Infrastructure and Support regarding the removal of the Limit of Service requirements was reviewed.

### **7.3 Linda Payne – Closure of Business**

Mrs. Payne's letter informing Council that the Green Depo will close on December 30, 2017 was read.

### **7.4 Earl, Keith and Wayne Ludlow**

The letter from the Ludlow's to Council, thanking staff for their cooperation and help was read.

### **7.5 Brian Peckford, President PMA**

Mr. Peckford's letter informing Council of upcoming training, programs and benefits of PMA was reviewed.

#### **7.6 Joan Coles, Secretary, Deep Bay Community Inc.**

Ms. Coles' letter thanking Council for the installation of child safety sign erected, providing the residents with emergency numbers and for getting car wrecks removed from the community was read.

#### **7.7 Reverent Kenneth Abbott – Re: Deep Bay Hall**

Reverent Abbott's letter to Council expressing his concern over the length of time it is taking for the sale of the building was read.

#### **7.8 Municipal Assessment Agency - Board of Directors**

Letter announcing the MAA Board members, was addressed.

#### **7.9 Seldom – Little Seldom Fire Department**

Request for payment or help with payment on First Aid course; total cost \$1,388.27.

2017-348

Torraville/Hamlyn

Resolved that the Town fund the cost of First Aid course; on a 60/40 cost sharing basis. With the Fire Department's share being 60% and the Town's share being 40%.

Resolution Carried. In favour 8. Against 0.

### **8. New Business**

#### **8.1 Conflict of Interest**

Councillors discussed conflict of interest under the Municipalities Act and lessons learned at the MNL Annual Convention on real and perceived conflict of interest.

A Councillors role on a Committee of Council as it relates to real and perceived conflict was also discussed in detail. The consensus was that Councillors who have experience in a certain department is beneficial and it would be monitored if any issues arise.

Additionally, with regard to a councillor sitting as a board member on a non-profit organization, it is a perceived conflict, not a real conflict as the councillor don't monetary interest in the matter distinct from an interest arising from his or her functions as a councillor.

#### **9. Date of Next Meeting:**

January 30, 2018 at 7:00 PM

#### **10. Adjournment:**

2017-349

Burns

Resolved the meeting adjourn at 10:20 PM.

Amanda McGrath  
Town Clerk/Treasurer



Wayne Collins  
Mayor

