



## Minutes of Regular Public Council Meeting January 31<sup>st</sup>, 2023 at 7:00PM

A Regular Meeting of Council was held at the Town Office on January 31, 2023, with the following in attendance.

### Councillors Present:

|                            |                                 |
|----------------------------|---------------------------------|
| Mayor Andrew Shea          | Deputy Mayor Alexander Crawford |
| Councillor Beverly Broders | Councillor Mark Budden          |
| Councillor David McKenna   | Councillor Lary Roebbotham      |
| Councillor Adam Young      |                                 |

### Staff:

Pauline Payne, Chief Administrative Officer  
Daphne Coles, Deputy Town Clerk  
Germaine Morgan, Admin/Municipal Enforcement

### 1. Call to Order:

Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:10PM.

### 2. Agenda:

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

2023-001

Crawford/Roebbotham

Resolved that the agenda be adopted as presented.

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

### 3. Minutes:

2023-002

Broders/Budden

Resolved that the minutes of the Regular Public Meeting held on December 20, 2022, be adopted as presented.

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

### 4. Business Arising:

- No Business Arising from the adopted minutes of December 20<sup>th</sup>, 2022.

## 5. Department Reports

### 5.1 Economic Development & Special Projects presented by Councilor Broders

A meeting of the Economic Development & Special Projects Committee was held at the Town Office on January 19, 2023, at 4:30 PM with the following present: Committee Chairperson, Councillor Beverly Broders, Councillor Lary Roebbotham, Mayor Andrew Shea, and CAO Pauline Payne, and EDO Cheryl Gardner. The following items were discussed:

#### A. Economic development vision and strategic plan:

- I. Develop an economic development vision including strategies for community-wide participation.
- II. Develop an economic development communication strategy.
- III. Develop a SME networking and workshop series. Activate partnerships among various stakeholders, including youth.
  - a) Develop a small-business and social resource center.

- IV. Develop a community value chain to identify market opportunities and to meet demand for products and services.
- V. Develop an affordable housing strategy.
- VI. Develop a strategy for supporting fishing enterprises.
  - a) Succession planning
  - b) Funding & financing opportunities
  - c) Youth engagement
- VII. Identify emerging industries and how to support development.
  - a) Evaluate spin off industry potential.
- VIII. Develop a climate change resiliency strategy.
- IX. Create a business and investment attraction plan. Include a strategy for how to encourage youth and previous residents to come back.
- X. Identify special projects that contribute to the overall vision.

### 2023-003

#### Broders/Crawford

Resolved that the Economic Development Officer develop an economic development vision and strategy to be used as a road map to our goals and to engage the community for community-wide participation in realizing the vision. The strategy will include but is not limited to the items listed above.

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

## B. Special Projects:

### I. Affordable Housing Project

- a) Activate a not-for-profit Housing & Investment Corporation, and form the 'steering committee'

### 2023-004

#### Broders/Roebbotham

Resolved to approve the incorporation of a new Non-Profit Economic Development Corporation committed to improved housing initiatives and economic outcomes for Fogo Island with the following 3 Directors: Andrew Shea, Beverley Broders, and Cheryl Gardner.

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

### 2023-005

#### Broders/Roebbotham

Resolved to establish a "Steering Committee" for the new Non-Profit. This Committee would help guide the Board of Directors for the first 6 months. Members of this Steering Committee will be CAO Pauline Payne, EDO Cheryl Gardner, Mayor Andrew Shea, Councillor Beverley Broders with Justin Hearn invited to participate on to the Steering Committee for 6-month.

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

- b) 'Steering Committee' to prepare for incorporation of the Housing & Investment Corporation (Articles of Incorporation, Notice of Registered Office, Notice of Directors and By-laws)
  - c) Housing and Investment Corporation to conduct "housing needs assessment."
  - d) Town to begin housing development planning.
    - Town contribution - land and land infrastructure.
    - Recommend six units, 'housing needs assessment' to quantify number of units and housing type.
    - Not-for-profit to gain assets, fund operations and operate the housing development.
- II. MIC (Fisherman's Union Trading Co., Seldom)
- a) Updates on Project Phase One – foundation repair & funding extension



- b) Activate Planning for Project Phase Two – marina repair & update facilities
- c) Activate Planning for Project Phase Three – insulation, siding, & interiors
- d) Discussion of Project Phase Four – exterior parking and green space
- e) Discussion of Funding Potential – reviewed funding matrix document

2023-006

**Broders/Crawford**

Resolved to separate the project for the Marine Interpretation Centre repairs into project phases to maximize funding potential and to activate Phase 2 and Phase 3 to start planning, engineering, budgeting, and funding acquisition.

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

### III. Bleak House

- a) Discussion of funding potential for 200-year anniversary project
- b) Determine if Bleak House could be a beneficial project that contributes to the overall community economic development vision

2023-007

**Broders/Roebotham**

Resolved that the Economic Development Officer create an ‘idea bank’ for Bleak House. To be discussed further at the next committee meeting.

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

## 5.2 Recreation & Tourism presented by Deputy Mayor Crawford

A meeting was held at the Town Office on Tuesday, January 17<sup>th</sup>, 2023 at 4:30pm with the following present: Committee Chairperson, Deputy Mayor Alexander Crawford, Councillor Adam Young, Chief Administrative Officer, Pauline Payne, Director of Recreation & Tourism, Colette Wells- Coish.

The following items were discussed:

### A. Recreation

- I. A skating schedule was put in place for users during the holidays, and two new sessions have been added to the 2023 skating schedule.
- II. The Men’s Recreational Hockey Tournament the “Iceberg Cup” is scheduled for February 3<sup>rd</sup> and 4<sup>th</sup>. The Stadium Committee is planning to use this tournament to help fundraise for a new sound system for the stadium.
- III. With activities and groups planning, a discussion was held on fee structures. This topic will be discussed further in the fall of 2023 with no changes at this time.
- IV. Curling is moving ahead, and plans are underway for sessions at the arena for anyone to come and learn how to play at no charge.
- V. Council inquired about the possibility of new summer activities at the arena like floor hockey and roller blading. There is also new Archery equipment that can be utilized.
  - a) Request that the Director inquire at the school or with the School Board the possibility of using the school gym for these activities. Other towns have use of their school gym for activities like these.

### B. Maintenance

- I. The deep well pump at the stadium was replaced in December. A spare pump has been ordered.
- II. The oil separator for the Ice plant is ordered through Young’s Refrigeration and when the part arrives scheduling will be done to have it installed.
- III. We are currently pricing Booster Pumps. It pumps the water to the entire building. The current pump is the original and is not working effectively.
- IV. The sound system at the stadium must be replaced. Prices are being reviewed.

### C. Tourism

- I. A public post is planned to invite residents to volunteer and schedule 'Heritage Moments' at our various museums for 2023. They will share their personal connection, knowledge, and culture.
- II. A new Tourism information brochure for 2023 has started. This will include attractions and amenities. This is scheduled to be ready by April 30<sup>th</sup>.

### D. Other:

- I. A calendar of events is planned for spring and summer that includes a mixture of recreational, social and community events. This will be ready and out by April 30<sup>th</sup>, and there will be room for additional events to be added.

### 5.3 Fire Services/Public Safety presented by Councilor McKenna

A meeting of the Fire Services Committee was held on January 23rd at 6:30pm at the Town Office. In attendance; Chairperson Councillor David McKenna, Councillor Mark Budden, Station Chiefs Paul Torrville, Dion Harnett, Bobby Parsons, and CAO Pauline Payne.

The following items were discussed:

#### A. Fire Calls

- I. Chimney Fire – Fogo
- II. Fire Drill – Riverhead Manor
- III. Alarm – Hospital
- IV. Open Fire – Pit at centre of the island.

#### B. Training Update

- I. Driver and pumper training is ongoing.
- II. Regular training is ongoing.
- III. Training is required on our Fire Services communications and management software system called FIRE Q.

2023-008

McKenna/Budden

Resolved that the CAO organize training for Administration and firefighters on the FireQ system. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, Councillor Roebottom, and Councillor Young. Against - 0.

- IV. Cold Water Rescue Training – Update – CAO has spoken with 2 Suppliers for this training and is in the process of getting the 2 quotes to bring back to the Committee for review.
- V. Basic First Aid Training – CAO has sourced suppliers and is waiting on the number of firefighters that have expired certification, then will move ahead, and organize this training.

#### C. Equipment update – Budget Requirements

- I. Council has included the purchase of a used pick-up truck in the 2023 Budget to replace the Ram Pick-up in Fogo. This truck is used as the early response vehicle for Island Harbour and Deep Bay.
  - a) The Town has Budgeted \$40,000.00 for a truck for Fogo Station #3
  - b) This would be a “good” used pick-up with minimal km's.
  - c) 1 ton capacity would be ideal.
  - d) Based on recommendations from the former Fire Chief, this truck should be equipped with a “Attack Pac” unit which is a portable pump unit that slides into the back of a pick-up.

2023-009

McKenna/Crawford

Resolved that the CAO source a “good” used pick-up for review by Fire Services Committee and obtain pricing for an “Attack Pac” or transport skid unit.



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

#### 5.4 Planning & Public Works presented by Councilor Broders

A meeting of the Planning and Public Works Committee was held at the Town Office on January 18, 2023, at 6:00 PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Mark Budden, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed:

#### A. Business Arising from last meeting.

##### I. Snow clearing – 160 Main Road, JBA

- a) The Superintendent of Public Works was in contact with the local Harbour Authority Staff to discuss the possibility of them plowing the road leading to the Government Wharf and was informed that they don't have any funds available to be able to do any plowing in this area.

2023-010

Broders/Budden

Resolved that a letter be sent to the property owners of 160 Main Road, Joe Batt's Arm informing them that the Harbour Authority is responsible for this side road and that they don't have any funds available to be able to do any plowing in this area.

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

#### B. Maintenance:

##### I. Preventative Maintenance

- a) All routine maintenance in the pump houses have been completed for the month of December and intake screens have been cleaned in Fogo, Seldom and Tilting.
  - The flowmeter at the Tilting pumphouse is no longer working. Only one supplier for a compatible replacement could be found. The replacement was ordered from K & D Pratt on January 10, 2023, at a cost of \$5,301.00 plus HST.
- b) All lift stations have been inspected. An issue was found with a pump in the Sandy Cove lift station, and it has been sent to Xylem for servicing.
  - We have received the recommendation from the engineers regarding the lift station at Experience Fogo. Based on their site visit they are recommending relining the existing chamber with a fiberglass liner. H & R Enterprises LTD can install the liner and components at a cost of \$33,000 plus HST which includes labour and materials. The replacement pump firm Xylem will cost \$17,389.21.

2023-011

Broders/Young

Resolved that H & R Enterprises LTD complete the necessary repairs with installation of a liner and components at a cost of \$33,000.00 plus HST including labour and materials and order the replacement pump from Xylem at a cost of \$17,389.21.

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

##### II. Vehicle Maintenance/Inspections

- a) KMR Transport has been maintaining our vehicles as needed and has started completing the 2023 inspections as they expire.
- b) The Freightliner dump truck is currently in St. John's getting fitted to tow the excavator's trailer.

#### C. Other:

##### I. Permit Applications

- a) Field visits are ongoing to determine compliance, as requested.

## II. Building Permit Regulations

- a) Section 1. c. of the Building Permit Regulations states “Permits shall be valid for a period of not more than 2 years from the date of issue and if the development has not started this permit may be renewed for not more than one year”.
- b) Staff is recommending that Section 1.c. be amended to allow all permits to be eligible for renewal for one additional year at a cost of 50% of the set permit fee if nothing has changed since the original application.

2023-012

Broders/Budden

Resolved that Section 1, c. of the Building Permit Regulations be changed to the following:

“Permits shall be valid for a period of not more than 2 years from the date of issue, whether or not the development has been started a permit may be renewed for not more than one additional year at a cost of 50% of the set permit fee pending nothing has changed since the original application”.

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

## III. Water turn-on/turn-off

- a) Water turn-on/turn-offs being requested intermittently.

## IV. Advanced Drinking Water System:

- a) Both units are fully operational. The Fogo unit was having some issues that were caused by a faulty sensor which has now been replaced.

## V. Letters from Residents

- a. A letter has been received from a resident requesting the Town assist seniors by plowing their driveways.

2023-013

Broders/Budden

Resolved that a letter be written informing the resident that according to section 221 of Municipalities Act, 1999 the Town is not permitted to perform services that can be provided by contractors.

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

- b. A letter has been received from a resident requesting the chain barring access to the Seldom pumphouse remain open for the winter months as they are concerned it could become a safety hazard for snowmobilers.

2023-014

Broders/McKenna

Resolved that chains be replaced with gates to access all the Town’s Water Supply areas and the chains remain open until the gates can be installed.

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

## 5.5 Municipal Enforcement & Permitting presented by Councilor Broders

Municipal Enforcement met with the Planning and Public Works Committee on January 18<sup>th</sup>, 2023, at 6 PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Mark Budden, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan



- The Purpose of the meeting was to provide direction on some Municipal Enforcement Properties in contravention of The Municipalities Act. These properties need repair, some are only minor while others are a major safety concern.
- The Town would like to ask residents to take the initiative to clean up their property, and repair and paint any structures that need some extra care.
  - Councillor Roebbotham departed the meeting at 8:00pm due to conflict of interest.

2023-015

**Broders/Budden**

Resolved that the Municipal Enforcement Officer send first notification letters to the owners of the properties listed below with dilapidated buildings that need to be repaired or demolished requesting that they submit a plan of action to the town within 30 days.

- 16-18 Stag Harbour Road South, Stag Harbour
- 36 Main Street, Tilting
- 10 Green's Point, Tilting
- Little Harbour Road, Fogo
- 73 Main Street, Tilting
- 64 Main Street, Tilting
- 74 Main Street, Tilting
- 5 Green's Point, Tilting
- 126 Main Street, Tilting
- 46A Main Street, Tilting
- 18 Green's Point, Tilting
- 116 Main Street, Tilting
- 40 Main Street, Tilting
- 47 Main Street, Tilting
- 69A Main Street, Tilting
- 158 Main Street, Tilting
- 32 Main Street, Seldom
- 154A Main Road, Joe Batt's Arm
- 157 Main Road, Joe Batt's Arm

Further resolved that any direction on any preliminary compliance issues be dealt with at a committee level with the exception of any orders that may need to be issued.

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

- Councillor Roebbotham rejoined the meeting again at 8:02pm.

**5.6 Transportation presented by Councillor McKenna**

A meeting of the Fogo Island Transportation Advisory Committee was held at the Town Office on January 26<sup>th</sup> at 6 pm. Present at the meeting were Councillor Mark Budden, Pauline Payne, CAO, John Greene – Fogo Island Co-operative Representative and William (Bill) Miller – Business Industry Representative. Absent were Clifford Rowe, Committee Member - Trucking Industry Representative, Amanda Decker-Penton, Committee Member – Shorefast/Fogo Island Inn, and Councillor David McKenna.

The following items were discussed:

**A. Request for 2<sup>nd</sup> Vessel for 2023 Tourist Season**

- I. Fogo Island needs a 2nd Ferry from April 1<sup>st</sup> – October 31<sup>st</sup>. Traffic steadily increases with visitors and residents throughout the Spring, Summer and into the Fall. One ferry cannot handle the traffic and will leave behind traffic for every trip with travelers having long wait times in line-up.

2023-016

McKenna/Crawford

Resolved that CAO send a request to the Dept. of Transportation & Infrastructure to provide the 2<sup>nd</sup> ferry for Fogo Island from April 1<sup>st</sup> to October 31<sup>st</sup>, 2023

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

**B. Replacement Vessel for when Veteran goes for maintenance.**

- I. M. V. Legionnaire or Flanders should be the only replacement vessels for Fogo Island and Change Islands.
- II. The committee would like to know what the regular maintenance schedule is for the Veteran in 2023.

2023-017

McKenna/Roebbotham

Resolved that CAO send a request to the Dept. of Transportation & Infrastructure for the Veteran maintenance schedule so that Committee, Council, and Residents can be better informed.

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

**C. Complaints about Washrooms on the Veteran.**

- I. It has been noted that the urinals in the men's washroom have been closed off/broken since last summer.
- II. The soap dispenser in both washrooms on the ferry is either broken or has been dismantled and has been replaced with a bottle of soap taped to the dispenser.
- III. Announcements are still not being played consistently to say the ferry is docking.

2023-018

McKenna/Roebbotham

Resolved that CAO to send a letter to the Dept. of Transportation & Infrastructure with a list of concerns regarding the M.V. Veteran.

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

**D. Speeding**

- I. Speed a Big Problem on Fogo Island. The committee feels speed bumps could be a solution in some areas to reduce speeding.

2023-019

McKenna/Budden

Resolved that Town Staff identify potential locations for speed bumps and find out what the process is to make such a request to the Dept. of Transportation & Infrastructure.

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

**E. M. V. Veteran Canteen**

- I. There is a request for proposals currently out for the Canteen service on the Ferry. We are looking forward to a good outcome.

**F. Other items for Council to discuss:**

- I. Yield Sign requested for Stag Harbour Road. Cao will speak with Public Works.
- II. Reservation System for Ferry Service. Committee recommends Council explore and research if a Reservations System could be implemented as a 6-month Pilot Project.



- III. Request that the Dept. of Transportation organize the transportation of Sand & Salt Trucks so that they do not come on the 6pm ferry or leave on the 7am ferry. As those crossings are the most used by residents.
- IV. Question Government whether there is a long-term plan for ferry services and vessel replacement in place?
- V. Ask Government for an “Operational Overview” document for 2021/22.
- VI. Single line-up in Farewell that is based on a first come first served basis.

➤ Councilor Young departed the meeting at 8:20pm due to another commitment.

### 5.7 Finance and Administration presented by Councilor Roebotham

A meeting of the Finance and Administration Committee was held at the Town Office on January 24, 2023, at 6:30PM. In attendance were Chairperson, Councilor Lary Roebotham, Deputy Mayor Sandy Crawford, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk. Absent from the meeting was Councilor Adam Young.

The following items were discussed:

#### A. For Council Approval

##### I. Adoption of Cheque Register

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

2023-020

Roebotham/Broders

Resolved to adopt the cheque register from December 1<sup>st</sup> – 31<sup>st</sup>, 2022 in the amount of \$245,599.67. Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councilor Roebotham. Against - 0.

##### II. Adoption of Finance Reports

- a) Committee reviewed the following reports for December 2022:
  - i) Breakdown of Receipts
  - ii) Quick Statistics Summary
  - iii) Detailed Income Statement
  - iv) Bank Reconciliation

2023-021

Roebotham/Broders

Resolved to adopt the Financial Statements from December 1<sup>st</sup> – 31<sup>st</sup>, 2022 as presented. Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councilor Roebotham. Against - 0.

##### III. Approval for Signing Authority for Deputy Mayor Alexander Crawford at Scotiabank

2023-022

Roebotham/McKenna

Resolved to approve signing authority for Deputy Mayor Alexander Crawford at Scotiabank.: Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councilor Roebotham. Against - 0.

##### IV. Request for Adjustment of 2019 Business Tax – Account #FOG0I039

- a) Owner is requesting an exemption of 2019 business tax due to low revenue as competition from other businesses making similar products was high.
- b) Business closed in 2020 due to COVID.

2023-023

## Roebotham/Broders

Resolved to deny the request for exemption of 2019 business taxes for Account #FOGOI039 as the business was in operation in 2019.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councillor Roebotham. Against - 0.

## V. Request for Exemption of Interest – Account #HARTE001

- a) Individual is requesting an exemption of accrued interest charged on account. Only became aware of ownership of property this past week after requesting copy of Father's Will from the lawyers. Former owner died in December 2017.
- b) Tax bills were sent to the Estate, in care of last known address of the deceased daughter from 2018, however she did not receive the bills due to moving quite frequently over the last few years.

## 2023-024

### Roebotham/Budden

Resolved to deny the request for exemption of accrued interest on Account #HARTE001 as the Will clearly states transfer of ownership to his daughter.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councillor Roebotham. Against - 0.

## 6. Correspondence

### 6.1 Proclamation – Purple Day for Epilepsy

- Town of Fogo Island has proclaimed Sunday, March 26<sup>th</sup>, 2023, as Purple Day for Epilepsy.

### 6.2 Municipal & Provincial Affairs – 2023 Municipal Budget Approval

- Received a letter from the Department of Municipal & Provincial Affairs confirming that the town's 2023 Municipal Budget has been approved and no deficiencies were revealed.

## 7. New Business

### 7.1 Open Call for Bids – F. U. Trading Company Building Repairs OCB 2023-0001

- Two (2) bids were received. One bid was disqualified due to not submitting all the documents requested in the Scope of Work.

## 2023-025

### Roebotham/Crawford

Resolved to award the Open Call for Bids for the F. U. Trading Company Building Repairs OCB 2023-0001 to R & K Construction with a bid of \$27,900.00 plus HST.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councillor Roebotham. Against - 0.

### 7.2 Update on New Bank

- On January 24<sup>th</sup>, the Atlantic Edge Credit Union had a meeting with their new and expanded Board of Directors. After multiple mergers with other Credit Unions in the last year, there are now four groups of Board of Directors that must come together to make any significant decisions. This has been the main reason why there continues to be delays in the decision to open a branch here as the new Board of Directors are getting aligned on their new operations and will technically not have any approval authority until April at the earliest.
- Cory Munden, the Atlantic Edge Credit Union CEO, continues to present the Fogo Island branch opportunity to the Board and he has stated that there is a sense of optimism from them all. They agree this is a great opportunity and will work as quickly as possible to make a final decision once their new Board is effective.
- In discussions with Mr. Munden, Justin Hearn has stated that the islands optimism diminishes as time passes and he completely understands this. The recruitment effort over a year ago and we have been without Scotiabank since August. To provide a more tangible update to the island, Mr. Munden



will work with Council and Justin Hearn to provide a virtual update in the next few weeks. This may be on a special Council meeting, or at the next regularly scheduled meeting in February. It will be a good opportunity for everyone to join to hear directly from the Atlantic Edge Credit Union on how everything is progressing. We will ask him to build in some time for questions and to give us an opportunity to express our thanks for all they have done so far, but to also express how urgently we need them to come here!

### 7.3 Update on Doctor Shortage

- Although it has not been announced by Central Health, a female doctor has announced that she is committed to coming to Fogo Island and hopes to be here by April.
- Mayor has also been in correspondence with Kim Donahue, a doctor from the States who is working on getting her papers to come to the island as well. She asked the Mayor to contact Central Health to help her with getting her Visa and he has been speaking with the Recruiter from Central Health who agreed to help her with the process. She is hoping to be here by this summer.

### 8. Date of Next Regular Meeting:

- Public Council Meeting – Tuesday, February 28<sup>th</sup>, 2023 @ 7:00pm.

### 9. Adjournment:

2023-026

Crawford/McKenna

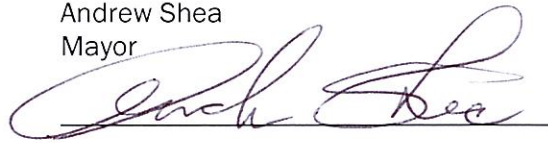
Resolved the public council meeting of January 31<sup>st</sup>. 2023, be adjourned at 8:37PM.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, and Councilor Roebbotham. Against - 0.

Pauline Payne  
CAO



Andrew Shea  
Mayor



A Regular Meeting of Council was held at the Town Office on February 27, 2023, with the following in attendance.

**Councillors Present:**

|                            |                                 |
|----------------------------|---------------------------------|
| Mayor Andrew Shea          | Deputy Mayor Alexander Crawford |
| Councillor Beverly Broders | Councillor Mark Budden          |
| Councillor David McKenna   | Councillor Lary Roebbotham      |
| Councillor Adam Young      |                                 |

**Staff:**

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

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:15PM.

**2. Agenda:**

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

**2023-027**

**Crawford/Roebbotham**

Resolved that the agenda be adopted as presented.

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

**3. Minutes:**

**2023-028**

**Broders/McKenna**

Resolved that the minutes of the Regular Public Meeting held on January 31, 2023, be adopted as presented.

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

**4. Business Arising:**

- No Business Arising from the adopted minutes of January 31, 2023.

**5. Disclosure Statements**

- All Councillors and Management Staff have submitted their Disclosure Statements for 2023 and they have been reviewed by Council.

**6. Department Reports**

**6.1 Economic Development & Special Projects presented by Councilor Broders**

A meeting of the Economic Development & Special Projects Committee was held in the Council Chambers on February 21, 2023, at 5:00 PM with the following present: Committee Chairperson Councilor Beverley Broders, Councilor Adam Young, Mayor Andrew Shea, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

**A. Economic development vision and strategic plan:**

- I. Review of Economic Development Plan draft and Vision Statement
- II. Discussed completion date for the first draft for review and approval by the end of March 2023.



**B. Small Business Supports & Community Capacity Building:**

**I. NLOWE – Newfoundland & Labrador Organization of Women Entrepreneurs**

- a) Coordinating introduction, networking, and workshop series on Fogo Island from June 4<sup>th</sup> through 6<sup>th</sup> 2023

**II. Murphy Centre Rural Outreach Pilot Project**

- a) We have partnered with the Murphy Centre to create a digital literacy program on Fogo Island
- b) Information sessions and workshops scheduled for July 2023
- c) Setting up the Fogo Island Public Library as a digital literacy resource centre for ongoing remote participation in the program
- d) Currently working with the Director of the Murphy Centre and the Director of NL Public Library's on developing the program details
- e) We are currently seeking funding for a set of laptops and headsets for the library to facilitate the program.

**III. Support Local Business Campaign**

- a) Developing a Support Local Business/Shop Local Campaign to build community capacity around the importance of keeping our money in our local economy.

**IV. Gander & Area Chamber of Commerce**

- a) The Town of Fogo Island has been asked by the Gander & Area Chamber of Commerce to join as members.
- b) The Town of Fogo Island would like to start a Fogo Island Chapter of the Gander & Area Chamber of Commerce to better support the business community on Fogo Island
- c) This initiative will be socialized within the business community to gain support and expressions of interest in order to start to activate a Fogo Island Chapter.

**2023-029**

**Broders/Young**

Resolved that the Town of Fogo Island become a member of the Gander & Area Chamber of Commerce. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebottom and Councilor Young. Against - 0.

- d) Question for Council, should Change Islands be included in our chapter?
  - i) Council agreed that it would be good to inform the Town of Change Islands of the Town's plan to join the Gander and Area Chamber of Commerce and the benefits of becoming a member. Council plans to arrange a meeting with the Town of Change Islands soon and it can be added to the agenda for discussion at that time.

**C. Capital & Special Projects:**

**I. Fogo Island Growth Incorporated**

- a) The not-for-profit economic development organization has been incorporated as Fogo Island Growth Incorporated
- b) The steering committee was formed, and the initial Directors are Andrew Shea, Beverley Broders and Cheryl Gardner
- c) The steering committee is currently recruiting the Board of Directors for this new community-led development organization. Application intake closes on February 28<sup>th</sup>, 2023.
- d) The first initiative for Fogo Island Growth Incorporated will be to seek sustainable and affordable housing solutions.
- e) The organization will conduct a community-wide housing needs assessment; funding is being sought through the Green Municipalities Fund

**II. MIC Project - Seldom**

- a) R&K Construction was awarded the contract for project Phase One Foundation Repair

- b) Contracted work to be completed by March 31, 2023.
- c) Currently seeking engineer quotes for a predesign assessment for Project Phase Two Marina Repair and Facilities Update

## **6.2 Recreation & Tourism presented by Councilor Young**

A meeting was held in the office at the Stadium on February 16, 2023 at 1:30pm with the following present: Committee Chairperson, Deputy Mayor Alexander Crawford, Councillor Adam Young, Chief Administrative Officer, Pauline Payne, Director of Recreation & Tourism , Colette Wells- Coish

The following items were discussed:

### **A. Business Arising**

- I. Young's Refrigeration installed a new oil separator on February 7<sup>th</sup>.

### **B. Recreation**

- I. Curling sessions began on Thursday February 9<sup>th</sup>. Weekly sessions will be scheduled on Fridays for the remainder of this season.
- II. Funding in the amount of \$1,500.00 has been received for snowshoes and equipment which will be purchased locally. This will be another activity available Monday to Friday with a sign in/out system to allow additional physical activity at no cost to residents.
- III. The Annual Iceberg Cup on February 3-4 went well. At the opening ceremonies, the Stadium Committee and staff recognized the late Neville Penney, who was an active member of the committee and the Recreational Men's Hockey League. He was a dedicated volunteer. A jersey was unveiled that will later be hung in the stadium in his memory.
- IV. Planning has begun for World Ocean Day 2023. The stadium will be the venue and the theme this year is "Revitalization: Collective Action for the Ocean."
- V. Director of Recreation and Tourism, Colette Wells-Coish has been working closely with the Director of Economic Development and Special Projects, Cheryl Gardner and the various community groups discussing the "Murphy Center" which is a non- profit charitable organization, offering basic life skills. We are focusing on digital literacy for Fogo Island in a community capacity. Services are FREE and can be very beneficial for seniors.

### **C. Repairs and Maintenance**

- I. The Stadium Committee are committed to working with the Town to install a new sound system in the stadium.
- II. An outside ammonia leak was detected on February 13<sup>th</sup> by staff. Due to the nature of the mechanical issue all activities were cancelled until repairs were completed..
- III. The main door automatic hinges have broken several times in high winds and is a safety concern. We are looking at options to eliminate this issue and will complete this work in the spring. We have discussed a wind break on both sides of the doors.
- IV. Staff are discussing options for the back of the stadium to prevent public access. This area will be looked at carefully in spring and determine if a gate or fence will be placed here.

### **D. Tourism**

- I. Staff have registered to attend the annual Tourism conference in Gander from February 28- March 2, 2023.
- II. A pre-season planning session is being discussed for mid-late March for local businesses. It will outline how we can work together, why this is important, and what the process is to become Canada Select. It is a great incentive for businesses as we plan a new tourism season. This will include staff, and government officials, if possible, to explain the process.
- III. Discussion is ongoing to place a new sign in Farewell. A new 4' x 8 ' sign with a map of Fogo Island and Change Islands is planned for this spring.



IV. Tender has been awarded to R & K Construction to complete the urgent repairs to the foundation at the F.U. Trading Company building in Seldom.

E. Other:

I. Received correspondence from the Stag Harbour Recreation Commission requesting to extend on the parking lot area of Stag Harbour Pond.

2023-030

Young/Crawford

Resolved to defer the request from Stag Harbour Recreation Commission to extend on the parking area of Stag Harbour Pond to the Planning and Public Works Committee for further discussion at the March meeting.

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

II. The committee discussed the current rate of town buildings for community groups who use Town owned space to fundraise and have community events. The current daily rental is \$150.00. Committee suggested charging community groups who are non-profit and incorporated a 50% discount off the rental rate on town buildings.

2023-031

Young/Broders

Resolved to defer the decision on reduced building rental rates to community groups who are non-profit and incorporated to the Finance and Administration Committee for further discussion at the March meeting.

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

III. Attended the Community Advisory Committee Meeting at the Health Care Center on February 7<sup>th</sup>. Some of the topics discussed were the new doctor coming, a possible career fair, and wellness opportunities for various sectors in our community.

IV. The Community Enhancement Project has ended for this year. There were new benches made to place in the communities in the spring and upgrades to the washrooms on Sandy Cove Beach.

### 6.3 Fire Services/Public Safety presented by Councilor McKenna

A meeting of the Fire Services Committee was held on February 22<sup>nd</sup> at 6:30pm at the Town Office. In attendance; Chairperson Councilor David McKenna, Councilor Mark Budden, Station Chiefs Paul Torrville, Dion Harnett, Bobby Parsons, and CAO Pauline Payne.

A. Fire Calls

I. Chimney Fire – Seldom

B. Training Update

- I. Driver and pumper training is ongoing.
- II. Regular training is ongoing whenever possible.
- III. Cold Water Rescue Training – Update – Committee reviewed quote submitted for \$5,569.05 to train 10 members in Cold Water Rescue.

2023-032

McKenna/Young

Resolved to approve for cold water training to go ahead with the quote provided for \$5,569.05 as soon as can be arranged.

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

#### IV. Basic First Aid Training

2023-033

McKenna/Budden

Resolved that the CAO proceeds with confirming First Aid training for as many Fire Fighters as we can fit in the training that is planned in April.

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

#### C. Equipment Update

##### I. Early Response Firefighting

- a) A recommendation previously put forward by the former Fire Chief was to purchase an “Skid Pack” to fit into a ¾ ton pick-up for the Fogo Station to replace the Ram Pick-up for early response firefighting. This “Skid Pack” slides into a pick-up and is complete with pump.
- b) Our CAO has obtained a price quote for a new Skid Unit at \$24,795.00 plus freight of \$1,800.00 with a 24-week delivery time.
- c) Former Fire Chief Tommy Simpson has sourced a used Skid Unit in Nova Scotia for \$10,500.00 that he is willing to assist us in purchasing and he has volunteered to bring it to the island when he comes in April.

2023-034

McKenna/Budden

Resolved to purchase a used Skid Pack for \$10,500.00 plus HST from Maritime Safety Equipment in Nova Scotia for early response firefighting.

Resolution Defeated. In favour – 2., Councilor Budden and Councilor McKenna. Against – 5, Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Roebbotham and Councilor Young.

##### II. Jordair C1-1E Breathing Air Compressor

- a) This compressor is no longer being used by Fire Services and was put out for bids last year with no bids received.
- b) We have since received interest from the company that services our new compressor that they are willing to pay \$2,000.00 for the older unit. This is \$800.00 less than the minimum bid we were asking on our call for bids.

2023-035

McKenna/Crawford

Resolved to approve selling the Jordair Air Compressor for \$2,000.00 plus applicable HST Newfoundland & Labrador Breathing Air Inc .

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

##### III. Four Portable Water Pumps

- a) Fire Services has 4 very old pumps that were put up for bids last year with no bids received. These pumps are beyond repair and of no further use by Fire Services. Basically, taking up valuable space.

2023-036

McKenna/Young

Resolved to dispose of the four (4) pumps to the garbage or by recycling.

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

#### D. Items for Discussion

##### I. Fundraising & Bank Accounts



- a) Discussion was had regarding fundraising by Fire Stations and if proceeds would go back to the Town. It was determined that Fire Stations do have some minor expenses each year when hosting events such as the Christmas Parade and when having meetings or training. It was suggested that all Fire Stations' bank accounts be capped at \$2,500.00 with any funds beyond that amount turned over to the Town to help offset the costs associated with providing Fire Services for the Island. In addition, it was recommended that each Station must submit financials and bank statements each year.

**2023-037**

**McKenna/Broders**

Resolved that Fire Stations 1, 2 & 3 bank accounts be capped at \$2,500.00 with Statements of Money raised and Expenses along with bank statement at the end of each year Dec. 31<sup>st</sup>.

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

**II. Winter Carnival**

- a) Discussion was had regarding organizing an island wide Winter Carnival, further discussions will be had with Fogo Island Firettes to see if they will help organize.

**III. Dedication of New Pumper**

- a) Discussion was had regarding the previously planned and delayed dedication of Fire Services New Pumper. Three options were tabled for the Committee to discuss.
- 1) No dedication
  - 2) Dedicate in Memory of Mr. Burse
  - 3) Dedicate to all 1<sup>st</sup> Chiefs of Fogo Island

**2023-038**

**McKenna/Broders**

Resolved to dedicating the new Pumper in Memory of Mr. Raymond Burse.

- ❖ After much discussion Council felt that it is necessary to defer voting on this motion until all Council members can meet with the three (3) Station Chiefs for further discussion and a decision will be made at the next public council meeting on March 28.
- ❖ Councilor Budden and Councilor McKenna were against deferring the decision on the motion.

**6.4 Planning & Public Works presented by Councilor Broders**

A meeting of the Planning and Public Works Committee was held in the Council Chambers on February 16, 2023, at 6 PM with the following present: Committee Chairperson, Councilor Beverley Broders, Councilor Mark Budden, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed.

**A. Maintenance:**

**I. Preventative Maintenance**

- a) All routine maintenance in the pump houses have been completed for the month of January and intake screens have been cleaned in Fogo, Seldom and Tilting.
- i) The flowmeter for Tilting pumphouse has been ordered and will be installed as soon as it arrives. The community of Tilting has been placed on a boil water advisory in the meantime. Update: Flowmeter arrived on Monday, February 27<sup>th</sup>.
- b) All lift stations have been inspected.
- An issue was found with a pump in the Sandy Cove lift station, and it was sent to Xylem for servicing. Cost estimates for repairs are \$8795.33 plus HST.

2023-039

Broders/Budden

Resolved to approve for Xylem to proceed with repairing the pump from the Sandy Cove Lift Station at the estimated cost of \$8795.33 plus HST.

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

- An issue was also found with a pump in the Greens Point lift station, it was also sent to Xylem, but no estimated cost for repairs has been received at this time.

**II. Vehicle Maintenance/Inspections**

- a) KMR Transport has been maintaining our vehicles as needed and has started completing the 2023 inspections as they expire.
- b) The Freightliner dump truck is back from St. John's with the trailer for the new excavator.

**B. Other:**

**I. Permit Applications**

- a) Field visits are ongoing to determine compliance, as requested.

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

- a) Water turn on/turn-offs being requested intermittently.

**III. Advanced Drinking Water System:**

- a) Both units are fully operational.

**IV. 2023 Komatsu Loader**

- a) The new loader arrived on February 7, 2023, and will be stationed in Seldom for the remainder of this winter.

- Cao Pauline Payne left the meeting at 8:20PM due to a conflict of interest.

**V. Gates for Pump House Roads**

- a) Two price quotes were received from businesses here on the Island to construct the gates. The lowest was from Fogo Island Metal Works.

2023-040

Broders/Budden

Resolved to hire Fogo Island Metal Works to construct gates to replace chains on pump house roads at a cost of \$6313.14 plus HST with a 50% deposit of \$3156.57 plus HST payable when the order is placed.

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

- Cao Pauline Payne returned to the meeting at 8:24PM.

**VI. Speed Bumps**

Research is being done to see the different types of speed bumps and what will be suitable for our needs. A call has also been made to the Dept. of Transportation regarding regulations for placing these speed bumps on their roads.

**6.5 Municipal Enforcement & Permitting presented by Councilor Broders**

Municipal Enforcement met with the Planning and Public Works Committee on February 16<sup>th</sup>, 2023, at 6 PM with the following present: Committee Chairperson, Councilor Beverly Broders, Councilor Mark Budden, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan.



Listed below are property owners that have been sent letters or orders and have not provided the Town with a plan and timeline or has not followed through with their suggested plan of action. The Enforcement Officer is recommending that Council provide direction on these properties going forward.

**A. 90 Main Street, Fogo**

**2023-041**

**Broders/Budden**

Resolved to send the owner an order to remove or repair the trailer located at 90 Main Street, Fogo by May 31<sup>st</sup>, 2023, or the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account. The Town will receive contractor pricing to complete the job and send it with the order.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councilor Roebotham and Councillor Young. Against – 1., Councillor McKenna

**B. 7 Hewitt's Point Road, Barr'd Islands**

- I. Council discussed the correspondence that was sent to the Property Owner in 2022 and there was no proof that the owner received the mailed letter or the Order as it wasn't picked up at the post office and the second Order was left in the door.

**2023-042**

**Broders/Crawford**

Resolved to send the owner an order to remove or repair the trailer located at 7 Hewitt's Point Road by May 31<sup>st</sup>, 2023, or the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account. The Town will receive contractor pricing to complete the job and send it with the order.

Resolution Defeated: In favour – 0. Against – 7. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, Councilor Roebotham and Councillor Young

- II. Council agreed that the properties below should be referred back to the Enforcement Officer and Planning and Public Works Committee for further review as there wasn't proof that the orders were received. It is recommended by Council that if the Orders are mailed out, they are to go by registered mail and if they are hand delivered, they have to be placed in the property owners hands to ensure delivery and that the timeline for repair or removal should be changed to reflect a three (3) month period from the date of delivery.
  - a) 7 Hewitt's Point Road, Barr'd Islands
  - b) 63 Brown's Point Road, Joe Batt's Arm
  - c) 101 Stag Harbour Road South, Stag Harbour

**C. Tobin's Lane, Joe Batt's Arm**

**2023-043**

**Broders/Young**

Resolved to send the owner an order to remove or repair the shed located at 7 Tobin's Lane in Joe Batt's Arm by May 31<sup>st</sup>, 2023, or the Town will hire a contractor to complete the work on behalf of the resident and charge it to the owner's account. The Town has received the contractor's price to complete this job and will send it with the order.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councilor Roebotham and Councillor Young. Against – 1., Councillor McKenna

**6.6 Finance and Administration presented by Councilor Roebotham**

No Committee meeting was held during February. Councilor Young reviewed the following items for Council's approval:

A. Approval for Payment of Invoices

I. Young's Industrial Refrigeration Ltd

2023-044

Crawford/Roebotham

Resolved to approve payment of invoice to Young's Industrial Refrigeration Ltd in the amount of \$12,541.96, HST included.

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

II. Island Mechanical & Repair

2023-045

Broders/Young

Resolved to approve payment of invoice to Island Mechanical & Repair in the amount of \$6049.30, HST included.

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

III. K & D Pratt

2023-046

Roebotham/Broders

Resolved to approve payment of invoice to K & D Pratt in the amount of \$6096.15, HST included.

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

B. Approval of Municipal Code of Conduct – Municipal Officials

- I. The purpose of this Code of Conduct is to establish rules of conduct for municipal officials. Part III of the Municipal Conduct Act, 2022 (the Act), requires that municipalities establish a Code of Conduct to govern the conduct of municipal officials and sets out minimum requirements for the Code of Conduct.
- II. Municipal officials are expected to conduct themselves ethically and professionally, and in accordance with this Code of Conduct. The principles underlying the Code of Conduct are integrity, honesty, impartiality, responsibility, and accountability. This Code of Conduct applies to *municipal officials* acting in their official capacity as municipal officials, as well as a municipal official's off-duty conduct that is sufficiently connected to their position or that could reasonably discredit the reputation of the Municipality.
- III. For the purpose of this Code of Conduct, Municipal Official is defined to mean a chief administrative officer, an employee of a municipality, or any person acting with or without remuneration, under the direction of a municipality, including fire chiefs and fire fighters providing services for or to a municipality.

2023-047

Roebotham/Crawford

Resolved to adopt the Code of Conduct for Municipal Officials as outlined in the Municipal Code of Conduct Act, 2022.

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

C. Approval of Municipal Code of Conduct - Councillors

- I. "Councillor" includes Mayor, Deputy Mayor, and Councillor.
- II. The purpose of this Code of Conduct is to establish standards of conduct for councillors. Part III of the Municipal Conduct Act, 2022 (the Act), requires that municipalities establish a Code of Conduct



to govern the conduct of members of council, and sets out minimum requirements for the Code of Conduct.

- III. Councillors are expected to conduct themselves ethically and professionally, and in accordance with this Code of Conduct. The principles underlying the Code of Conduct are integrity, honesty, impartiality, responsibility, and accountability.
- IV. This Code of Conduct applies to councillors acting in their official capacity as councillors, as well as a councillor off duty conduct that is sufficiently connected to the office of councillor or that could reasonably discredit the reputation of the Municipality.

2023-048

Roebotham/Crawford

Resolved to adopt the Code of Conduct for Councilors as outlined in the Municipal Code of Conduct Act, 2022.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councillor Young. Against - 0.

## 7. Correspondence

### 7.1 MNL Symposium – Gander, May 4 – 6, 2023

- Mayor Shea and Councilor Broders will be attending the 2023 MNL Symposium on behalf of the Town.

### 7.2 Department of Municipal & Provincial Affairs – International Women’s Day – March 8, 2023

- A global day to celebrate the social, economic, cultural and political achievements of women.
- This year, the Honorable Krista Lynn Howell, Minister of Municipal and Provincial Affairs would like to showcase on social media some of the dedicated women who are working in cities and towns across the province as well as serving on municipal councils.
- CAO requested and Council agreed to submit Daphne Coles, Deputy Town Clerk and Tracy Torraville, Accounting Clerk for all their years of service for working with Fogo Island Councils. Tracy Torraville has 20 plus years full time combined with the former Town of Fogo and the Town of Fogo Island and Daphne Coles has 14 years full time with the former Town of JBS and Town of Fogo Island and 5 years part-time with the Fogo Island Regional Council.

## 8. New Business

### 8.1 Building Age-Friendly Community Grant

- New funding opportunity has been announced to help municipalities make necessary upgrades to their communities to accommodate the needs of seniors and all individuals as they age.

2023-049

Crawford/Broders

Resolved that the Town of Fogo Island apply for a grant under the Building Age-Friendly Communities Fund in the amount of \$20,000.00 under a 90/10 cost-shared basis to further upgrade the Park Pond Recreation Area to create a wheelchair accessible walkway to Park Pond with a wharf platform that has accessible seating. Town’s cost-shared portion will be \$2000.00.

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

### 8.2 Update on New Bank

- Mayor, CAO and Justin Hearn met with representatives from the Atlantic Edge on Monday, February 27<sup>th</sup> by telephone.
- The Board is quite busy now with setting up a new board of directors as they have taken over four (4) banks in 2022.
- They are still very interested in Fogo Island and the new Board plan to arrange an in-person meeting in April with some answers on their decision.

### 8.3 Update on New Doctor

- One female doctor confirmed to come to Fogo Island in late April.
- A second doctor is still very interested in coming to Fogo Island and is still working on getting her work visa approved and hopes to be here by mid-summer.

### 9. Date of Next Regular Meeting:

- Public Council Meeting – Tuesday, March 28, 2023 @ 7:00pm.

### 10. Adjournment:

2023-050

Crawford/McKenna

Resolved the public council meeting of February 27, 2023, be adjourned at 8:37PM.

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

Pauline Payne  
CAO



Andrew Shea  
Mayor





A Regular Meeting of Council was held at the Town Office on February 27, 2023, with the following in attendance.

**Councillors Present:**

|                            |                                 |
|----------------------------|---------------------------------|
| Mayor Andrew Shea          | Deputy Mayor Alexander Crawford |
| Councillor Beverly Broders | Councillor Mark Budden          |
| Councillor David McKenna   | Councillor Lary Roebbotham      |
| Councillor Adam Young      |                                 |

**Staff:**

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

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:15PM.

**2. Agenda:**

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

**2023-027**

**Crawford/Roebbotham**

Resolved that the agenda be adopted as presented.

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

**3. Minutes:**

**2023-028**

**Broders/McKenna**

Resolved that the minutes of the Regular Public Meeting held on January 31, 2023, be adopted as presented.

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

**4. Business Arising:**

- No Business Arising from the adopted minutes of January 31, 2023.

**5. Disclosure Statements**

- All Councillors and Management Staff have submitted their Disclosure Statements for 2023 and they have been reviewed by Council.

**6. Department Reports**

**6.1 Economic Development & Special Projects presented by Councillor Broders**

A meeting of the Economic Development & Special Projects Committee was held in the Council Chambers on February 21, 2023, at 5:00 PM with the following present: Committee Chairperson Councillor Beverley Broders, Councillor Adam Young, Mayor Andrew Shea, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

**A. Economic development vision and strategic plan:**

- I. Review of Economic Development Plan draft and Vision Statement
- II. Discussed completion date for the first draft for review and approval by the end of March 2023.

## B. Small Business Supports & Community Capacity Building:

- I. **NLOWE – Newfoundland & Labrador Organization of Women Entrepreneurs**
  - a) Coordinating introduction, networking, and workshop series on Fogo Island from June 4<sup>th</sup> through 6<sup>th</sup> 2023
- II. **Murphy Centre Rural Outreach Pilot Project**
  - a) We have partnered with the Murphy Centre to create a digital literacy program on Fogo Island
  - b) Information sessions and workshops scheduled for July 2023
  - c) Setting up the Fogo Island Public Library as a digital literacy resource centre for ongoing remote participation in the program
  - d) Currently working with the Director of the Murphy Centre and the Director of NL Public Library's on developing the program details
  - e) We are currently seeking funding for a set of laptops and headsets for the library to facilitate the program.
- III. **Support Local Business Campaign**
  - a) Developing a Support Local Business/Shop Local Campaign to build community capacity around the importance of keeping our money in our local economy.
- IV. **Gander & Area Chamber of Commerce**
  - a) The Town of Fogo Island has been asked by the Gander & Area Chamber of Commerce to join as members.
  - b) The Town of Fogo Island would like to start a Fogo Island Chapter of the Gander & Area Chamber of Commerce to better support the business community on Fogo Island
  - c) This initiative will be socialized within the business community to gain support and expressions of interest in order to start to activate a Fogo Island Chapter.

2023-029

**Broders/Young**

Resolved that the Town of Fogo Island become a member of the Gander & Area Chamber of Commerce. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

- d) Question for Council, should Change Islands be included in our chapter?
  - i) Council agreed that it would be good to inform the Town of Change Islands of the Town's plan to join the Gander and Area Chamber of Commerce and the benefits of becoming a member. Council plans to arrange a meeting with the Town of Change Islands soon and it can be added to the agenda for discussion at that time.

## C. Capital & Special Projects:

- I. **Fogo Island Growth Incorporated**
  - a) The not-for-profit economic development organization has been incorporated as Fogo Island Growth Incorporated
  - b) The steering committee was formed, and the initial Directors are Andrew Shea, Beverley Broders and Cheryl Gardner
  - c) The steering committee is currently recruiting the Board of Directors for this new community-led development organization. Application intake closes on February 28<sup>th</sup>, 2023.
  - d) The first initiative for Fogo Island Growth Incorporated will be to seek sustainable and affordable housing solutions.
  - e) The organization will conduct a community-wide housing needs assessment; funding is being sought through the Green Municipalities Fund
- II. **MIC Project - Seldom**
  - a) R&K Construction was awarded the contract for project Phase One Foundation Repair



- b) Contracted work to be completed by March 31, 2023.
- c) Currently seeking engineer quotes for a predesign assessment for Project Phase Two Marina Repair and Facilities Update

## 6.2 Recreation & Tourism presented by Councilor Young

A meeting was held in the office at the Stadium on February 16, 2023 at 1:30pm with the following present: Committee Chairperson, Deputy Mayor Alexander Crawford, Councillor Adam Young, Chief Administrative Officer, Pauline Payne, Director of Recreation & Tourism, Colette Wells- Coish

The following items were discussed:

### A. Business Arising

- I. Young's Refrigeration installed a new oil separator on February 7<sup>th</sup>.

### B. Recreation

- I. Curling sessions began on Thursday February 9<sup>th</sup>. Weekly sessions will be scheduled on Fridays for the remainder of this season.
- II. Funding in the amount of \$1,500.00 has been received for snowshoes and equipment which will be purchased locally. This will be another activity available Monday to Friday with a sign in/out system to allow additional physical activity at no cost to residents.
- III. The Annual Iceberg Cup on February 3-4 went well. At the opening ceremonies, the Stadium Committee and staff recognized the late Neville Penney, who was an active member of the committee and the Recreational Men's Hockey League. He was a dedicated volunteer. A jersey was unveiled that will later be hung in the stadium in his memory.
- IV. Planning has begun for World Ocean Day 2023. The stadium will be the venue and the theme this year is "Revitalization: Collective Action for the Ocean."
- V. Director of Recreation and Tourism, Colette Wells-Coish has been working closely with the Director of Economic Development and Special Projects, Cheryl Gardner and the various community groups discussing the "Murphy Center" which is a non-profit charitable organization, offering basic life skills. We are focusing on digital literacy for Fogo Island in a community capacity. Services are FREE and can be very beneficial for seniors.

### C. Repairs and Maintenance

- I. The Stadium Committee are committed to working with the Town to install a new sound system in the stadium.
- II. An outside ammonia leak was detected on February 13<sup>th</sup> by staff. Due to the nature of the mechanical issue all activities were cancelled until repairs were completed..
- III. The main door automatic hinges have broken several times in high winds and is a safety concern. We are looking at options to eliminate this issue and will complete this work in the spring. We have discussed a wind break on both sides of the doors.
- IV. Staff are discussing options for the back of the stadium to prevent public access. This area will be looked at carefully in spring and determine if a gate or fence will be placed here.

### D. Tourism

- I. Staff have registered to attend the annual Tourism conference in Gander from February 28- March 2, 2023.
- II. A pre-season planning session is being discussed for mid-late March for local businesses. It will outline how we can work together, why this is important, and what the process is to become Canada Select. It is a great incentive for businesses as we plan a new tourism season. This will include staff, and government officials, if possible, to explain the process.
- III. Discussion is ongoing to place a new sign in Farewell. A new 4' x 8' sign with a map of Fogo Island and Change Islands is planned for this spring.

- IV. Tender has been awarded to R & K Construction to complete the urgent repairs to the foundation at the F.U. Trading Company building in Seldom.

**E. Other:**

- I. Received correspondence from the Stag Harbour Recreation Commission requesting to extend on the parking lot area of Stag Harbour Pond.

**2023-030**

**Young/Crawford**

Resolved to defer the request from Stag Harbour Recreation Commission to extend on the parking area of Stag Harbour Pond to the Planning and Public Works Committee for further discussion at the March meeting.

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

- II. The committee discussed the current rate of town buildings for community groups who use Town owned space to fundraise and have community events. The current daily rental is \$150.00. Committee suggested charging community groups who are non-profit and incorporated a 50% discount off the rental rate on town buildings.

**2023-031**

**Young/Broders**

Resolved to defer the decision on reduced building rental rates to community groups who are non-profit and incorporated to the Finance and Administration Committee for further discussion at the March meeting.

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

- III. Attended the Community Advisory Committee Meeting at the Health Care Center on February 7<sup>th</sup>. Some of the topics discussed were the new doctor coming, a possible career fair, and wellness opportunities for various sectors in our community.
- IV. The Community Enhancement Project has ended for this year. There were new benches made to place in the communities in the spring and upgrades to the washrooms on Sandy Cove Beach.

**6.3 Fire Services/Public Safety presented by Councilor McKenna**

A meeting of the Fire Services Committee was held on February 22<sup>nd</sup> at 6:30pm at the Town Office. In attendance; Chairperson Councilor David McKenna, Councilor Mark Budden, Station Chiefs Paul Torrville, Dion Harnett, Bobby Parsons, and CAO Pauline Payne.

**A. Fire Calls**

- I. Chimney Fire – Seldom

**B. Training Update**

- I. Driver and pumper training is ongoing.
- II. Regular training is ongoing whenever possible.
- III. Cold Water Rescue Training – Update – Committee reviewed quote submitted for \$5,569.05 to train 10 members in Cold Water Rescue.

**2023-032**

**McKenna/Young**

Resolved to approve for cold water training to go ahead with the quote provided for \$5,569.05 as soon as can be arranged.

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



#### IV. Basic First Aid Training

2023-033

McKenna/Budden

Resolved that the CAO proceeds with confirming First Aid training for as many Fire Fighters as we can fit in the training that is planned in April.

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

#### C. Equipment Update

##### I. Early Response Firefighting

- a) A recommendation previously put forward by the former Fire Chief was to purchase an “Skid Pack” to fit into a ¾ ton pick-up for the Fogo Station to replace the Ram Pick-up for early response firefighting. This “Skid Pack” slides into a pick-up and is complete with pump.
- b) Our CAO has obtained a price quote for a new Skid Unit at \$24,795.00 plus freight of \$1,800.00 with a 24-week delivery time.
- c) Former Fire Chief Tommy Simpson has sourced a used Skid Unit in Nova Scotia for \$10,500.00 that he is willing to assist us in purchasing and he has volunteered to bring it to the island when he comes in April.

2023-034

McKenna/Budden

Resolved to purchase a used Skid Pack for \$10,500.00 plus HST from Maritime Safety Equipment in Nova Scotia for early response firefighting.

Resolution Defeated. In favour – 2., Councilor Budden and Councilor McKenna. Against – 5, Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Roebbotham and Councilor Young.

##### II. Jordair C1-1E Breathing Air Compressor

- a) This compressor is no longer being used by Fire Services and was put out for bids last year with no bids received.
- b) We have since received interest from the company that services our new compressor that they are willing to pay \$2,000.00 for the older unit. This is \$800.00 less than the minimum bid we were asking on our call for bids.

2023-035

McKenna/Crawford

Resolved to approve selling the Jordair Air Compressor for \$2,000.00 plus applicable HST Newfoundland & Labrador Breathing Air Inc .

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

##### III. Four Portable Water Pumps

- a) Fire Services has 4 very old pumps that were put up for bids last year with no bids received. These pumps are beyond repair and of no further use by Fire Services. Basically, taking up valuable space.

2023-036

McKenna/Young

Resolved to dispose of the four (4) pumps to the garbage or by recycling.

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

#### D. Items for Discussion

##### I. Fundraising & Bank Accounts

- a) Discussion was had regarding fundraising by Fire Stations and if proceeds would go back to the Town. It was determined that Fire Stations do have some minor expenses each year when hosting events such as the Christmas Parade and when having meetings or training, It was suggested that all Fire Stations' bank accounts be capped at \$2,500.00 with any funds beyond that amount turned over to the Town to help offset the costs associated with providing Fire Services for the Island. In addition, it was recommended that each Station must submit financials and bank statements each year.

**2023-037**

**McKenna/Broders**

Resolved that Fire Stations 1, 2 & 3 bank accounts be capped at \$2,500.00 with Statements of Money raised and Expenses along with bank statement at the end of each year Dec. 31<sup>st</sup>.

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

**II. Winter Carnival**

- a) Discussion was had regarding organizing an island wide Winter Carnival, further discussions will be had with Fogo Island Firettes to see if they will help organize.

**III. Dedication of New Pumper**

- a) Discussion was had regarding the previously planned and delayed dedication of Fire Services New Pumper. Three options were tabled for the Committee to discuss.
- 1) No dedication
  - 2) Dedicate in Memory of Mr. Burse
  - 3) Dedicate to all 1<sup>st</sup> Chiefs of Fogo Island

**2023-038**

**McKenna/Broders**

Resolved to dedicating the new Pumper in Memory of Mr. Raymond Burse.

- ❖ After much discussion Council felt that it is necessary to defer voting on this motion until all Council members can meet with the three (3) Station Chiefs for further discussion.
- ❖ Councilor Budden and Councilor McKenna were against deferring the decision on the motion.

**6.4 Planning & Public Works presented by Councilor Broders**

A meeting of the Planning and Public Works Committee was held in the Council Chambers on February 16, 2023, at 6 PM with the following present: Committee Chairperson, Councilor Beverley Broders, Councilor Mark Budden, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed.

**A. Maintenance:**

**I. Preventative Maintenance**

- a) All routine maintenance in the pump houses have been completed for the month of January and intake screens have been cleaned in Fogo, Seldom and Tilting.
- i) The flowmeter for Tilting pumphouse has been ordered and will be installed as soon as it arrives. The community of Tilting has been placed on a boil water advisory in the meantime. Update: Flowmeter arrived on Monday, February 27<sup>th</sup>.
- b) All lift stations have been inspected.
- An issue was found with a pump in the Sandy Cove lift station, and it was sent to Xylem for servicing. Cost estimates for repairs are \$8795.33 plus HST.



2023-039

Broders/Budden

Resolved to approve for Xylem to proceed with repairing the pump from the Sandy Cove Lift Station at the estimated cost of \$8795.33 plus HST.

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

- An issue was also found with a pump in the Greens Point lift station, it was also sent to Xylem, but no estimated cost for repairs has been received at this time.

## II. Vehicle Maintenance/Inspections

- a) KMR Transport has been maintaining our vehicles as needed and has started completing the 2023 inspections as they expire.
- b) The Freightliner dump truck is back from St. John's with the trailer for the new excavator.

## B. Other:

### I. Permit Applications

- a) Field visits are ongoing to determine compliance, as requested.

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

- a) Water turn on/turn-offs being requested intermittently.

### III. Advanced Drinking Water System:

- a) Both units are fully operational.

### IV. 2023 Komatsu Loader

- a) The new loader arrived on February 7, 2023, and will be stationed in Seldom for the remainder of this winter.

- Cao Pauline Payne left the meeting at 8:20PM due to a conflict of interest.

## V. Gates for Pump House Roads

- a) Two price quotes were received from businesses here on the Island to construct the gates. The lowest was from Fogo Island Metal Works.

2023-040

Broders/Budden

Resolved to hire Fogo Island Metal Works to construct gates to replace chains on pump house roads at a cost of \$6313.14 plus HST with a 50% deposit of \$3156.57 plus HST payable when the order is placed.

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

- Cao Pauline Payne returned to the meeting at 8:24PM.

## VI. Speed Bumps

Research is being done to see the different types of speed bumps and what will be suitable for our needs. A call has also been made to the Dept. of Transportation regarding regulations for placing these speed bumps on their roads.

## 6.5 Municipal Enforcement & Permitting presented by Councilor Broders

Municipal Enforcement met with the Planning and Public Works Committee on February 16<sup>th</sup>, 2023, at 6 PM with the following present: Committee Chairperson, Councillor Beverly Broders, Councillor Mark Budden, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan.

Listed below are property owners that have been sent letters or orders and have not provided the Town with a plan and timeline or has not followed through with their suggested plan of action. The Enforcement Officer is recommending that Council provide direction on these properties going forward.

**A. 90 Main Street, Fogo**

**2023-041**

**Broders/Budden**

Resolved to send the owner an order to remove or repair the trailer located at 90 Main Street, Fogo by May 31<sup>st</sup>, 2023, or the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account. The Town will receive contractor pricing to complete the job and send it with the order.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councilor Roebbotham and Councillor Young. Against – 1., Councillor McKenna

**B. 7 Hewitt's Point Road, Barr'd Islands**

- I. Council discussed the correspondence that was sent to the Property Owner in 2022 and there was no proof that the owner received the mailed letter or the Order as it wasn't picked up at the post office and the second Order was left in the door.

**2023-042**

**Broders/Crawford**

Resolved to send the owner an order to remove or repair the trailer located at 7 Hewitt's Point Road by May 31<sup>st</sup>, 2023, or the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account. The Town will receive contractor pricing to complete the job and send it with the order.

Resolution Defeated: In favour – 0. Against – 7. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, Councilor Roebbotham and Councillor Young

- II. Council agreed that the properties below should be referred back to the Enforcement Officer and Planning and Public Works Committee for further review as there wasn't proof that the orders were received. It is recommended by Council that if the Orders are mailed out, they are to go by registered mail and if they are hand delivered, they have to be placed in the property owners hands to ensure delivery and that the timeline for repair or removal should be changed to reflect a three (3) month period from the date of delivery.
- a) 7 Hewitt's Point Road, Barr'd Islands
  - b) 63 Brown's Point Road, Joe Batt's Arm
  - c) 101 Stag Harbour Road South, Stag Harbour

**C. Tobin's Lane, Joe Batt's Arm**

**2023-043**

**Broders/Young**

Resolved to send the owner an order to remove or repair the shed located at 7 Tobin's Lane in Joe Batt's Arm by May 31<sup>st</sup>, 2023, or the Town will hire a contractor to complete the work on behalf of the resident and charge it to the owner's account. The Town has received the contractor's price to complete this job and will send it with the order.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councilor Roebbotham and Councillor Young. Against – 1., Councillor McKenna

**6.6 Finance and Administration presented by Councilor Roebbotham**

No Committee meeting was held during February. Councilor Young reviewed the following items for Council's approval:

**A. Approval for Payment of Invoices**

- I. Young's Industrial Refrigeration Ltd



2023-044

Crawford/Roebotham

Resolved to approve payment of invoice to Young's Industrial Refrigeration Ltd in the amount of \$12,541.96, HST included.

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

II. Island Mechanical & Repair

2023-045

Broders/Young

Resolved to approve payment of invoice to Island Mechanical & Repair in the amount of \$6049.30, HST included.

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

III. K & D Pratt

2023-046

Roebotham/Broders

Resolved to approve payment of invoice to K & D Pratt in the amount of \$6096.15, HST included.

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

#### B. Approval of Municipal Code of Conduct – Municipal Officials

- I. The purpose of this Code of Conduct is to establish rules of conduct for municipal officials. Part III of the Municipal Conduct Act, 2022 (the Act), requires that municipalities establish a Code of Conduct to govern the conduct of municipal officials and sets out minimum requirements for the Code of Conduct.
- II. Municipal officials are expected to conduct themselves ethically and professionally, and in accordance with this Code of Conduct. The principles underlying the Code of Conduct are integrity, honesty, **impartiality**, **responsibility**, and **accountability**. This Code of Conduct applies to *municipal officials* acting in their official capacity as municipal officials, as well as a municipal official's off-duty conduct that is sufficiently connected to their position or that could reasonably discredit the reputation of the Municipality.
- III. For the purpose of this Code of Conduct, Municipal Official is defined to mean a chief administrative officer, an employee of a municipality, or any person acting with or without remuneration, under the direction of a municipality, including fire chiefs and fire fighters providing services for or to a municipality.

2023-047

Roebotham/Crawford

Resolved to adopt the Code of Conduct for Municipal Officials as outlined in the Municipal Code of Conduct Act, 2022.

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

#### C. Approval of Municipal Code of Conduct - Councillors

- I. "Councillor" includes Mayor, Deputy Mayor, and Councillor.
- II. The purpose of this Code of Conduct is to establish standards of conduct for councillors. Part III of the Municipal Conduct Act, 2022 (the Act), requires that municipalities establish a Code of Conduct to govern the conduct of members of council, and sets out minimum requirements for the Code of Conduct.

- III. Councillors are expected to conduct themselves ethically and professionally, and in accordance with this Code of Conduct. The principles underlying the Code of Conduct are integrity, honesty, impartiality, responsibility, and accountability.
- IV. This Code of Conduct applies to councillors acting in their official capacity as councillors, as well as a councillor off duty conduct that is sufficiently connected to the office of councillor or that could reasonably discredit the reputation of the Municipality.

2023-048

Roebotham/Crawford

Resolved to adopt the Code of Conduct for Councilors as outlined in the Municipal Code of Conduct Act, 2022.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Broders, Councillor Budden, Councillor McKenna, and Councillor Young. Against - 0.

## 7. Correspondence

### 7.1 MNL Symposium – Gander, May 4 – 6, 2023

- Mayor Shea and Councilor Broders will be attending the 2023 MNL Symposium on behalf of the Town.

### 7.2 Department of Municipal & Provincial Affairs – International Women’s Day – March 8, 2023

- A global day to celebrate the social, economic, cultural and political achievements of women.
- This year, the Honorable Krista Lynn Howell, Minister of Municipal and Provincial Affairs would like to showcase on social media some of the dedicated women who are working in cities and towns across the province as well as serving on municipal councils.
- CAO requested and Council agreed to submit Daphne Coles, Deputy Town Clerk and Tracy Torrville, Accounting Clerk for all their years of service for working with Fogo Island Councils. Tracy Torrville has 20 plus years full time combined with the former Town of Fogo and the Town of Fogo Island and Daphne Coles has 14 years full time with the former Town of JBS and Town of Fogo Island and 5 years part-time with the Fogo Island Regional Council.

## 8. New Business

### 8.1 Building Age-Friendly Community Grant

- New funding opportunity has been announced to help municipalities make necessary upgrades to their communities to accommodate the needs of seniors and all individuals as they age.

2023-049

Crawford/Broders

Resolved that the Town of Fogo Island apply for a grant under the Building Age-Friendly Communities Fund in the amount of \$20,000.00 under a 90/10 cost-shared basis to further upgrade the Park Pond Recreation Area to create a wheelchair accessible walkway to Park Pond with a wharf platform that has accessible seating. Town’s cost-shared portion will be \$2000.00.

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

### 8.2 Update on New Bank

- Mayor, CAO and Justin Hearn met with representatives from the Atlantic Edge on Monday, February 27<sup>th</sup> by telephone.
- The Board is quite busy now with setting up a new board of directors as they have taken over four (4) banks in 2022.
- They are still very interested in Fogo Island and the new Board plan to arrange an in-person meeting in April with some answers on their decision.

### 8.3 Update on New Doctor

- One female doctor confirmed to come to Fogo Island in late April.



- A second doctor is still very interested in coming to Fogo Island and is still working on getting her work visa approved and hopes to be here by mid-summer.

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

- Public Council Meeting – Tuesday, March 28, 2023 @ 7:00pm.

**10. Adjournment:**

2023-050

Crawford/McKenna

Resolved the public council meeting of February 27, 2023, be adjourned at 8:37PM.

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

Pauline Payne  
CAO



Andrew Shea  
Mayor



A Public Meeting of Council was held at the Town Office on March 28, 2023, with the following in attendance.

**Councillors Present:**

|                            |                                 |
|----------------------------|---------------------------------|
| Mayor Andrew Shea          | Deputy Mayor Alexander Crawford |
| Councillor Beverly Broders | Councillor Mark Budden          |
| Councillor David McKenna   | Councillor Lary Roebottom       |
| Councillor Adam Young      |                                 |

**Staff:**

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

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:06PM.

**2. Agenda:**

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

**2023-051**

**Budden/Crawford**

Resolved that the agenda be adopted with the following additions:

4.1 Dedication of New Fire Truck

6.2 Request for Extension – OCB 2023-0001 F.U. Trading Company Building Repairs.

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

**3. Minutes:**

**2023-052**

**Broders/Crawford**

Resolved that the minutes of the Regular Public Meeting held on February 27, 2023, be adopted as presented.

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

**4. Business Arising:**

**4.1 Dedication of New Fire Truck**

- At the public council meeting held on February 27<sup>th</sup>, Council deferred voting on Motion #2023-038 as Council felt that it was necessary to meet with the three (3) Station Chiefs for further discussion. This meeting took place on March 8<sup>th</sup>, 2023.

**2023-053**

**McKenna/Broders**

Resolved that the 2022 Freightliner Fire Pumper Truck be dedicated in memory of Mr. Raymond Burse  
Resolution Defeated. In favour – 1. Councilor McKenna. Against – 6 Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Roebottom and Councilor Young.

**2023-054**

**McKenna/Budden**

Resolved that there be no dedication of any fire equipment.



Resolution Defeated. In favour – 3. Councilor Broders, Councilor Budden, and Councilor McKenna  
Against – 4 Mayor Shea, Deputy Mayor Crawford, Councilor Roebbotham and Councilor Young.

## 2023-055

### McKenna/Crawford

Resolved that the 2022 Freightliner Fire Pumper be dedicated to all First Fire Chiefs on the island with special emphasis given to Mr. Raymond Bursey as he was the first Fire Chief on Fogo Island for Fogo. Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 2. Councilor Broders and Councilor Budden.

## 5. Department Reports

### 5.1 Economic Development & Special Projects presented by Councilor Broders

A meeting of the Economic Development & Special Projects Committee was held in the Council Chambers on March 15, 2023 at 5:00 PM with the following present: Committee Chairperson Councillor Beverley Broders, Councillor Lary Roebbotham, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

#### A. Economic development vision and strategic plan:

- I. First draft is complete. Currently being reviewed by the CAO before distribution to council. The EDO is currently working on the implementation plan, to be reviewed at the next Economic Development Committee meeting.

#### B. Small Business Supports & Community Capacity Building:

- I. Support Local Business Campaign (Support Local Business and Watch Fogo Island Grow)
  - a) Goal: to create a culture of support within the community through sustained education, promotion, and programming
  - b) Campaign strategy and program details to be presented at the next Economic Development Committee meeting and will include a strategy for:
    - Education
    - Promotion
    - Programming & Community Engagement
    - Campaign Evaluation & Performance Indicators
    - Reporting

## 2023-056

### Broders/Crawford

Resolved that the Economic Development Officer for the Town of Fogo Island develop a support local business campaign to be rolled out to the community in the summer of 2023.

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

- II. The Town of Fogo Island has joined and is now a member the Gander & Area Chamber of Commerce
  - a) Next steps: EDO to engage with the business community on Fogo Island to socialize the idea of setting up a Fogo Island Chapter of the Gander & Area Chamber of Commerce. The EDO will be looking for expressions of interest to evaluate interest to take back to the Chamber.

#### C. Capital & Special Projects:

##### I. Fogo Island Growth Incorporated

- a) The Steering Committee has completed the recruitment process for the Board of Directors
- b) The Board of Directors will conduct their first organizational meeting on April 3<sup>rd</sup> to:
  - Determine processes for maintenance of corporate records.
  - Determine committees and terms of reference.
  - Appoint officers.

- Appoint an interim accountant.
  - Determine banking arrangements.
  - Finalize the corporate mission.
  - Review housing needs assessment proposals from housing consultants
- Mayor Shea and Councilor Broders left the meeting at 7:23pm due to conflict as they are listed as Directors for Fogo Island Growth Incorporated. Deputy Mayor Crawford took the position of Chairperson during the Mayor's absence.

**2023-057**

**Roebotham/Budden**

Resolved that the Board of Directors for Fogo Island Growth Incorporated be composed of the following Founding Directors: Andrew Shea, Beverly Broders and Cheryl Gardner as well as the following residents: Barbara Mitchell, Lee Danish, Kingman Brewster and Cindy Wells.

Resolution Carried. In favour – 5. Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

- Mayor Shea and Councilor Broders returned to the meeting at 7:25pm. Mayor Shea resumed the position of Chairperson of the meeting.

**II. MIC Project – Seldom**

- a) R&K Construction was awarded the contract for project Phase One Foundation Repair
- b) Contracted work to be completed by March 31, 2023
- c) Currently seeking two more engineering quotes for a predesign assessment for Project Phase Two - Marina Repair and Facilities Upgrade
- d) Currently socializing Phase Two with our traditional funding partners, we have support for the project from the Province of NL, Department of Industry, Energy & Technology and ACOA.

**III. Lane House – Tilting**

- a) We have found a roofer to provide a comparable quote for the roof repair at Lane House.
- b) Heritage NL Maintenance Grant was approved in January 2023 as a 50/50 cost share up to \$3000 for the roof work.
- c) The maintenance grant is available to use until March 2024 although our internal timeline is to have the work done ASAP.

**5.2 Recreation & Tourism presented by Deputy Mayor Crawford**

A meeting was held in the council chambers on Tuesday March 14, 2023 at 4:30pm with the following present: Committee Chairperson, Deputy Mayor Alexander Crawford, Councillor Adam Young, Chief Administrative Officer, Pauline Payne, Director of Recreation & Tourism , Colette Wells- Coish

The following items were discussed:

**A. Business Arising**

- I. The Tourism Brochure for 2023 is being planned and there will be a draft copy prepared for council review.

**B. Recreation**

**I. Activities:**

- a) We will continue with FREE curling sessions for the remainder of the Season. The school groups have been actively involved. Drop-in sessions for adults continue to be offered.
- b) A hockey game is planned for Thursday March 30<sup>th</sup> to fundraise for our school breakfast program.
- c) The Recreation Conference for 2023 is scheduled for May 25-27 in Gander.



## C. Tourism

### I. Planning:

- a) NLOW- Newfoundland and Labrador Organization of Women Entrepreneurs are planning a session on Fogo Island in June.
- b) Provincial Student Summer Applications are being completed and community organizations are reminded and encouraged to apply.
- c) A meeting was held with representatives of the Fogo Island Heritage Advisory Committee Inc. on Tuesday March 14<sup>th</sup>. Discussion focused on the need for one central committee who would prepare ideas and suggestions for the heritage sites and our communities. They would advise staff and council of their ideas, and work with the other community groups to discuss planning and progress for Fogo Island.
- d) Staff attended the Hospitality Newfoundland and Labrador Conference in Gander from February 28- March 2. It was a great opportunity to engage in new ideas, new information and meet individuals from across our province.
- e) The Murphy Center initiative is scheduled for Fogo Island in mid-May. This FREE service is focusing on digital learning for individuals particularly in rural areas. Contact has been made with public libraries who will support it as well. This will provide individuals an opportunity to learn how to set up emails, complete online forms, use zoom and other daily challenges.
- f) Staff have completed a repairs and maintenance list for all heritage sites based on information provided by seasonal maintenance and input from committees. We are now visiting all heritage sites to take pictures and review the list and cost associated. We will prioritize items and plan to apply for assistance from Heritage Newfoundland and Labrador for any buildings that qualify for the heritage grants.
- g) We hope to have permission from Crown Lands soon to proceed with the Island Harbour boat launch site in the spring. Stag Harbour site is progressing but will require additional time. The committees have been made aware of the progress and will take ownership and all responsibility for these developments once completed.

## D. Other

- I. The Town will be purchasing Compost Tumblers through MMSB-Multi Stewardship Board this spring. These tumblers will be advertised and available to purchase as soon as they arrive. We are also discussing FREE information sessions on composting.

### 5.3 Planning & Public Works presented by Councilor Broders

A meeting of the Planning and Public Works Committee was held in the Council Chambers on March 21, 2023 at 7 PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Mark Budden, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed.

### A. Maintenance:

#### I. Preventative Maintenance

- a) All routine maintenance in the pump houses has been completed for the month of February and intake screens have been cleaned in Fogo, Seldom and Tilting.
  - The flowmeter for Tilting pumphouse has arrived. The water will have to be shut off to the community for several hours to complete the installation, so we will wait until it warms up to do this to eliminate the risk of service lines freezing. The community of Tilting has been placed on a boil water advisory in the meantime.
  - During the recent cold conditions Town staff have been quite busy working on thawing frozen water and sewer mains and service lines.
- b) All lift stations have been inspected.
  - The contractor has received the parts to complete the repairs to the lift station near the experience Fogo site. They require 3-4 days with mild temperatures to complete the repairs and will complete as soon as weather allows.

**II. Vehicle Maintenance/Inspections**

- a) KMR Transport has been maintaining our vehicles as needed and has started completing the 2023 inspections as they expire. Town staff have also been performing minor maintenance as required.

**B. Other:**

**I. Permit Applications**

- a) Field visits are ongoing to determine compliance, as requested.

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

- a) Water turn on/turn-offs being requested intermittently.

**III. Advanced Drinking Water System:**

- a) Both units are fully operational.

**IV. RV Dumping Station Fogo**

- a) Town staff have been exploring options for relocating the RV dumping station from its current location near the canal in Fogo. The location we are considering is Sargent's Cove Road near the exit from Brimstone Head Park. Conversations are ongoing with the operators of the park for a potential partnership with the Town to complete this project.

**V. Request from resident at 4 Bullies Cove Road, Seldom**

- a) A letter has been received from residents at 4 Bullies Cove Road, Seldom requesting the Town pay a portion of a \$19758.36 invoice from R&K Construction for ditching and culverts to alleviate water issues from their property.
- b) Work had already started when Town Staff done the site visit.

**2023-058**

**Broders/Budden**

Resolved to deny this request for reimbursement of a portion of the invoice from R & K Construction for ditching and culverts to alleviate water issues at 4 Bullies Cove Road, Seldom due to conditions listed on building permit as stated below.

“Please be advised that property owners must not impede or give undue hardship to neighboring properties. Furthermore, the property owner is fully responsible for any issues that may arise from this permit and that the Town is absolved from any liability.”

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

**VI. Road Sign Requests from TRACS**

- a) The TRACS committee have made the following requests regarding road signage in Tilting:
  - Main Street be changed back to Main Road.

**2023-059**

**Broders/Young**

Resolved that staff investigate procedures and implications associated with changing Main Street to Main Road in the community of Tilting.

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

- Poore's Lane sign be returned to the post by the intersection and the Olivers Cove Head Road sign be moved to its proper location further in the road at the top of the hill.

**2023-060**

**Broders/Crawford**

Resolved that Poore's Lane street sign in Tilting be returned to the signpost by the intersection and the Olivers Cove Head Road sign be moved to its proper location further in the road at the top of the hill.



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

- The Post Office Lane sign be put back in its original location near the current Post Office and allow traffic to enter the lane at this entrance.

**2023-061**

**Broders/Young**

Resolved that the Post Office Lane sign in Tilting be put back in its original location near the current Post Office and allow traffic to enter the lane at this entrance and residents of Post Office Lane shall be notified in writing of this change.

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

#### VII. Stag Harbour Recreation Commission request

- a) The Stag Harbour Recreation Commission would like to expand the current parking/swimming area near Stag Harbour Pond. They are requesting assistance from the town with this project to follow all current guidelines and regulations, as well as equipment and staff to complete the work with the Stag Harbour Recreation Commission supplying the materials for the project.

**2023-062**

**Broders/Budden**

Resolved that the Stag Harbour Recreation Commission obtain ownership of the property outlined in their request and all necessary permits, with guidance from Town Staff. The Town agrees to supply equipment and labour to complete upgrades once land ownership and required permits have been obtained.

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

#### VIII. Water and Sewer Project, Main Street Seldom

- a) The water and sewer project for Main Street Seldom has been approved to go to tender by the Department of Transportation and Infrastructure. Tender was posted on March 14, 2023, with a closing date of March 30, 2023.

#### IX. Hazardous Building Materials Assessment – Town Office

- a) It has been recommended by the Department of Transportation and Infrastructure to award the HAZMAT and Phase 1 Environmental Evaluation to PINCHIN at a cost of \$8567.50 HST included.

**2023-063**

**Broders/Young**

Resolved to award the HAZMAT and Phase 1 Environmental Evaluation to PINCHIN at a cost of \$8567.50 HST included.

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

### **5.4 Municipal Enforcement & Permitting presented by Councilor Broders**

Municipal Enforcement met with the Planning and Public Works Committee on March 21<sup>st</sup>, 2023, at 7 PM with the following present: Committee Chairperson, Councilor Beverly Broders, Councilor Mark Budden, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan.

#### A. Business Arising from Previous Public Council Meeting

- I. At the last public council meeting two properties were referred back to the Enforcement Officer for confirmation that the sent letters and/or orders were received by the property owners.
- II. The Enforcement Officer is recommending that Council provide direction on these properties going forward.

a) **63 Brown's Point Road, Joe Batt's Arm**

- i) To date we have not received any response from the resident. Registered Letter was picked up on June 13, 2022, by the resident.

**2023-064**

**Broders/Budden**

Resolved to send the owner an order to remove or repair the shed located at 63 Brown's Point Road in Joe Batt's Arm by June 30<sup>th</sup>, 2023, or the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account. The Town will receive contractor pricing to complete the job and send it with the order.

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

b) **101 Stag Harbour Road South, Stag Harbour**

- i) To date we have not received any response to our letter or order that was sent to the resident. Registered letter was picked up on June 6<sup>th</sup>, 2022, by the resident.

**2023-065**

**Broders/Crawford**

Resolved to send the owner an order to remove or repair the shed located at 101 Stag Harbour Road South in Stag Harbour by June 30<sup>th</sup>, 2023, or the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account. The Town will receive contractor pricing to complete the job and send it with the order.

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

**B. Town of Fogo Island Policy & Procedures**

- i. The Enforcement Officer is requesting a discussion and direction on the development of a Vehicle Wreck Policy.

➤ Council deferred the decision on the Vehicle Wreck Policy until further review is complete.

**5.5 Finance and Administration presented by Councilor Roebbotham**

A meeting of the Finance and Administration Committee was held at the Town Office on March 22, 2023, at 5:00PM. In attendance were Chairperson, Councilor Lary Roebbotham, Deputy Mayor Sandy Crawford, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk.

The following items were discussed:

**A. Business Arising from Previous Public Council Meeting**

- a) Referral from Recreation and Tourism Committee – Reduction of Hall Rental Rates for incorporated community groups.

**2023-066**

**Roebbotham/Crawford**

Resolved to defer the decision on reduction of hall rental rates for incorporated community groups until Management can do further research on what community groups are incorporated, what town buildings would be used for rentals and how much would the community groups be using the town buildings.

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

**B. For Council Approval**

- i. Adoption of Cheque Register - January 1<sup>st</sup> – 31<sup>st</sup>, 2023



- a) Committee reviewed the cheques that were issued during January 2023

**2023-067**

**Roebotham/Crawford**

Resolved to adopt the cheque register from January 1<sup>st</sup> – 31<sup>st</sup>, 2023 in the amount of \$394,026.95. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

**II. Adoption of Cheque Register - February 1<sup>st</sup> - 28<sup>th</sup>, 2023**

**2023-068**

**Roebotham/Broders**

Resolved to adopt the cheque register from February 1<sup>st</sup> – 28<sup>th</sup>, 2023 in the amount of \$189,193.65.

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

**III. Adoption of Finance Reports**

- a) Committee reviewed the following reports for January and February 2023

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

**2023-069**

**Roebotham/Crawford**

Resolved to adopt the Financial Reports from January 1<sup>st</sup> - February 28<sup>th</sup>, 2023 as presented. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

**IV. Approval for Payment of Invoices**

**2023-070**

**Roebotham/Broders**

Resolved to approve payment of the following invoices:

- i) Xylem Canada - \$8886.81
- ii) Young's Industrial Refrigeration Ltd - \$7658.45

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

**V. Request for Donation – FICA 2023 Graduation Class**

- Councilor Budden asked Council if he would be in conflict of interest to vote, he has a child in the graduation class.
- Council determined that he would not be in conflict and permitted him to vote.

**2023-071**

**Roebotham/Young**

Resolved to approve a \$200.00 donation to the 2023 Graduation Class of FICA with further recommendation that this amount become a yearly donation to be approved by Management. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

**VI. Request for Business Tax Exemption**

- a) Town has received a second letter from Account #STAGH002 requesting an exemption from Business Tax. Committee owns a bar license for the Visitor Information Center.

2023-072

Roebbotham/Young

Resolved to defer the decision again until Management can do further research on Committee's and payment of business taxes and prepare a proposal for policies and procedures to present to the Committee and Council.

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

## 6. Correspondence

### 6.1 Letter from Town of New-Wes-Valley

- Town of New-Wes-Valley is seeking the town's support to petition MNL to advocate on our behalf to try to ensure that the volunteer fire departments who are performing the non-traditional duties, such as responding to medical calls when ambulance services are temporarily unavailable, and maintaining accident scenes when RCMP are unavailable get compensated for their time and efforts.
- Fire Departments get more calls now than they did in previous years and the reasoning is for ambulance calls, traffic control and accidents.

2023-073

Roebbotham/Crawford

Resolved to support New-Wes-Valley to petition MNL to advocate on our behalf to try to ensure that the volunteer fire departments who are performing the non-traditional duties, such as responding to medical calls when ambulance services are temporarily unavailable, and maintaining accident scenes when RCMP are unavailable get compensated for their time and efforts.

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

- Council requested that Management get more clarification on what the compensation entails and how will this impact what is required of our volunteer fire department when an emergency arises.

### 6.2 Request for Extension – OCB 2023-0001 F. U. Trading Company Building Repairs

- Work Completion date was March 31<sup>st</sup>, 2023. Due to a lot of ice and snow under the building, Contractor emailed Council requesting an extension.

2023-074

Mckenna/Budden

Resolved to extend the completion date for OCB 2023-0001 F. U. Trading Company Building Repairs to May 31<sup>st</sup>, 2023.

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

## 7. New Business

### 7.1 Ferry Concerns with Emergency Crossings

- With the Doctor shortage and emergency room closures, the ferry is making numerous emergency trips both during the day and night that disrupt the flow of traffic getting off the island and residents missing appointments.
- Council agreed that Management arrange a ZOOM meeting with Department of Transportation and Infrastructure to request that a second ferry be at Fogo Island to take care of the emergency trips.

### 7.2 Update on New Doctor

- Councilor inquired if there is a confirmed arrival date for the new doctor coming to the island.



- Plan is to still be here in April, but there could be a little delay as they are upgrading the communications system at the hospital, new doctors are now used to doing all their work online even prescriptions will be done online.
- The second doctor is still very interested and hopes to be here by mid-summer.

### 7.3 Update on New Bank

- CAO has been in contact with the bank and is trying to get a telephone meeting with the Manager or the person in charge.
- Also plan to attend the next board meeting which may be taking place in April when they amalgamate the new board members and hopefully have some answers on their decision.

### 8. Date of Next Regular Meeting:

- Public Council Meeting – Tuesday, April 25, 2023 @ 7:00pm.

### 9. Adjournment:

2023-075

Broders/Crawford

Resolved the public council meeting of March 28, 2023, be adjourned at 8:34PM.

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

Pauline Payne  
CAO



Andrew Shea  
Mayor



A Public Meeting of Council was held at the Town Office on April 25, 2023, with the following in attendance.

**Councillors Present:**

Deputy Mayor Alexander Crawford  
Councillor Mark Budden

Councillor Beverly Broders  
Councillor Adam Young

**Staff:**

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

**Absent:**

Mayor Andrew Shea  
Councillor David Mckenna  
Councillor Lary Roebbotham

**1. Call to Order:**

- In Mayor Shea's absence, Deputy Mayor Crawford chaired the meeting and welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:10PM.

**2. Agenda:**

2023-076

Broders/Young

Resolved that the agenda be adopted with the following addition:

6.3 Request to Rescind Motion #2022-102 – 1 Walbourne's Road, Fogo

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

**3. Minutes:**

2023-077

Broders/Budden

Resolved that the minutes of the Regular Public Meeting held on March 28, 2023, be adopted.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

**4. Business Arising:**

- No business arising from the previous meeting.

**5. Department Reports**

**5.1 Economic Development & Special Projects**

- Committee meeting for Economic Development and Special Projects did not take place for the month of April.
- Economic Development Officer requested that the following items be discussed by Council.

**A. Approval of new Director for Fogo Island Growth Inc, Board of Directors**

2023-078

Broders/Young

Resolved that Jonathan Dalton be appointed as Director for Fogo Island Growth Inc Board of Directors

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.



## B. Approval for Age-Friendly Newfoundland & Labrador Communities Program Stream 1 Planning Grant

2023-079

Broders/Young

Resolved to apply for the Age-Friendly Newfoundland and Labrador Communities Program Stream 1 Planning Grant up to the maximum grant value of \$10,000.00. The planning grant will enable the Town to complete an age-friendly assessment and action plan for the completion of our Fogo Island Centre Island age-friendly green and outdoor recreational spaces.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

### 5.2 Recreation & Tourism presented by Councilor Young

A meeting was held in the Council Chambers on Tuesday, April 18<sup>th</sup> at 3:00pm, 2023 with the following present: Committee Chairperson, Deputy Mayor Alexander Crawford, Councillor Adam Young, Deputy Town Clerk Daphne Coles, Director of Recreation & Tourism, Colette Wells- Coish

The following items were discussed:

#### A. Recreation

##### I. Activities:

- a) The ice season at the Iceberg Arena has ended. Activities are being planned for the Spring and Summer to include indoor roller blading, ball hockey, archery, and bingo. Tentative start date for bi-weekly bingo is June 8<sup>th</sup>.
- b) The Fogo Island Family Resource Centre has requested permission to use four of the Town's hiking trails to offer a STORY WALK as part of their summer planning; Turpin's trail, Tilting, Ethridge's Point, Joe Batt's Arm, Lion's Den, Fogo, and The Courting Trial in Deep Bay.

2023-080

Young/Broders

Resolved to approve the Story Walk program for the Fogo Island Family Resource Center for use on Turpin's trail, Tilting, Ethridge's Point, Joe Batt's Arm, Lion's Den, Fogo, and The Courting Trial in Deep Bay. An agreement to outline set up and removal plans will be developed by the Director of Recreation and Tourism and in the event of vandalism the Town will not be held liable.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

- c) The Crowns Land application for the Park Area Project is in the final stages. Funding has been approved for \$16,000.00 to help develop this area as a Family Day Park that will be accessible, and inclusive for families and visitors to enjoy.
- d) Correspondence and a petition with 64 signatures from residents of Fogo was received on March 28<sup>th</sup> requesting repairs and upgrades to the basketball pad on Country Road, Fogo. A Caution barrier has been placed on the inside due to the drop of approximately 20' down to the brook. Proof of land ownership and a permit from Water Resources Management to do any improvements to the land will be required if approved. The town currently maintains a basketball pad by the Bleak House Museum.

- Deputy Mayor Crawford asked Council if he was in conflict of interest as he resides on Country Road and has children that will play on basketball court.
- Councilors voted on the request. Councilor Broders voted that he would be in conflict and Councilor Budden and Councilor Young voted that he was not in conflict. Deputy Mayor Crawford remained at the table for discussion.

- e) During discussion, Councilors felt that due to the safety concern caused by the high drop off to the brook a fence would be needed around the basketball pad and it would require extensive repairs.
- f) Councilors agreed to defer the decision until the next meeting and request that further review be done on the area. Also contact the Fogo Recreation Committee again to see if they have any interest in doing the project.

**II. Repairs and Maintenance - Stadium:**

- a) Minor cement repairs around the rink.
- b) The exit door facing the school has drainage issues. A possible plan is to discuss further but potentially place weeping tile on that side of the stadium.
- c) A cover and casing for the deep well is being repaired.
- d) The flagpole in the parking lot must be repaired.
- e) A section of plastering is necessary in the main foyer.
- f) A fenced storage space with chain link wire 20' x 20' is being quoted for out back of the stadium for storage.

**B. Tourism**

- I. The Lane House Museum, Tilting requires complete roof repairs. This is a Registered Heritage site and we have received a \$3,000.00 maintenance grant.

**2023-081**

**Young/Budden**

Resolved to award the Lane House Museum Roof Repairs to Steve Freake, Sole Proprietorship, providing all company documents are submitted by May 10<sup>th</sup>, 2023, with a price quote of \$10,993.59, HST included.

Further resolved that If documents are not provided by May 10<sup>th</sup>, 2023, the Lane House Museum Roof Repairs will be awarded to Parsons Skyline Roofing & Construction with a price quote of \$12,017.50, HST included. Town will provide the additional funding.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

- II. A detailed list of repairs and maintenance is being gathered of all the Town heritage sites.
- III. The summer brochure is ongoing, and all updates will be forwarded to Council to review.

**C. Other:**

- I. The compost tumblers have arrived at the Town Office and can be purchased for \$51.74, HST included.
- II. National Volunteer Week was April 16<sup>th</sup>- 22, 2023. A pancake event was held for all community volunteers Wednesday April 19, 2023, in the Visitor Services Center, Stag Harbour.
- III. A Canada Day Grant has been received for \$1560.00. This Family event will be planned to take place at the Stadium on Saturday July 1<sup>st</sup>, 2023.

**5.3 Planning & Public Works presented by Councilor Broders**

- Committee meeting for Planning and Public Works did not take place for the month of April. Superintendent of Public Works, Sheldon Hoffe prepared the report below for council discussion.

**A. Maintenance:**

**I. Preventative Maintenance**

- a) All routine maintenance in the pump houses have been completed for the month of April and intake screens have been cleaned in Fogo, Seldom and Tilting. We will be scheduling water line flushing in the next couple weeks.
- b) All lift stations have been inspected.
  - H & R Enterprises are scheduled to be here on May 2, 2023, to complete the repairs to the lift station located near the Experience Fogo site.



## II. Vehicle Maintenance/Inspections

- a) KMR Transport has started completing the 2023 inspections on town vehicles as they expire. Town staff have started to remove snow clearing attachments from our equipment.

## B. Other:

### I. Permit Applications

- a) Field visits are ongoing to determine compliance, as requested.

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

- a) Water turn on/turn-offs being requested intermittently.

### III. Advanced Drinking Water System:

- a) Both units are fully operational. Terra Nova Water Services were here from March 30, 2023, to April 3, 2023 to perform the annual service on both ADWS units.

### IV. Water and Sewer Project, Main Street Seldom

- a) The tender for the Seldom water and sewer project closed on March 30, 2023. There was only one bid received for \$1,942,980.78. Total Government funding available for this project was 792,066.60 with the Town being responsible for any cost overruns.

Our options for this project are;

1. Proceed to award the contract with the Town covering the cost overruns in the amount of \$1,150,914.18.
2. Change the scope of work for the project and re-tender.
3. Cancel the project.

- b) Councillors discussed the options above and requested to defer the decision for further discussion at the next public council meeting.

### V. Spring Clean-Up 2023

- a) Arrangements have been made with Central Newfoundland Waste Management for this year's spring clean-up to be held from May 30, 2023, to June 17, 2023, with a curb side pickup being done by Town Staff and a free residential drop off at the transfer station. Following with last year the Town will possibly be holding another free residential drop-off at the transfer station in the Fall.

### VI. Apiaries

- a) Complaints have been received from residents recently about the beehive apiaries that have been placed in Stag Harbour. Staff inquired with the Town Plan Consultant and Apiaries are considered agricultural use and are only permitted in Rural Zones subject to approval from the Department of Agriculture and Council.

2023-082

### Broders/Budden

Resolved to request that the beehives located in various communities around the island be relocated to the Community Garden in Little Seldom and Staff arrange a meeting with the owner to discuss an appropriate location in a Rural Zone where bee keeping is a proposed use.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

### 5.4 Public Safety/Fire Services presented by Councilor Budden

A meeting of the Fire Services Committee was held on April 17<sup>th</sup> at 6:30pm at the Town Office. In attendance; Chairperson Councilor David McKenna, Councilor Mark Budden, Station Chiefs Paul Torraville, Dion Harnett, Bobby Parsons, and CAO Pauline Payne.

The following items were discussed.

#### A. Fire Calls

- I. One House fire in Joe Batt's Arm – All stations responded.
- II. False Alarm responded to by Station 2

#### B. Training Update

- I. Driver training ongoing
- II. Pumper training ongoing
- III. Regular training ongoing

IV. Air Brakes Training required.

C. Basic First Aid training

I. Classes going ahead on April 27<sup>th</sup> & 28<sup>th</sup> and 29<sup>th</sup> & 30<sup>th</sup>

D. Equipment update:

I. Review of all equipment inventory to be done for each station to determine the most efficient use of resources. The committee will review to ensure best usage and placement for the island.

E. Items for discussion:

- I. Fundraising Winter Carnival – Not enough time to get this on the go this past winter. Will keep on our radar to start planning earlier next winter.
- II. Quote for pagers for Station 3 \$4,657.41. Decided to review systems used by other Fire Services. Meanwhile we will attempt to refurbish pagers currently not being used that are in storage.
- III. EMAIL received from resident requesting for civic numbers to be placed on all properties to ensure emergency services can identify the location of an emergency.

2023-083

Budden/Broders

Resolved that the CAO develop a new regulation that all properties within the Town of Fogo Island boundaries must have civic numbers attached to the main building that easily identifies that property. To be presented for Council review prior to the May Council meeting.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

- IV. Building review for all Stations to call out any repairs required this Spring and Summer.
- V. CAO to circulate a date and time for Fire Services to review the Town Emergency Plan, after which a meeting will be scheduled with Fire Services and Council to review together.

6. Correspondence

6.1 Proclamation – International Day for Homophobia and Transphobia

2023-084

Broders/Young

Resolved proclaim May 17<sup>th</sup>, 2023 as INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

6.2 Fogo Dumping Station

- The town has been working with a Not-For-Profit Organization on Fogo Island to find an alternate location for a RV Dumping Station in Fogo as the existing dumping station by the canal must be closed permanently. After requesting financial assistance, the Town has received correspondence informing them that the organization is not in a position to support this new dumping station with funding.
- Council requested that the CAO respond to the organization in writing thanking them for their time and consideration on this matter.

6.3 Request to Rescind Motion #2022-102 – 1 Walbourne's Road, Fogo

- House fire on lot in 2021 that completely destroyed the residence. Due to the lot being below the minimal requirements of 450 meters squared for a building lot, Council passed Motion #2022-102 at a public meeting held in May 2022 which states:

“Resolved that that Council approve the exemption of the yearly water and sewer taxes charged to Account #BENND001 as the lot is below the minimum lot size requirement in the Town Development Regulations and no new development is permitted on the lot.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Hearn, Councilor Young, Councilor Broders, Councilor Roebottom, and Councilor Crawford. Against - 0.”



- Recently the town received a request from the property owners' brother on behalf of his brother to have Motion #2022-102 rescinded and the property reviewed to allow for rebuilding on the lot.
- The request was sent to the Plan Consultant for review and it was determined that the property was grandfathered in to the Town Development Plan as it existed prior to the Town Plan coming into effect, therefore a new structure can be erected similar to the footprint of the pre-existing residence.

2023-085

**Broders/Young**

Resolved to rescind Motion #2022-102 passed at a public council meeting held on May 31<sup>st</sup>, 2022 which states:

“Resolved that Council approve the exemption of the yearly water and sewer taxes charged to Account #BENND001 as the lot is below the minimum lot size requirement in the Town Development Regulations and no new development is permitted on the lot”

Further resolved that all water and sewer taxes that were previously exempted since the structure fire in 2021 for 1 Walbourne’s Road, Fogo be reinstated.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

2023-086

**Broders/Budden**

Resolved to allow development on the lot listed as 1 Walbourne’s Road, Fogo in accordance with the following:

- 1) The new structure must adhere to the Development Regulation of 1.5m from side property lines on the lot.
- 2) Must allow room for access for a minimum single vehicle driveway.
- 3) If development is within the 10-meter town right of way from the centre of the road at both Walbourne’s Road and Silver Street the Town will not be liable for any damages incurred during snow clearing or any other town related work.
- 4) Building Plan must be approved by Council before a permit is issued and any new development begins.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

**7. New Business**

**7.1 Update on New Bank**

- The Board of Directors for the Atlantic Credit Union will be holding their vote for Fogo Island as a member of their branch on May 25<sup>th</sup>, 2023.

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

- Public Council Meeting – Tuesday, May 30<sup>th</sup>, 2023 @ 7:00pm.

**9. Adjournment:**

2023-087

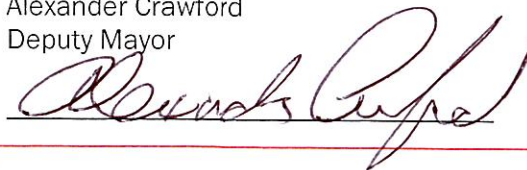
**Budden/Broders**

Resolved the public council meeting of March 28, 2023, be adjourned at 8:12PM.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, and Councilor Young. Against - 0.

Pauline Payne  
CAO

Alexander Crawford  
Deputy Mayor

A Public Meeting of Council was held at the Town Office on May 30, 2023, with the following in attendance.

**Councillors Present:**

|                            |                                 |
|----------------------------|---------------------------------|
| Mayor Andrew Shea          | Deputy Mayor Alexander Crawford |
| Councillor Beverly Broders | Councillor Mark Budden          |
| Councillor David Mckenna   | Councillor Lary Roebbotham      |
| Councillor Adam Young      |                                 |

**Staff:**

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

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:10PM.

**2. Agenda:**

**2023-088**

**McKenna/Crawford**

Resolved that the agenda be adopted with the following addition:

Correspondence 7.5 Letter from Resident of Shoal Bay

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

**3. Delegation – Fogo Island Bee Keeper – Mr. Don Paul**

- During the last council meeting held on April 25<sup>th</sup> several complaints about the location of beehives in Stag Harbour were addressed by Council.
- Mr Paul provided Council with a short brief on the importance of bee keeping on Fogo Island, the importance of raising Queen Bees and drone locations.
- After the presentation Council thanked Mr. Paul for his presentation and assured him that the town does support his bee keeping venture and want to address the public concerns in a positive way without ruining his business.
- Council requested that Staff continue to work with Mr. Paul to find a suitable location for the beehives.

**4. Minutes:**

**2023-089**

**Broders/Crawford**

Resolved that the minutes of the Regular Public Meeting held on April 25<sup>th</sup>, 2023, be adopted.

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

**5. Business Arising:**

- No business arising from the previous meeting.

**6. Department Reports**

**6.1 Economic Development & Special Projects presented by Councilor Broders**

A meeting of the Economic Development & Special Projects Committee was held at the Town Office on May 2, 2023, at 5:00 PM with the following present: Committee Chairperson Councillor Beverley Broders, Councillor Lary Roebbotham, CAO Pauline Payne, and EDO Cheryl Gardner.



The following items were discussed:

**A. Economic development vision and strategic plan:**

- I. First draft is complete. Once the committee feedback has been submitted, the EDO will complete the implementation plan and present the strategy to Council to adopt.

**B. Small Business Supports & Community Capacity Building:**

**I. Support Local Business Campaign**

- a) Goal: to create a culture of support within the community through sustained education, promotion, and programming
- b) Campaign strategy and program details to be presented at the next Economic Development Committee meeting and will include a strategy for:
  - Engaging the small business community on June 15<sup>th</sup> to review the program details.
  - Rolling out the program to the community the first week in July
  - Summer of 2023 we will launch a 'Find the Poster' selfie contest to bring attention to the program in the community.

**II. Business Community Gathering scheduled for June 15<sup>th</sup>.**

- a) All business owners on the Town of Fogo Island business registry will be invited by mail.
- b) The agenda will include....
  - Socializing the idea of setting up a Fogo Island Chapter of the Gander & Area Chamber of Commerce
  - Review the proposed Economic Development Vision and Strategy
  - Information on the up-and-coming small business resource centre and programs
  - Review of the Support Local campaign
  - Open table discussion and feedback on how the town can better support and engage small to medium sized business.

**C. Capital & Special Projects:**

**I. Affordable Housing Project**

- a) Application has been submitted through the FCM (Federation of Canadian Municipalities) for the Green Municipalities Planning Grant to fund our housing needs assessment.
- b) Preparing an action plan and application for the CMHC Housing Accelerator Fund for application window opening Summer 2023

**II. MIC Project – Seldom**

- a) Contracted work has been completed for Phase One Foundation Repair..
- b) Currently socializing Phase Two, Marina Condition Assessment/ Design and Costing Exercise with potential funders.

**6.2 Recreation & Tourism presented by Deputy Mayor Crawford**

A meeting was held at the Town Office on Thursday May 11<sup>th</sup>, at 4:00pm, 2023 with the following present: Committee Chairperson, Deputy Mayor Alexander Crawford, Councillor Adam Young, CAO, Pauline Payne, Director of Recreation & Tourism, Colette Wells- Coish

The following items were discussed:

**A. Recreation**

**I. Activities:**

- a) On behalf of the Town of Fogo Island we extend Congratulations to the Senior Boys Ball Hockey Team of Fogo Island Central Academy on winning the AA 2022-2023 Provincial Champion title.
- b) Rollerblading is now being offered on Wednesday afternoons at 3:30 pm. This is for all age groups.
- c) June is Recreation month. The following events will be planned:
  - Community Beach Cleanup – June 4<sup>th</sup>- 10<sup>th</sup>.

- World Ocean Day Celebrations – June 10<sup>th</sup>. (At the stadium)
- Teeny Bobber Dance June 22<sup>nd</sup>. (At the stadium)

## B. Tourism

### I. Updates:

- a) The new Town of Fogo Island Summer brochure has been updated. Updates will be done monthly.
- b) The New Sign template is started for Farewell and will be completed soon.
- c) Roof work on the Lane House is underway. The work has been awarded to “In and Out Construction”.
- d) Permanent seasonal staff have returned to work to begin opening tourism sites.
- e) Post is out for summer maintenance, and various youth summer positions.
- f) Staff participated in a virtual meeting on April 26<sup>th</sup> regarding the ‘New Tourist Accommodations Act’, that was announced on April 4, 2023. There are still many unanswered questions, and until there is more clarity the Town is waiting on the Provincial Government to provide guidelines.

### C. Other:

- I. ATM Machine to place in the stadium.
- II. Fundraiser – Dinner Theatre – discussions for dinner and show, waiting on reply from catering group and performers.
- III. Entertainment for early July at the stadium. This will be done in conjunction with the Stadium Committee Inc. to cover bar services. Further discussion is needed on this.

## 6.3 Planning & Public Works presented by Councilor Broders

A meeting of the Planning and Public Works Committee was held at the Town Office on May 18, 2023, at 7:00PM with the following present: Committee Chairperson, Councillor Beverley Broders, Councillor Mark Budden, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed.

### A. Maintenance:

#### I. Preventative Maintenance

- a) All routine maintenance in the pump houses have been completed for the month of May and intake screens have been cleaned in Fogo, Seldom and Tilting. Water lines have been flushed in Fogo, Joe Batt’s and Tilting, Seldom will be scheduled sometime next week depending on operation of the shrimp plant.
- b) All lift stations have been inspected with no issues to report.
  - ❖ H & R Enterprises have completed repairs to the lift station near the experience Fogo site and it is back in operation. Emergency funding can be applied for to cover a portion of these repairs up to a maximum of \$50000.

#### II. Vehicle Maintenance/Inspections

- a) KMR Transport continues to maintain our vehicle fleet as deemed necessary.

### B. Other:

#### I. Permit Applications

- a) Field visits are ongoing to determine compliance, as requested.

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

- a) Water turn on/turn-offs are being requested frequently as residents are opening their homes again for the summer.

#### III. Advanced Drinking Water System:

- a) Both units are fully operational. The door in Fogo’s unit has sustained considerable damage and the frame will have to be replaced. A new frame will be ordered and installed as soon as possible.

#### IV. Water and Sewer Project, Main Street Seldom

- a) The tender for the Seldom water and sewer project closed on March 30, 2023. There was only one bid received for \$1,942,980.78. Total Government funding available for this project was 792,066.60 with the Town being responsible for any cost overruns.



- b) Our options for this project are;
  - 1. Proceed to award the contract with the Town covering the cost overruns.
  - 2. Change the scope of work for the project (water only) and re-tender.
  - 3. Cancel the project.

**2023-090**

**Broders/Young**

Resolved that the Town of Fogo Island apply to the Department of Transportation and Infrastructure to change the project to a water only project at the estimated cost of \$869,317.38 plus HST and to have the Department of Transportation and Infrastructure complete the section of paving on Seldom highway. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebbotham and Councilor Young. Against - 0.

**V. Spring Clean-Up 2023**

- a) The Spring Clean-up is scheduled to start on May 30, 2023, and will run for 3 weeks. Residents are reminded to have their items sorted at the roadside prior to their scheduled pick-up times.

**VI. Gabion Wall Main Street Fogo**

- a) A gabion wall was installed in the area between 71 Main Street and Little Harbour Road Fogo approximately 30 years ago. Residents in the area have expressed concerns about the walls structural integrity and claim the wall has moved over the years.

**2023-091**

**Broders/Roebbotham**

Resolved that Management investigate the ownership of the Gabian Wall and if it is the Town's responsibility, proceed to obtain pricing for an engineering firm to do an inspection the Gabion Wall. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebbotham and Councilor Young. Against - 0.

❖ Councilor Mckenna departed the meeting at 7:53PM due to conflict of interest.

**VII. RV Dumping Station Fogo**

- a) The operators of the RV park in Fogo have declined the request to partner with the Town to relocate the RV dumping station. As previously reported the Towns application for ownership and access to the current location has been declined by Crown Lands and the Dept. of Transportation.
- b) CAO provided background information and a letter from the Brimstone Head Lion's Club was addressed along with a response from the CAO providing clarity on some items listed in the letter.

**2023-092**

**Broders/Budden**

Resolved to close the RV Dumping station in Fogo as of May 31<sup>st</sup>, 2023 due to lack of access to the area as directed by Crown Lands and the Department of Transportation in 2020. Committee further recommends engaging engineers to look at the RV Dumping station located in Seldom and recommend any necessary upgrades.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

❖ Councilor Mckenna returned to the meeting at 8:05PM.

**VIII. Speed Bumps Little Seldom**

- a) The Department of Transportation has advised us that speed bumps are not permitted to be installed on any road maintained by their department. The RCMP are responsible for enforcing posted speed limits in these areas.
- b) Council discussed the issues of speeding in the area especially with ferry traffic travelling through the community four and five times a day.
- c) Council directed the CAO to invite the RCMP to a meeting with Council.

**IX. Seldom Pump house Upgrade**

- a) For the last couple years, we have experienced issues with the pump house in Seldom. The infrastructure is aging and not reliable enough to supply sufficient water pressure while the shrimp plant is in operation causing issues for many residents in the community.

2023-093

**Broders/Budden**

Resolved that the Town engage engineers to do a preliminary design and cost estimate for Seldom pump house upgrades.

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

**6.4 Municipal Enforcement/Permitting presented by Councilor Broders**

Municipal Enforcement met with the Planning and Public Works Committee on May 18<sup>th</sup>, 2023, at 7 PM with the following present: Committee Chairperson, Councillor Beverly Broders, Councillor Mark Budden, Superintendent/Foreman of Public Works Sheldon Hoffe, CAO Pauline Payne and Enforcement Officer Germaine Morgan.

**A. Business Arising from Previous Public Council Meeting**

**I. 90 Main Street, Fogo**

- a) On April 4<sup>th</sup>, 2023, the Town received a response letter from the property owner requesting an extension on their Order to repair or remove the dilapidated house trailer on the property. .

2023-094

**Broders/Budden**

Resolved that the Town allow the property owners located at 90 Main Street, Fogo the extension requested to make the necessary repairs by August 8<sup>th</sup>, 2023, this will be the final postponement. If these repairs are not made by this date a contractor will be notified to remove the house trailer and Council will invoice the resident at a quoted cost of \$12,500.

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

**B. Properties that were sent letters on February 23<sup>rd</sup>, 2023, with a response requested by March 27<sup>th</sup>, 2023.**

- I. 98 Main Street, Fogo
- II. 147 Southside Road, Joe Batt's Arm
- III. 5 Sargents Cove Road, Fogo & 7 Hewitt's Point Road, Barr'd Islands
- IV. 129 Southside Road, Joe Batt's Arm
- V. 10 Brown's Road, Joe Batt's Arm
- VI. 124 Harbourview Drive, Island Harbour
- VII. 21 Hewitt's Point Road, Barr'd Islands
- VIII. 64-68 Stag Harbour Road South, Stag Harbour
- IX. 82 Southside Road, Joe Batt's Arm
- X. 145 Main Road, Joe Batt's Arm

- a) The Planning and Public Works Committee has provided directions on all listed properties.

**C. Surveys and Permits**

- I. The Town has been struggling with issuing permits to residents due to not having clear title to their land, such as deeds, grants, or surveys, even though they have occupied the land for many years. After research and talking to lawyers the Town has developed a process where if a resident has no documentation to show ownership, they can supply the Town with a map highlighting the area of land that they have occupied for a set amount of time and an affidavit stating they have resided on this land, along with an affidavit from neighbouring properties stating no claim has ever been made on this property that is known to them. We have also updated our New Building Permit for residents to sign ensuring ownership of the property. If all



this documentation is provided to the Town Office permits may be issued to the resident. The Town has advised on the permit application that residents should obtain the proper documentation for ownership of the property.

#### D. Sheds on Crown Land

- I. A resident at 53 Neck Road in Little Seldom applied for a permit application to build a shed after the construction was completed. A site visit determined that the distance requirements were not met as per the Town Development Plan. Resident claims ownership of the adjacent property but has not provided any documentation, there have been numerous calls made to him with no results. On March 23, 2023, a letter was delivered to the resident which stated that the shed would have to be moved and to contact the Town within 7 days for their plan of action, no response has been made to date. I spoke to the resident last week and suggested that he come to the office so we could discuss a possible solution and he still has not made any arrangements.
  - a) The Planning and Public Works Committee has provided direction on this issue.

#### E. Price Quotes

- I. Price Quotes have been received from one contractor for the removal of the following dilapidated buildings:
  - a) 90 Main Street, Fogo - \$12,500 (All Fees Included)
  - b) 63 Brown's Point Road - \$14,500 (All Fees Included)
  - c) 101 Stag Harbour Road - \$5,200 (All Fees Included)
- II. Price Quotes have been received from one contractor for the removal of Car Wrecks.
  - a) \$1,900 per vehicle (for small cars to pickup trucks) plus HST

#### F. Newfoundland and Labrador Association of Municipal Police and Enforcement Officers

- I. There was an email received on March 23, 2023, from the Newfoundland and Labrador Municipal Police and Enforcement Officers Association requesting that the Enforcement Officer become a member of the association. The membership fee is at a cost of \$200 per year. Membership fees include the cost of the conference, this is where training is available for Municipal Enforcement Officers. This fee will also include availability of resources, mostly networking with other municipalities regarding adoption of regulations, policies, etc.

2023-095

Broders/Crawford

Resolved that the Town approve for the Enforcement Officer to join the Newfoundland and Labrador Municipal Police and Enforcement Officers Association.

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

#### 6.5 Finance and Administration presented by Councilor Roebbotham

A meeting of the Finance and Administration Committee was held at the Town Office on May 17, 2023, at 5:00PM. In attendance were Chairperson, Councilor Lary Roebbotham, Deputy Mayor Sandy Crawford, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk.

Call to Order: Meeting was called to order at 5:12PM

The following items were discussed:

#### A. For Council Approval

- I. Adoption of Cheque Register
  - a) Committee reviewed the cheques that were issued during March and April 2023

2023-096

Roebbotham/Broders

Resolved that Council adopt the cheque register from March 1<sup>st</sup> – 31<sup>st</sup>, 2023 in the amount of \$201,188.74.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

#### 2023-097

##### Roebbotham/Crawford

Resolved that Council adopt the cheque register from April 1<sup>st</sup> – 30<sup>th</sup>, 2023 in the amount of \$295,862.40.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

### II. Adoption of Finance Reports

#### a) Committee reviewed the following reports for March and April 2023

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

#### 2023-098

##### Roebbotham/Young

Resolved that Council accept the Financial Reports from March and April 2023 as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

### III. Amendment to 2021 Gas Tax Audit

- a) In completing the 2022 Gas Tax Audit the Auditor had to make an amendment to the 2021 Gas Tax Audit.

#### 2023-099

##### Roebbotham/McKenna

Resolved that Council adopt the 2021 Gas Tax Audit with an amendment to the Ultimate Recipient Annual Expenditure Report, Page 4/#10 – Gas Tax Bank Account Balance/Deficit.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

### IV. Approval of 2022 Gas Tax Audit

#### 2023-100

##### Roebbotham/Young

Resolved that Council adopt the 2022 Gas Tax Audit as presented by Richard Power FCPA, FCA.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

### V. Request for Business Tax Review – Account #NEWMD003

- a) Property is currently being billed as a full-time nightly rental, from September to May the property is rented monthly and only rented nightly for the months of June, July and August.

#### 2023-101

##### Roebbotham/Crawford

Resolved that Council approve the exemption of business taxes charged to Account #NEWMD003 under Accommodations #1 and to replace the efficiency unit water and sewer tax with water and sewer tax rates charged for apartments as of January 2023.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0



**VI. Request for Business Tax Review – Account #NOUC0001**

- a) For tax purposes the business is currently listed in the category of Retail which includes Hardware, General Stores, Furniture/Clothing, Pharmacies, Convenience Store, Grocery Store, Convenience Store & Gas Bar; Service Station/Auto Repair and is charge under the tax rate of 37mils.
- b) This type of business is considered a thrift/consignment store where half of the profits are paid back to people who sell their new/used items from the store.
- c) As this is a new business on Fogo Island, the town does not have a specific tax rate for this type of business. The CAO researched how other municipalities that have thrift/consignment stores and found that they have a tax rate for consignment stores with a much lower mil rate.

**2023-102**

**Roebotham/Young**

Resolved that Council remove the business from the Retail category and transfer the business taxes for Account #NOUC0001 to the minimum tax rate charged to businesses to the amount of \$410.00 for 2023 only and a new tax rate will be allotted for Thrift/Consignment Stores in the 2024 budget.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

**VII. Codversations – Request for Grant**

- a) Request for Community Grant to help cover the cost of leasing the computer program that creates the newspaper. Total cost of leasing the program is \$850.00.

**2023-103**

**Roebotham/Crawford**

Resolved that Council approving a \$500.00 grant to help cover the cost of leasing the computer program for the Codversations newspaper for 2023 only. Further resolved for Staff to correspond in writing with the newspaper editor that the Community Grant is being reviewed and restructured and should not be used as a dependent source of income to keep the Codversations newspaper available to the residents of Fogo Island in the future.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0

**VIII. Request for Parking Space – Scotiabank Parking Lot**

- a) A mobile business owner is requesting to rent the former Scotiabank parking lot to park a food truck for this Summer.
- b) Council requested that Staff gather more information from Department of Municipal & Provincial Affairs before a decision is made.

**IX. Approval to Purchase Pagers for Fire Department**

**2023-104**

**Roebotham/Broders**

Resolved that Council approve the purchase of 10 pagers for the Fogo Island Volunteer Fire Department and payment will be made on a 50/50 cost shared basis between the Town and the Fogo Island Firettes. Management will obtain a quote before purchasing.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against – 0

**C. New Business**

- I. Approval for payment of Invoice – Xylem - \$8,513.96 (HST Included)

**2023-105**

**Roebotham/Young**

Resolved that Council approve payment of invoice to Xylem in the amount of \$8,513.96 HST included.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against – 0

## 7. Correspondence

### 7.1 Municipal Assessment Agency – Assessment Roll 2024 Taxes

- ❖ The Municipal Assessment Agency has completed the property valuations for the 2024 tax year. The assessed values are based on market value as of January 1, 2023.
- ❖ Property owners will be mailed their assessment notices on June 1, 2023 and will have until July 31, 2023 to file a formal appeal.

### 7.2 Municipal Assessment Agency Update

- Board of Directors met in Corner Brook on April 17<sup>th</sup>, 2023.
- Letter was addressed by Council.

### 7.3 Xplore Inc – Request for Letter of Support

2023-106

McKenna/Crawford

Resolved that the Town of Fogo Island provide a letter of support to Xplore Inc for the purpose of obtaining government funding to expand fibre internet services to more rural communities across Newfoundland.

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

### 7.4 Proclamation – Recreation Month – June

2023-107

Crawford/McKenna

Resolved that the Town of Fogo Island proclaim the month of June 2023 to be Recreation Month.

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

### 7.5 Letter – Concerned Resident of Shoal Bay

- ❖ CAO, Pauline Payne and Councilor Broders declared conflict of interest and left the meeting at 9:02pm.
- Councilors received a letter from a resident in Shoal Bay regarding the removal of a school bus shelter in Shoal Bay and claims of conflict of interest against the CAO on matters in the community of Shoal Bay.
- Letter was forwarded to Town Lawyer for review and report was reviewed by Council in a privileged session prior to public meeting.

2023-108

Young/Roebbotham

Resolved that CAO Pauline Payne is not in a conflict of interest with regards to the removal of a bus shelter in Shoal Bay and matters in the community of Shoal Bay stated in the letter. Further resolved that the Deputy Town Clerk will forward correspondence to the resident as requested by the Town Lawyer.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

- ❖ CAO, Pauline Payne and Councilor Broders returned to the meeting at 9:10pm.

## 8. New Business

### 8.1 Approval of Council Order – 100-102 Main St, Fogo

- ❖ Councilor Roebbotham declared conflict of interest and left the meeting at 9:11pm.



2023-109

Broders/Budden

Resolved that the Town of Fogo Island issue a Removal Order for blocking of a drainage culvert and natural drain on or near 100-102 Main Street, Fogo.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, and Councilor Young. Against - 0.

❖ Councilor Roebbotham returned to the meeting at 9:17pm.

### 8.2 Discretionary Approval – Structure Change of Use – 86 Little Harbour Rd, Barr’d Islands

- Property Owner applied for a new business application through the Town in a building that was constructed as a residential shed.
- Town Development Regulations require a Change of Use for the building to now be used for commercial retail purposes. This can be done under Regulation #10 as a discretionary use.
- Public notice was advertised by the Town for 14 days and one concern was received, this was sent without a signature and therefore not considered by Council.

2023-110

Crawford/Young

Resolved that the Town of Fogo Island approve the Structure Change of Use for a building located at 86 Little Harbour Road, Barr’d Islands as a discretionary use in a Community Development Zone under Regulation #10 of the Town Development Regulations. Building was initially constructed as a shed and is now being used for Commercial Retail for the purpose of displaying and selling pottery.

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

### 8.3 Update on New Doctor

- New Doctor has arrived and is seeing patients. Dr. Gibbons is enjoying the island and loves walking the town trails.
- Mayor and CAO have scheduled a meeting with Dr. Gibbons for June 1<sup>st</sup>.
- Dr. Kim Donahue is still planning on coming to the island, her expected arrival date is now August, there was a delay with getting her paperwork from government reviewed.

### 8.4 Update on New Bank

- The Board of Directors for the Atlantic Credit Union met May 25<sup>th</sup>, 2023, they did discuss the Fogo Island Branch but did not vote due to the business plan not being completed. Another meeting is scheduled for June 15, 2023 and a decision should be made at that meeting.

## 9. Date of Next Regular Meeting:

- Public Council Meeting – Tuesday, June 27<sup>th</sup>, 2023 @ 7:00pm.

## 10. Adjournment:

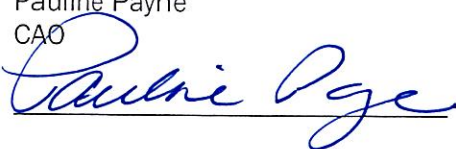
2023-111

Young/McKenna

Resolved the public council meeting of May 30<sup>th</sup>, 2023, be adjourned at 9.15PM.

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

Pauline Payne  
CAO



Andrew Shea  
Mayor



A Public Meeting of Council was held at the Town Office on June 27, 2023, with the following in attendance.

**Councillors Present:**

Deputy Mayor Alexander Crawford  
Councillor Mark Budden  
Councillor Lary Roebbotham

Councillor Beverly Broders  
Councillor David McKenna (Via Zoom)  
Councillor Adam Young

**Staff:**

Daphne Coles, Deputy Town Clerk  
Germaine Morgan, Enforcement/Permitting Officer

**Absent:**

Mayor Andrew Shea  
Pauline Payne, Chief Administrative Officer

- In the Mayor's absence, Deputy Mayor Crawford chaired the public meeting.
- In the CAO's absence, Germaine Morgan, Enforcement/Permitting Officer attended the meeting to operate the Zoom platform for public attendance.

**1. Call to Order:**

- Deputy Mayor Crawford welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:03PM.
- Deputy Mayor Crawford also expressed congratulations to Brent Broders on behalf of Council and Staff, who is in Czech Republic playing in the U23 Men's World Junior Championships.

**2. Agenda:**

**2023-112**

**Broders/McKenna**

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

**3. Delegation - RCMP**

- During the last council meeting held on May 30<sup>th</sup>, Council requested to invite a member of the RCMP to the next public council meeting to discuss speeding concerns on the Island, especially in the communities of Seldom and Little Seldom with so much ferry traffic travelling through the area four and five times a day.
- Corporal Sheldon Walsh attended the meeting on behalf of the RCMP.
- Other items discussed included 911 protocol, importance of civic addresses on homes within our communities, speeding and speed limits in the school zone area and Shoal Bay, ferry traffic and speeding, ATV and dirt bike usage, and tourism.
- Deputy Mayor Crawford thanked Corporal Walsh for attending the meeting and suggested that moving forward it would be nice to hold occasional meetings to discuss concerns.

**4. Minutes:**

**2023-113**

**Young/Roebbotham**

Resolved that the minutes of the Regular Public Meeting held on May 30<sup>th</sup>, 2023, be adopted.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.



## 5. Business Arising:

- No business arose from the previous meeting.

## 6. Department Reports

### 6.1 Economic Development & Special Projects presented by Councilor Broders

A meeting of the Economic Development & Special Projects Committee was held in the Council Chambers on June 22, 2023, at 7:10 PM with the following present: Committee Chairperson Councilor Beverley Broders, Councilor Lary Roebotham, Town Clerk Daphne Coles and EDO Cheryl Gardner.

The following items were discussed:

#### A. Economic development vision and strategic plan:

- I. Preparing for a motion to adopt the strategic plan in the July public meeting.
  - a) Coordinating a meeting with all of council to review the details of the strategy prior to the public meeting in July.

#### B. Small Business Supports & Community Capacity Building:

- I. Support Local Business Campaign
  - a) Support Local Business Campaign will roll out in July, waiting for print materials and t-shirts.
  - b) Public contest details will be brought to the community after all promotional materials are in place.

#### C. Capital & Special Projects:

- I. Affordable Housing Project
  - a) Coordinating a meeting with all of council to review the details of our CMHC Housing Accelerator Fund Application Initiatives
- II. MIC Project – Seldom
  - a) The EDO is currently working on the funding proposal for marina and building upgrade project.
  - b) Coordinating a meeting with all of council to review the details of the proposal, prior to submitting it to ACOA and other government funding bodies.

### 6.2 Recreation & Tourism presented by Councilor Young

A meeting of the Recreation, Tourism and Economic Development Committee was held at the Town office on Tuesday June 20<sup>th</sup> at 4pm. In attendance were Chairperson, Councilor Alexander Crawford, Councilor Adam Young, Pauline Payne, Chief Administrative Officer, and Colette Wells – Coish, Director of Recreation & Tourism.

The following items were discussed:

#### A. Recreation –

- I. A Teeny Bobber dance took place at the Stadium on Thursday June 22, with a Beach Party Theme.
- II. There is a Canada Day Bingo planned for June 29<sup>th</sup>, sponsored by the Lions Club. We want to thank the Lions Club for their continual support with this bingo every year.
- III. Canada Day activities are planned for Saturday, July 1<sup>st</sup> at the Stadium. This is a family day with various activities throughout the afternoon with fireworks to end the evening, in conjunction with Fogo Island Fire Services.
- IV. On July 8<sup>th</sup> we have Shanneyganock and Bud Davidge, performing at the stadium.

- V. The annual Seniors Garden Party will take place on July 12<sup>th</sup> at the stadium. This is done in conjunction with Central Health. This is a great afternoon of music, entertainment, and refreshments. It is open to all seniors and especially enjoyed by residents of the long-term care unit at the Health Care Centre.
- VI. There were school groups enjoying the stadium floor space for three separate events when the weather was not suitable. The graduating class prepared a "Fun Day" on June 12. On June 13<sup>th</sup> and June 19<sup>th</sup>, it was used for School Sports Days. The Town is very pleased to offer the stadium and support these activities.
- VII. Correspondence was received from the school regarding their plans for their school garden space and requested that the Town provide our Summer Students to tend the garden by weeding and watering the vegetables 2 - 3 times a week throughout the summer. The summer students have specific roles and cannot commit to what is requested. We must consider the safety of all involved. We would like to offer support for next season to apply for separate funding and help the school in any way possible obtain a summer position, that allows kids to participate and get involved. Another option is to schedule parents and families who are involved in the planting and encourage participation and rewards. The town does have plans to provide Staff and equipment to assist in clearing a section of the alders on the playground and help with grounds work this summer.

2023-114

**Young/Broders**

Resolved to deny the request from the School for the Town to help with the School Garden Space throughout the summer by having Town Students tend the garden by weeding and watering the vegetables 2 - 3 times a week as the students have specific roles and responsibilities that involve overseeing children.

Resolution Carried. In favour - 5. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 1 Councilor Mckenna.

- VIII. Correspondence was received from a youth requesting the town place a basketball pad in Tilting. The committee discussed the Town will focus on maintaining our existing basketball pads and playgrounds. There is development planned for the central region in the future that will include additional opportunities for families.
  - a) Council discussed the letter and agreed that the Director refer this request to a committee in Tilting and the Town will aid with any fundraising or documentation for land ownership if needed.
- IX. Correspondence was received in November 2022, from the JBS Recreation Committee requesting the Town install new equipment to the playground in Joe Batt's Arm. There has been a site visit completed which determined there is space to add this equipment, and staff have added this work to their list to complete.
- X. The cement floor at the stadium has been painted with the hockey lines each fall, and in spring it causes large amounts of paint scales and dust. With offering additional activities and programs at the stadium the town should consider ways to eliminate the dust. This issue was discussed with other stadiums who had the same concern and they have invested in a floor buffer. This was reviewed and although the item is not in our current budget it is suggested as an item the stadium committee can consider fundraising for.
- XI. The Community Garden in Little Seldom has added five new plots for families this year.
  - ❖ Councilor Budden departed the meeting at 7:53pm and returned at 7:55pm to deal with a work concern.

**B. Tourism**

- I. There is a temporary museum schedule that started on Monday June 19<sup>th</sup> with four sites open: The Dwyer Premises, The Brett House, The Bleak House, and the Former School House. There are also a great number of visitors coming to the island and stopping into the Visitor Information Center. See below the numbers from June 12-19<sup>th</sup>, 2023.
  - a) June 12<sup>th</sup> - 52
  - b) June 13<sup>th</sup> - 34



- c) June 14<sup>th</sup> - 50
  - d) June 15<sup>th</sup> - 56
  - e) June 16<sup>th</sup> - 47
  - f) June 19<sup>th</sup> - 77
- II. Maintenance staff are determining necessary repairs at all museums. Safety is our priority as we open playgrounds, heritage sites and maintain hiking trails. It has been determined we will not add any new items this year but focus on maintaining what we have.
  - III. The Fogo Brimstone Culture and Recreation Society has requested assistance to place a sign in the community remembering the “Sunset Glow”. This was a sailing vessel that, while transporting coal in 1949, decided to anchor for the night but during winds she went on a shoal, and the ship was damaged beyond repair. The area they have chosen has been visited by public works and it will not interfere with snow clearing. We do have to look closer at land ownership before we proceed. If this is on private property, the Committee will require a written agreement from the individual giving them approval.
  - IV. They also have a new proposal submitted “Coopering in Fogo”. The Director visited the site and determined that there is room on the land on the water side of the road inside the fence. It’s not recommended that the sign be placed over in the existing “Coopering Store” as it would be a duplicate of tools.

**Other Business arising:**

- I. The Stadium Committee is planning to review price quotes gathered for a new sound system and have it installed soon.
- II. The CEDP – Community Economic Development Partnership Historical grant has been received for \$12,400.00.
- III. We also want to point out Brent Broders is in Czech Republic playing in the U23 Men’s World Junior Championships.

**6.3 Public Safety/Fire Services presented by Councilor Budden**

A meeting of the Fire Services Committee was held on June 20<sup>th</sup>, 2023, 8:11 pm at the Town Office. In attendance; Chairperson Councilor David McKenna, Councilor Mark Budden, Station Chiefs Paul Torraville, Bobby Parsons, and CAO Pauline Payne. Absent: Dion Harnett

The following items were discussed:

**A. Fire Calls**

- I. **May**
  - a) Station 1
    - o Grass and brush Fire
- II. **June**
  - a) Station 2
    - o Lost tourist
    - o Flooded basement
    - o Overheated stove and chimney Fire

**B. Training Update**

- I. Minimal training is happening during the summer months due to work schedules.
- II. Basic First Aid training was completed.
- III. Fall Arrest training was completed.

**C. Equipment update:**

- I. Equipment stored in the upstairs area of the Town Office will be reviewed and moved to JBA Hall.
- II. Repairs identified for each Station;
  - a) Station 1
    - Eavestrough
  - b) Station 2
    - Eaves.

- Inspection under windows and repair any rotted.
  - Install garage door.
  - Review washroom for needed upgrades.
- c) Station 3
- Review windows for replacement.
  - Ceiling needs completion.
  - Potential addition to back of building and move washroom.
- III. It has been identified that we should replace the aging furnaces that are costing us heavily for repairs and fuel with more efficient Heat Pumps. It was noted that heat pumps cannot be used as a sole source of heat.

2023-115

**Budden/Roebotham**

Resolved that the CAO obtain quotes for heat pumps for Station 2 and 3 before the cold weather comes. Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

- IV. Fire Services has agreed that a review of the Town Emergency Plan must be done with Council as soon as possible and will aim to coordinate for the end of July.
- V. A meeting was held on June 19<sup>th</sup> with Barry Porter of Service NL and Linus Tremblett, Fire Protection Officer. This meeting was attended by Fire Inspector Paul Torrville, Sheldon Hoffe, Public Works Superintendent, Germaine Morgan, Enforcement Officer, Daphne Coles, Deputy Town Clerk and CAO Pauline Payne. The purpose of this meeting was to review specific files of properties on the island that are in contravention of various regulations. Staff received directions and suggestions from both Service NL and Fire Protection Services for inspections and training.

**6.4 Transportation presented by Councilor Budden**

A meeting of the Fogo Island Transportation Advisory Committee was held at the Town Office on June 19<sup>th</sup> at 7:17 pm. Present at the meeting were Chairperson Councilor McKenna, Councilor Budden, CAO Pauline Payne, John Greene, and Clifford Rowe. Unable to attend were Amanda Decker-Penton and Bill Miller.

The following items were discussed:

**A. Complaints about Washrooms on the Veteran.**

- I. It has been noted that the urinals in the men’s washroom have been closed off/broken for 2 years.
- II. The soap dispenser in both washrooms on the ferry is either broken or has been dismantled and has been replaced with a bottle of soap taped to the dispenser.
  - a) Response from Dept. of Transportation; They are aware of the urinals on the Veteran and the piping on those urinals have a long delivery time and we have been advised today that they will not be shipped until July 5<sup>th</sup>, the soap not the same issue, we will follow up on those immediately.”

**B. Speed a Big Problem on Fogo Island.**

- I. Staff were asked to explore this concern.
  - a) After making some calls we have determined we cannot have speed bumps at any roads that are 50 km zones.

**C. Canteen Services on the M. V. Veteran**

- I. Update from the Dept. of Transportation - The vending service was tendered out but unfortunately, we ran in to some complications which we are working through at the present time.



#### D. Other

- I. The Committee requested to invite Colin Power, the Regional Manager for Marine Services to come out to the Island for a visit to meet with the Committee.

2023-116

Budden/Broders

Resolved that the CAO invite Mr. Power to the island for a meeting with the Transportation Committee. Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

- II. Sand & Salt delivery for the fall needs to be better organized to not displace travelers at the peak crossings.

#### 6.5 Finance and Administration presented by Councilor Roebotham

A meeting of the Finance and Administration Committee was held at the Town Office on June 21, 2023, at 5:30PM. In attendance were Chairperson, Councilor Lary Roebotham, Councilor Adam Young, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk.

The following items were discussed:

##### A. Business Arising from Last Council Meeting

##### I. Request to Rent Scotiabank Parking Lot

- a) At the last public council meeting Council directed Staff to further investigate this request with Department of Municipal & Provincial Affairs on regulations for conflict of interest with any other properties in the area that can provide the same service.
- b) Staff contacted the Department of Provincial and Municipal Affairs and provided information under the Municipalities Act and insurance requirements.

2023-117

Roebotham/Young

Resolved to approve rental of the former Scotiabank Parking Lot ONLY located in Fogo to Top Dog Catering under Section 201.1 of the NL Municipalities Act, 1999 providing the following criteria is met:

1. As requested by the Town's Insurance Policy, Top Dog Catering must provide a copy of their insurance policy to the Town showing commercial general liability in the amount of \$2,000,000 and name the Town as the third party on the insurance policy.
2. It is understood that if at any time the Town needs the property, Top Dog Catering will vacate the property immediately upon notice.
3. The Town and Top Dog Catering shall enter into a written agreement which clearly outlines the rental amount and responsibilities of both parties.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

##### B. For Council Approval

##### I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during May 2023

2023-118

Roebotham/Borders

Resolved to adopt the cheque register from May 1<sup>st</sup> – 31<sup>st</sup>, 2023 in the amount of \$227,256.17. Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

##### II. Adoption of Finance Reports

- a) Committee reviewed the following reports for May 2023

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

2023-119

Roebotham/Young

Resolved to adopt the Financial Reports for May 2023 as presented.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

### III. Approval of Invoices

2023-120

Roebotham/Broders

Resolved to approve Invoice # 0-7271 to Richard Power, Chartered Professional Accountant in the amount of \$8050.00 (HST Included)

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

2023-121

Roebotham/Young

Resolved to approve Invoice #1596488 to Pinchin in the amount of \$8,567.50 (HST Included)

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

### IV. Request for Donation – Gander and Area SPCA

- a) The Gander and Area SPCA is reaching out to all central NL municipalities and local service districts within their region for donations to help cover operational costs for their shelter.
- b) Fogo Island is within their area, and they do provide a service to the island in times of need for stray animals.

2023-122

Roebotham/Broders

Resolved to approve to organize a fundraiser to support the Gander and Area SPCA.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

## 7. Correspondence

### 7.1 Municipal Assessment Agency Update

- Board of Directors met in St. John's on June 1, 2023.
- The letter was addressed by Council.

### 7.2 Municipal Assessment Agency – Clar Simmons Scholarship

- Mr. Simmons was the Business Manager for the Municipal Assessment Agency from 1998 until his untimely death in 2004. In his memory the Municipal Assessment Agency set up this scholarship fund.
- Any child, grandchild, or ward of a municipal council member or employee in a community served by the Agency, upon graduation from the NL Senior High School Program can apply. Deadline for applications is August 25, 2023.

### 7.3 Department of Municipal & Provincial Affairs – Increase in Municipal Operating Grants

- All municipalities receiving Municipal Operating Grants will receive an increase in their 2023 MOG of approximately 13.6%.

### 7.4 MNL Conference – St. John's, October 25 – 28, 2023



- Registration is now open for the 2023 MNL Conference taking place in St. Johns from October 25 – 28, 2023.
- Council requested that Staff book hotel rooms and if any Councilor is interested in attending, they can contact the CAO or Deputy Town Clerk.

## 7.5 Agreement and Petition – JBA Recreation – Luke’s Landing

2023-123

Young/McKenna

Resolved to approve Letter Agreement and permit application for JBA Recreation Committee for the development of Luke’s Landing in the area of Freezer’s Cove, JBA as approved by Crown Lands License to Occupy and Water Resource Management Approval. With this area including town infrastructure with a Sewer Outfall and Lift Station, Letter Agreement includes the following conditions:

In consideration of the issuance of the Licence to Occupy and the mutual covenants contained herein, the Town and JBA Recreation agree as follows:

- 1) If at any time during the term of the Licence to Occupy the land subject to it or any portion thereof (the “**Subject Property**”) is deemed to be necessary for municipal infrastructure purposes, JBA Agrees to relinquish any interest it has in the Subject Property upon 90 days’ notice from the Town. In such case, JBA shall vacate the Subject Property and remove all structures and installations on it within such 90 day period.
- 2) If at any time during the term of the Licence to Occupy the Subject Property is required by the Town for municipal infrastructure purposes on an emergency basis as determined in the Town’s absolute discretion, JBA Recreation agrees to immediately vacate the Subject Property and remove all structures and installations on it upon receipt of notice from the Town specifying the emergency nature of the Town’s requirement for the Subject Property.
- 3) In the event that the Town requires the Subject Property in either of the circumstances set out in paragraphs 1 and 2 hereof, JBA Recreation agrees to execute and deliver such further deeds and instruments as required to release its interest in and to the Subject Property and the Licence to Occupy as may be required by the Town or Crown Lands. JBA Recreation further agrees that it shall not be entitled to any compensation from the Town.
- 4) JBA Recreation covenants and agrees that it shall not transfer or assign the Licence to Occupy except as may be required under paragraph 3 hereof.
- 5) JBA Recreation covenants and agrees that it shall not seek to have the Licence to Occupy converted to a Crown Lease or Crown Grant or otherwise obtain a superior or other title interest in the Subject Property. This Letter Agreement shall be binding on the parties hereto and their respective successors and assigns.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebottom and Councilor Young. Against - 0.

## 7.6 Letter from Concerned Citizen – Closure of Fogo Dumping Station

- ❖ Councilor McKenna declared conflict of interest and left the Zoom Platform at 8:43pm.
- Council and staff received a letter from a concerned resident in Joe Batt’s Arm regarding closure of Fogo Dumping Station.
- Council addressed the Crown Lands Refusal Letter received June 2020 as a result of a crown lands application submitted for an easement on the dumping station area. Application was cancelled due to the Department of Transportation advising that access to Route 333 was not permitted at the location.

- ❖ Councilor McKenna returned to the meeting at 8:50pm.

## 8. New Business

### 8.1 Sale or Donation of Jordair Breathing Air Compressor

2023-124

Budden/Young

Resolved that the Town of Fogo Island donate the Jordair C1-1E Breathing Air Compressor to Woody Point Fire Department. Further resolved that if Woody Point Fire Department is unable to accept the donation for any reason, proceed with the sale of the Jordair C1-E1 Breathing Air Compressor to Newfoundland & Labrador Breathing Air Inc at the bid price of \$2000.00.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, and Councilor Young. Against - 0.

### 8.2 Tilting Beach Committee

- Councilor Broders brought to the table an email received from the Tilting Beach Committee regarding some upgrades to the public washrooms on the beach.
- Staff will refer this concern to the Director of Recreation & Tourism

### 8.3 New Signage, Tilting

- Councilor Broders inquired about the status on the new signage for Poore's Lane and Post Office Lane in Tilting.
- Signs have been received and are on the work list for Public Works.

## 9. Date of Next Regular Meeting:

- Public Council Meeting – Tuesday, July 25<sup>th</sup>, 2023 @ 7:00pm.

## 10. Adjournment:

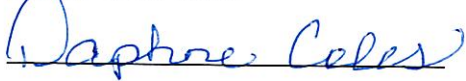
2023-125

Young/Budden

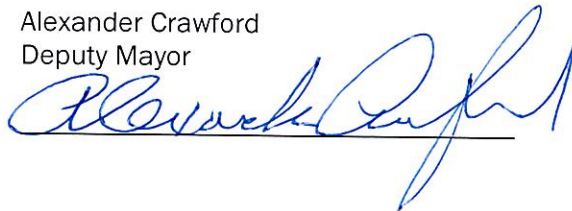
Resolved the public council meeting of June 27<sup>th</sup>, 2023, be adjourned at 9.00PM.

Resolution Carried. In favour – 6. Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebottom and Councilor Young. Against - 0.

Daphne Coles  
Deputy Town Clerk



Alexander Crawford  
Deputy Mayor





A Special Public Meeting of Council was held at the Town Office on August 26<sup>th</sup>, 2023, with the following in attendance:

**Councillors Present:**

|  |  |
|--|--|
| Mayor Andrew Shea                        | Deputy Mayor Sandy Crawford                |
| Councillor Beverly Broders               | Councillor Mark Budden                     |
| Councillor David McKenna (Via Telephone) | Councillor Lary Roebbotham (Via Telephone) |

**Staff:**

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

**Absent:**

Councillor Adam Young

**Call to Order:**

- Mayor Shea called the meeting to order at 3:10PM.
- Mayor Shea opened the meeting by welcoming the public that were viewing by ZOOM Platform.

**A. Agenda:**

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

**2023-149**

**Crawford/Broders**

Resolved that the agenda be adopted as presented.

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

**B. RCMP Update**

- Mayor gave a brief update on what has been happening since the announcement by the RCMP to temporarily close the RCMP Detachment on Fogo Island on July 21, 2023. RCMP services would be provided from the Gander Detachment.
- A public rally was held at the stadium on August 10<sup>th</sup>, 2023, with approximately 300 people in attendance with presentations from Government, Ambulance Services, Fogo Island Central Academy, 50 Plus Club, Brimstone Head Lions Club, Fogo Island Fire Services and local residents.
- A petition was distributed to local stores on the island and 1338 signatures have been received to date.
- On Thursday, August 24<sup>th</sup>, RCMP representatives met with the Mayor and CAO, and they presented a letter to the Town stating that the RCMP would be keeping 3 full time positions based on Fogo Island. In September there will be a vacant position, however recruitment efforts will be a priority and until a replacement officer is secured, the position will be filled full-time by relief officers who will be based on Fogo Island, resulting in no change to police resources assigned to Fogo Island.
- In closing, on behalf of Council Mayor Shea thanked the RCMP, Government Officials, CBC News Reporter, and the residents of Fogo Island for all their help and support with attending the Rally, signing the petition and contacting Government officials.

**2023-150**

**Budden/Crawford**

Resolved that Council accept the decision presented by the RCMP to remain on Fogo Island with 3 full-time permanent Police Officers stationed on the island.

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

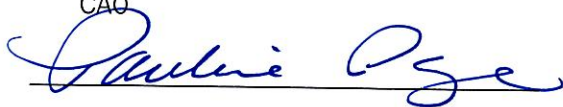
C. Adjournment

2022-151

Budden/Broders

Resolved the Special Public Council Meeting of August 26<sup>th</sup>, 2023, be adjourned at 3:23PM.

Pauline Payne  
CAO



Andrew Shea  
Mayor





A Public Meeting of Council was held at the Town Office on August 2, 2023, with the following in attendance.

**Councillors Present:**

|  |                                 |
|--|---------------------------------|
| Mayor Andrew Shea                          | Deputy Mayor Alexander Crawford |
| Councillor Beverly Broders                 | Councillor Mark Budden          |
| Councillor David McKenna                   | Councillor Lary Roebbotham      |
| Councillor Adam Young (Via ZOOM @ 7:30 PM) |                                 |

**Staff:**

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

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:03PM.
- Councillor Young attended the meeting on the ZOOM Platform.

**2. Agenda:**

- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

**2023-126**

**Roebbotham/Crawford**

Resolved that the agenda be adopted as presented.

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

**3. Minutes:**

**2023-127**

**Broders/Budden**

Resolved that the minutes of the Regular Public Meeting held on June 27<sup>th</sup>, 2023, be adopted.

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

**4. Business Arising:**

- No business arose from the previous meeting.

**5. Department Reports**

**5.1. Economic Development & Special Projects presented by Councillor Broders**

A meeting of the Economic Development & Special Projects Committee and Council was held at the Town Office on July 31, 2023, at 7:00 PM with the following present: Deputy Mayor Crawford, Councillor Beverley Broders, Councillor Lary Roebbotham, Councillor David McKenna, Councillor Adam Young, Councillor Mark Budden, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

**A. Application Initiatives for the CMHC Housing Accelerator Fund:**

**I. Purpose of the fund**

- To provide incentive funding to local governments encouraging initiatives aimed at increasing housing supply. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse.
- Application must consist of 5 initiatives that can create systemic change that reduces barriers and provides incentive for housing development.

- c) Maximum funding potential over 3 years, \$950,000

### 2023-128

#### Broders/Crawford

Resolved that Council support the application and initiatives in the Housing Accelerator Fund application as listed below:

- Initiative 1: Conduct a housing need assessment.
- Initiative 2: Promote infill developments to increase housing density with a variety of unit types (e.g., duplexes or secondary suites)
- Initiative 3: Create a process for the disposal of city-owned land assets for the development of affordable housing as-of-right.
- Initiative 4: Update infrastructure planning to align with official community plans, growth targets, and housing needs assessment.
- Initiative 5: Partnering with non-profit housing providers to preserve and increase the stock of affordable housing by conducting research and development for a rural sustainable energy model, multi-unit housing model and pilot project planning. A model that can be scaled and replicated.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

#### B. Federation of Canadian Municipalities: Green Municipalities Fund

- I. Applied for the planning fund under the Green Municipalities Fund, to conduct a Housing Needs Assessment
  - This is an 80% / 20% cost sharing fund, and the town has applied for \$19,220.00. Town of Fogo Island contribution will be \$4808.00.

### 2023-129

#### Broders/Roebbotham

Resolved that Council approve to contribute 20% of the project fees to the Housing Needs Assessment through the Green Municipalities Fund in the amount of \$4808.00. Total cost for the Housing Needs Assessment being \$19,220.00.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

#### C. Capital & Special Projects:

##### I. The MIC at Fogo Union Trading Co. in Seldom

- a) Phase One: Condition assessment of the wharf and predesign report
  - After working with our project funders, we have determined that the cost of the condition assessment should be part of the Town of Fogo Island's contribution to the project and will demonstrate our commitment to its completion.
  - Three proposals for the condition assessment were acquired and the proposals were evaluated.

### 2023-130

#### Broders/Crawford

Resolved that Council approve to proceed with the Marine Interpretation Centre Project Phase One: Condition Assessment and Predesign Report of the wharf with All North Engineering at the cost of \$29,877.00.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

##### II. Outdoor Recreation Development at the Arena

- ❖ Deputy Mayor was in conflict of interest and departed the meeting at 7:15pm.
- a) Town has received provincial age-friendly funding of \$7,000 to contribute to the outdoor recreation development plan.



- Two proposals for the concept and design have been acquired and the proposals were evaluated.

### 2023-131

#### Broders/Budden

Resolved that Council approve to proceed with the concept development and design of the outdoor recreational development area located next to the Stadium and award the proposal to Mills & Wright Landscape Architecture at the cost of \$9,975.00. Costs will be covered by the Provincial Age-Friendly Grant of \$7000.00 and the Town will be responsible for the remaining costs of \$2975.00.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

❖ Deputy Mayor Crawford returned to the meeting at 7:17pm.

### 5.2. Recreation & Tourism presented by Deputy Mayor Crawford

No meeting held for the Department of Recreation & Tourism Committee for July. Director of Recreation and Tourism prepared the report below for updates.

#### A. Recreation

- I. The Lions Club Pre – Canada Day Bingo was a great success. A huge thank you to all who volunteered and attended.
- II. Canada Day activities were well attended. Thank you to Fire Services for the fireworks show.
- III. Shanneyganock Event went well. We hope this will happen annually.
- IV. Maker's Market started July 15<sup>th</sup> 1pm -4pm at the stadium on Friday afternoons.

#### B. Tourism

- I. The Brimstone Heritage, Culture and Recreation Committee plan to place a display of “Coopering in Fogo’ near the Experience Fogo Site, on the water side of the property.

### 2023-132

#### Crawford/Broders

Resolved that Council approve the placement of a display for “Coopering in Fogo” inside the garden located on the ocean side of the property at the Experience Fogo Site.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

- II. There has been recent discussion on a standalone washroom in Tilting since the public washroom that was previously located on the former firehall was removed. TRACS has received additional support from ACOA to place this washroom in the community. Town Staff has reviewed two locations in the community that would be suitable. The sites were near the playground and across the road for the Lane House Museum. Both sites will require applying to Crown lands. TRACS would have to apply for the land and proceed with placing this public standalone washroom in this area. This washroom would be approximately 10' x 12 ', and totally accessible. This would be very similar to the washrooms that are seen in the “Experience Fog Site”.

### 2023-133

#### Crawford/Roebbotham

Resolved that Council approve the area of land across from the Lane House Museum for a public washroom in Tilting as it is near the entrance to “Turpin's Trail” and will also serve as a washroom for the Lane House Museum summer staff and visitors. Further recommendations that TRACS will be responsible for all costs to construct the washroom, for obtaining ownership of the land and all permits required. Town staff will be available to provide any assistance needed.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

### 5.3. Planning and Public Works presented by Councilor Broders

A meeting of the Planning and Public Works Committee was held at the Town Office on July 18, 2023 at 6:00 PM with the following present: Committee Chairperson, Councilor Beverley Broders, Councilor Lary Roebbotham, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed;

#### A. Maintenance:

##### I. Preventative Maintenance

- a) No routine maintenance at the pump houses or lift stations have been done yet for the month of July due to staff shortage. Work will be completed as soon as time permits.

##### II. Vehicle Maintenance/Inspections

- a) KMR Transport continues to maintain our vehicle fleet as deemed necessary.

#### B. Other:

##### I. Permit Applications

- a) Field visits are ongoing to determine compliance, as requested.

##### II. Advanced Drinking Water System:

- a) Both units are fully operational.

##### III. Contaminant Exceedance Mentoring Program

- a) The Department of Environment and Climate Change will be funding a mentoring program for communities that have had recent manganese or lead exceedances in their drinking water. There will be no cost to be involved in this program other than Town Staff participating in site visits.

### 2023-134

#### Broders/Crawford

Resolved that Council approve for the Town to participate in the Contaminant Exceedance Mentoring Program in partnership with the Department of Environment and Climate Change.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

#### IV. Request for Curb Stop - Joe Batt's Arm Recreation Committee

- a) Joe Batt's Arm Recreation Committee has requested that the Town install a curb stop at the Luke's Landing site to supply water to the gazebo area.

### 2023-135

#### Broders/Budden

Resolved that Council deny the request from the Joe Batt's Arm Recreation Committee for the town to install a curb stop for water connection at Luke's Landing, Freezer's Cove, Joe Batt's Arm as structures included in the license to occupy and approved by Water Resource Management doesn't require water services.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Mckenna, and Councilor Roebbotham. Against - 0.

- ❖ Councilor Adam Young joined the meeting by ZOOM at 7:30pm.

#### V. 2008 Sterling Flat Deck Truck

- a) The 2008 Sterling Truck has transmission issues. KMR Transport has tried to find a new/used transmission with no luck. The Superintendent has contacted several transmission repair shops and garages and has been unable to find anyone to rebuild the transmission. The 2012 Dodge Ram Flat Deck will now be shared between Public Works and Recreation for the remainder of the season.



2023-136

Broders/Crawford

Resolved that Council approve the tendering of the 2008 Sterling Truck for sale and that the Superintendent of Public Works begin the process of obtaining prices to purchase a new/used truck to replace the 2008 Sterling and 2012 Dodge Ram flat deck and costs to be included in 2024 budget.

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

#### VI. Request for Culvert - 100-102 Main Street Fogo

- a) A permit application was received from a resident on October 13<sup>th</sup>, 2016, to fill in a ditch for the purpose of a driveway, which was denied. The resident was called to remove the rock that had already been placed in the area. The resident continued with the work and was issued an order in 2018 that the blocked culvert and the natural drainage way must be repaired and restored to its original state. When the resident did not comply with the order Public Works staff cleaned out the ditch, installed a new extended culvert, and tidied up the area with a rock wall around the ditch. This was done to have the drain running so there would not be any issues with drainage in that area. In 2023 when a resident in the area was having a lot of water in his basement Public Works staff noticed the ditch was once again filled in by the resident. On May 26, 2023, an order was issued to repair and remove the blocked culvert and the natural drainage way to its original position. The ditch has been opened by the resident and water is flowing really well. However, the extra fill has not been removed, and the area has not been restored to its original state.
- b) Residents at 100-102 Main Street Fogo have requested the Town supply them with a culvert for the ditch on their property. The Town already supplied and installed a culvert at this property in 2018 to allow for a shed and driveway.

2023-137

Broders/McKenna

Resolved that Council deny the residents request for the Town to supply a culvert for their private property located at 100-102 Main Street, Fogo. Further, the Committee recommends issuing a new order for the resident to return the area to its 2018 original state. Resident is to be notified that a permit must be obtained before any future work is done on the property and all work is to be completed within the Town policies and regulations.

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

#### VII. Paving Request Seldom

- a) A letter has been received from residents requesting that their lane be paved by Council. The committee has reviewed residents' letter and will evaluate their request if any paving is done in the future.

#### VIII. Letter from Lions Club

- ❖ Councilor Mckenna departed the meeting due to conflict of interest at 7:38pm.
- a) A letter has been received from the Brimstone Head Lions Club accepting the Towns offer to partner financially in having an engineer assess and design a new dumping station location for the community of Fogo. They have also requested that Council re-consider the decision to close the current dumping station location in Fogo.
  - b) Background: In 2019 the Town applied to Crown Lands to get rightful ownership of this land. However, in June 2020 the application was denied based on the Dept of Transportation and Works advising that access to Route 333 was not permitted at this location. In 2022 Town Staff met with representatives of the Brimstone Head Lions Club to inform them that the dumping station would have to be closed. At the meeting with the Lion's Club, we all agreed to look at other locations in Fogo with an Engineer and come back to them to discuss alternatives. An Engineer came to the Island in the Fall of 2022, reviewed the potential sites and a design cost proposal was requested. In March 2023 another meeting was held with the representatives of the Lion's Club to review the proposal with cost estimates for the design phase. The Town offered to partner with the Lion's Club



on a 50/50 cost share basis, or for the Club to come back to us with an amount they were willing to cover. This offer was declined in April 2023 saying the dumping station is municipal infrastructure and not the responsibility of the Lion's Club. In May 2023 we received another letter from the Lion's Club requesting that we leave the dumping station open for 2023 while planning can be done before the 2024 season. On May 31<sup>st</sup>, 2023, Council resolved to close the dumping station and recommended engaging engineers to look at the dumping station in Seldom for upgrades.

**2023-138**

**Broders/Roebotham**

Resolved that Council approve proceeding with the engineering assessment and design in partnership with the Brimstone Head Lions Club for the location and development of a new RV Dumping Station for Fogo. Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor Roebotham and Councilor Young. Against - 0.

❖ Councilor McKenna returned to the meeting at 7:42pm.

#### **5.4. Municipal Enforcement presented by Councilor Broders**

Municipal Enforcement is discussed in conjunction with Planning and Public Works.

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

- I. 53 Neck Road, Seldom – Previous issues with land ownership have been resolved.
- II. 63 Brown's Point Road, Joe Batt's Arm – Property has changed ownership and the residents are working with the Town to repair or remove the shed.
- III. 154A & 157, Joe Batt's Arm – Resident was sent a letter on February 6<sup>th</sup>, 2023, regarding two sheds in need of repair. A second letter was sent on March 24, 2023, by registered mail and was picked up on May 23, 2023. On May 2<sup>nd</sup>, 2023, a third letter was delivered to the door. To date there has been no response from the resident.

**2023-139**

**Broders/Crawford**

Resolved that Council approve to send the owner an order to remove or repair the shed located at 154A & 157 Main Street in Joe Batt's Arm within 30 days, along with a contractor price to complete the work, if the owner does not comply the Town will hire a contractor on behalf of the resident to complete the work and charge it to the owner's account.

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

##### **B. Orders**

###### **I. 10 Miller's Road, Fogo**

- a) A permit was issued to the resident to move fill from 121 Main Street to 10 Millers Road for the purpose of building a stage on April 18<sup>th</sup>, 2019. This permit was issued without verification of land ownership. Since this permit was issued there have been changes to Crown Lands and Water Resource Management rules and regulations that have come into effect. A permit application was received from the resident on November 23, 2021, to build a shed which was denied due to being inside the fifteen-metre water reserve and inside the ten-metre road easement, which is a requirement issued by our Town Development Plan. Also, resident has been asked to provide documentation as to their ownership of the land, but they have not provided anything to date. The resident started construction of the shed without Town approval, therefore an order was issued on June 22, 2023, for the shed be removed, ownership of the land be obtained from Crown Lands, a permit be acquired through Water Resource Management and a permit application be submitted to the Town of Fogo Island for approval with the appropriate scope of work. Resident had twenty-one days to comply with the terms of this order.
- b) The Superintendent of Public Works called the resident regarding a permit application that had been submitted to the Town. When talking to the resident they discussed the order and how to resolve the issue. Resident has since applied to Crown Lands for ownership of the land and is willing to work with the Town to acquire all necessary permits.



### C. Sale of Property for Tax Arrears

- I. The following properties have been submitted to the Lawyers for a Property Tax Sale, we have received the **Notice of Tax Arrears** for each property from the Lawyer. The Notices must be signed by our CAO, a copy of the Notice must be placed on the respective properties in a laminated sheathing, notices are to be posted in the Town Office and on any other public billboards in the community. These notices are required to be posted for sixty (60) days. If arrangements for payment are not made by the resident within this time frame, another notice with the details of the public auction of these properties will be posted for thirty (30) days.
  - a) 99A Main Street, Tilting
  - b) 7 Tobin's Lane, Joe Batt's Arm
  - c) 25 Southside Road, Joe Batt's Arm
  - d) 163 Main Road, Joe Batt's Arm
  - e) 32 Brown's Point Road, Joe Batt's Arm
  - f) 2A Hewitt's Point Road, Barr'd Islands
  - g) 310 Main Street, Joe Batt's Arm
  - h) 84A Northshore Road, Fogo
  - i) 75 Main Street, Seldom
  - j) 11 Bullies Cove Pond Road, Seldom
  - k) 4 Stag Harbour Hill Road, Stag Harbour
  - l) 23 Stag Harbour Road North, Stag Harbour
  - m) 30 Stag Harbour Road North, Stag Harbour

2023-140

#### Broders/Roebotham

Resolved that Council for the CAO to sign the required "Notice of Tax Arrears" and for staff to continue the required posting process to have the listed properties below taken to a public auction for sale.

- a) 99A Main Street, Tilting
- b) 7 Tobin's Lane, Joe Batt's Arm
- c) 25 Southside Road, Joe Batt's Arm
- d) 163 Main Road, Joe Batt's Arm
- e) 32 Brown's Point Road, Joe Batt's Arm
- f) 2A Hewitt's Point Road, Barr'd Islands
- g) 310 Main Street, Joe Batt's Arm
- h) 84A Northshore Road, Fogo
- i) 75 Main Street, Seldom
- j) 11 Bullies Cove Pond Road, Seldom
- k) 4 Stag Harbour Hill Road, Stag Harbour
- l) 23 Stag Harbour Road North, Stag Harbour
- m) 30 Stag Harbour Road North, Stag Harbour

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

#### 5.5. Public Safety/Fire Services presented Councilor McKenna

A meeting of the Fire Services Committee was held on July 27<sup>th</sup>, 2023, at 7:00pm at the Town Office. In attendance; Chairperson Councillor David McKenna, Councillor Mark Budden, Station Chiefs Paul Torrance, Bobby Parsons, and CAO Pauline Payne. Absent: Dion Harnett

The following items were discussed:

#### A. Fire Calls for July 2023

- I. All Stations -False Alarm Deep Bay
- II. Station 2
  - a) Lift Assist for hospital appointments
  - b) Emergency call – No ambulance on Island
  - c) RCMP Request for removal of Glass on highway

## B. Training Update

- I. All training on hold due to members not being available during this busy time of year.

## C. Items for discussion:

- I. **NL Association of Fire Services –**
  - a) Membership cards have been mailed to the Town Office.
- II. **JBS Festival Committee – Request for Jumping Castle**
  - a) The Committee agrees to lend the Jumping Castle to the JBS Festival Committee for their festival, providing a liability waiver and agreement to return in good and clean condition, and be liable for any damages.
- III. **Calls for Lift-Assists**
  - a) Concerns were raised by members regarding being called out for lift assistance for residents who have scheduled appointments at the hospital. According to Fire Protection Officer Linus Tremblett with the Dept. of Justice and Public Safety this is not something our members should be doing as it is not an emergency. The Ambulance provider has the information for the scheduled appointment in advance and should provide adequate personnel to handle scheduled transportation of patients from their homes to the hospital.

2023-141

McKenna/Broders

Resolved that Council approve that Fire Services will no longer provide lift assists unless it is an emergency. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebottom and Councilor Young. Against - 0.

## IV. Civic Numbers Policy

- a) The CAO has drafted a policy that requires all residences and businesses to clearly identify their civic address number. The Fire Services Committee has reviewed and approved the Draft Policy, it is now ready to be reviewed by Council for its approval. As per the policy Residents must adhere to the policy by December 31<sup>st</sup>, 2023.

## 5.6. Finance and Administration presented by Councilor Roebottom

A meeting of the Finance and Administration Committee was held at the Town Office on July 18, 2023, at 5:00PM. In attendance were Chairperson, Councilor Lary Roebottom, Councilor Adam Young, Pauline Payne, CAO, and Daphne Coles, Deputy Town Clerk.

The following items were discussed:

## A. Business Arising from Last Council Meeting

- I. **TRACS – Proposed Amendment to Former Fire Hall Agreement**
  - a) In October 2021 TRACS took over the former Fire Hall in Tilting from the Town under a lease/sale agreement. There are certain conditions listed in the agreement that limit the financial capacity of TRACS and they have requested an amendment be made to the agreement.

2023-142

Roebottom/McKenna

Resolved that Council approve 2 of the 3 recommendations for amendments made by TRACS to the former Fire Hall Agreement and request that the following changes be made to the agreement to read as follows:

Page 1 – Schedule B, Clause 5

- In the event that TRACS no longer wishes to retain ownership of the building, the Town of Fogo Island will have the first right to purchase at a value of \$1.00. The Town will receive written notice with a deadline of three months to purchase. If the Town does not initiate the purchase within three months or provide notice that the Town does not intend to purchase the building, TRACS will pursue a sale at the fair market value from outside buyers.



Page 1 – Warranty

- Remove “Both parties can withdraw and terminate the agreement with three months’ notice being given.”

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

## B. For Council Approval

### I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during June 2023

2023-143

Roebbotham/Broders

Resolved that Council adopt the cheque register from June 1<sup>st</sup> – 30<sup>th</sup>, 2023 in the amount of \$185,627.49. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

### II. Adoption of Finance Reports

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

2023-144

Roebbotham/Crawford

Resolved that Council adopt the Financial Reports for June 2023 as presented. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

### III. Request for Exemption of 2<sup>nd</sup> Commercial Water Tax Charged Property

- a) Property Owner has a building on the lot classed as residential/commercial and is being levied 2 commercial water tax fees for the building.

2023-145

Roebbotham/Broders

Resolved that Council deny the request for exemption of the 2<sup>nd</sup> commercial water tax fee charged to 160 Southside Road, Joe Batt’s Arm as this is a standard procedure for taxation of multiple uses within one building, as there are 2 businesses operating at this address.

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

## 6. Correspondence

### 6.1 Limited Call for Bids – Island Harbour Slipway

2023-146

Roebbotham/Crawford

Resolved that Council approve to award the Limited Call for Bids 2023-001 Island Harbour Slipway to R & K Construction for the bid amount of \$60,000.00 plus HST.

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

### 6.2 Department of Transportation & Infrastructure – Approval of Fogo Road Upgrade – MCW# 17-GI-24-00063

2023-147

Broders/Budden

Resolved that we, the Ultimate Recipient, Town of Fogo Island accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated 31<sup>st</sup> day of July 2023, Project number 17-GI-24-00063 – Fogo Road Upgrades with a total project value of \$332,648.00. This Council agrees to provide the Ultimate Recipient share value of \$ \$30,165.00 in funding for this project and authorizes the Mayor and Chief Administrative Officer to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Fogo Island. Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Crawford, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

## 7. New Business

### 7.1 Temporary Closure of RCMP Detachment

- Council and CAO met with members of the RCMP Detachment on Monday, July 24<sup>th</sup> and were notified of a temporary or part-time closure of Fogo Island Detachment.
- Staff have prepared a petition for residents to sign, and it will be placed in stores all around the island. Council is encouraging residents to please sign the petition.
- Planning is also underway to organize a protest at the local RCMP Detachment for August 10<sup>th</sup> at 6:30pm. Notice for public is also prepared and will be forwarded to government officials and media.

### 7.2 Update on Doctors

- Dr. Gibbons is settled in and is seeing patients, she is enjoying the island. Plans for Dr Donahue to arrive in October.
- Dr. Gibbons has started the process of set up the teaching hospital and getting some interns to come to the island to train.

## 8. Date of Next Regular Meeting:

- Public Council Meeting – Tuesday, August 29, 2023 @ 7:00pm.

## 9. Adjournment:

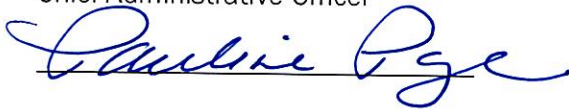
2023-148

Crawford/Budden

Resolved the public council meeting of August 2<sup>nd</sup>, 2023, be adjourned at 8:15PM.

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

Pauline Payne  
Chief Administrative Officer



Andrew Shea  
Mayor





A Public Meeting of Council was held at the Town Office on August 29, 2023, with the following in attendance.

**Councillors Present:**

|                            |                                  |
|----------------------------|----------------------------------|
| Mayor Andrew Shea          | Councillor Beverly Broders       |
| Councillor Mark Budden     | Councillor David McKenna         |
| Councillor Lary Roebbotham | Councillor Adam Young (Via ZOOM) |

**Staff:**

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

**Absent:**

Deputy Mayor Alexander Crawford

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:03PM.
- Councilor Young attended the meeting on the ZOOM Platform.

**2. Agenda:**

- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

**2023-152**

**Budden/McKenna**

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

**3. Delegation - RCMP**

- Mayor Shea welcomed Staff Sargent, Larry Turner and Corporal Sheldon Walsh to the meeting on behalf of the RCMP.
- Staff Sargent Turner informed Council that the main purpose of their presence at the public meeting was to inform people off the new Chain of Command. As we move forward with RCMP services on Fogo Island. Corporal Walsh will be the point of contact. Corporal Walsh will be available to meet with Council or attend public meetings for updates.
- Briefly spoke on the letter from the RCMP confirming that RCMP services will stay on the island, the process for temporarily filling the upcoming vacancy until the position is permanently filled, and the issues with low recruitment across Canada.
- Mayor Shea thanked the RCMP for the good work done in helping keep the RCMP on Fogo Island and they are welcome to visit the Town Office or attend a public meeting anytime they feel necessary.

**4. Minutes:**

**2023-153**

**Broders/Budden**

Resolved that the minutes of the Regular Public Meeting held on August 2<sup>nd</sup>, 2023, be adopted.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

**2023-154**

**McKenna/Roebbotham**

Resolved that the minutes of the Special Public Meeting held on August 26<sup>th</sup>, 2023, be adopted.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**5. Business Arising:**

- No business arose from the regular public meeting of August 2<sup>nd</sup>, 2023, or the special public meeting of August 26<sup>th</sup>, 2023.

**6. Department Reports**

- Due to Council and Staff taking summer holidays, only one committee meeting went ahead for August.

**6.1. Finance and Administration presented by Councilor Roebotham**

A meeting of the Finance and Administration Committee was held at the Town Office on August 21<sup>st</sup>, 2023, at 5:00PM. In attendance were Chairperson, Councilor Lary Roebotham, Deputy Mayor Alexander Crawford and Daphne Coles, Deputy Town Clerk.

**Call to Order:** Meeting was called to order at 4:30PM

The following items were discussed:

**A. For Council Approval**

**I. Adoption of Cheque Register**

- a) Committee reviewed the cheques that were issued during July 2023

**2023-155**

**Roebotham/Broders**

Resolved that Council adopt the cheque register from July 1<sup>st</sup> – 31<sup>st</sup>, 2023 in the amount of \$228,171.68.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**II. Adoption of Finance Reports**

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

**2023-156**

**Roebotham/McKenna**

Resolved that Council adopt the Financial Reports for July 2023 as presented.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**III. Approval for Payment of Invoice #5190**

**2023-157**

**Roebotham/Broders**

Resolved that Council approve payment of invoice #5190 in the amount of \$ 36,225.00 (HST Included).

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**IV. Fogo Garage – Award Bid for Shingles & Siding**

- a) Town received 2 bids.

**2023-158**

**Roebotham/Mckenna**



Resolved that Council approve to award the bid to replace the shingles and repairs to siding at the Town Garage located at 19 Garrison Road, Fogo to Parsons Skyline Roofing & Construction in the amount of \$24,000.00, HST included.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### V. Repairs to 2012 Ram Truck

- a) Received a price quote to replace power steering pump, steering box and pitman arm on the 2012 Dodge Ram 5500 Flatbed Truck in the amount of \$6660.00 plus HST. Cost of labour. Is included in the price quote.
- b) Council discussed the price quote and all agreed that it's not feasible to spend that amount of money on the truck now as the truck is in poor condition and has reached it useful life span.

2023-159

Roebotham/Broders

Resolved that the Superintendent of Public Works explore different avenues for adequate equipment for replacement of the 2012 Ram Truck, specifically a tow behind heavy duty dump trailer that can be used with other vehicles in the fleet.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### VI. Alzheimer Society - Request for Donation

2023-160

Roebotham/Broders

Resolved that the CAO formulate a draft policy for fundraisers in support of outside organizations looking for donations for town funds.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### VII. Letter of Resignation

- a) Council received a letter of resignation from Councilor Beverly Broders.

➤ Councilor Broders abstained from voting.

2023-161

Roebotham/McKenna

Resolved that Council accept the letter of resignation from Councilor Broders effective at the end of tonight's public meeting, and further recommends that a bi-election be set for Thursday, November 16<sup>th</sup>, 2023.

Resolution Carried. In favour – 5. Mayor Shea, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

### 7. Correspondence

#### 7.1 Letter - Concerned Resident of Fogo

- Town received a letter regarding incidents that happened on the festival weekend with an individual in the area of the "painted rock".
- Council discussed the letter, and the Town does not own this painted rock, it may be privately owned. The town cannot expropriate the area, in order to expropriate land, the town has to have a specific use or purpose for the expropriation, for example widen roads or water and sewer services.

2023-162

McKenna/Roebotham

Resolved that the CAO contact the landowner to explain the concerns of the property owners in the area and see if they can paint over the rock possibly with another mural and also contact the RCMP for legal justification on the incidents and the individual involved.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

## 7.2 Department of Transportation & Infrastructure – Approval to Engage Engineering Services - Fogo Road Upgrade – MCW# 17-GI-24-00063

2023-163

Broders/Roebotham

Resolved that the Town of Fogo Island wishes to engage “Allnorth Consultants Limited” to provide a Level of Effort price and breakdown for the scope of work required to complete the engineering design work associated with the project: “Fogo Road Upgrade – 17-GI-24-00063”.

Formal Engagement of “Allnorth Consultants Limited” through a Prime Consultant Agreement will only occur if the pricing obtained for this service is considered fair and reasonable by The Department. Council will provide documentation as required by PPA and have this available to PPA representatives if required in the future.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

## 7.3 Letter – Concerned Resident – Camping in Unauthorized Areas

- Town received a letter regarding campers parked in unauthorized areas within communities and around our island, for example Etheridge’s Point, Sandy Cove Beach, and Fogo Lookout. Parking campers in these areas causes issues with unwanted noise of generators and loud music throughout the night, dumping of garbage and traffic congestion.
- Staff contacted legal counsel and normally concerns of this nature are dealt with in the Town Development Regulations, however not many towns have included it and they don’t have any bi-laws in place either.

2023-164

Young/Roebotham

Resolved that the CAO develop a draft policy for camping in authorized areas to present to Council.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

## 8. New Business

### 8.1 Adoption of 2022 Financial Statements

- Auditor reviewed the 2022 Financial Statements with Council and the town is in good standing.

2023-165

Roebotham/Broders

Resolved that the Council accepts the 2022 Financial Statements for the Town of Fogo Island as prepared and presented by the Auditor, Richard K. Power, FCPA, Professional Corporation.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

### 8.2 Approval to Issue Council Order – 47 Hewitt’s Point Road, Barr’d Islands

2023-166

Broders/McKenna

Resolved that the Town of Fogo Island issue an Order, under the Town of Fogo Island Development Regulations and the Urban and Rural Planning Act that the Development stop immediately, which includes, without limitation, the use of the Property located at 47 Hewitt’s Point Road, Barr’d Islands as residential premises.



Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

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

- Public Council Meeting – Tuesday, September 26, 2023 @ 7:00pm.

**10. Adjournment:**

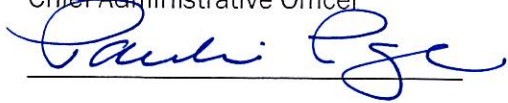
2023-167

McKenna/Budden

Resolved the public council meeting of August 29<sup>th</sup>, 2023, be adjourned at 8:25PM.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebbotham and Councilor Young. Against - 0.

Pauline Payne  
Chief Administrative Officer



Andrew Shea  
Mayor



A Public Meeting of Council was held at the Town Office on September 26, 2023, with the following in attendance.

**Councillors Present:**

Mayor Andrew Shea  
Councillor Mark Budden  
Councillor Lary Roebbotham

Deputy Mayor Alexander Crawford  
Councillor David Mckenna  
Councillor Adam Young

**Staff:**

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

**Absent:**

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:10PM.

**2. Agenda:**

- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

**2023-168**

**Mckenna/Young**

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebbotham and Councilor Young. Against - 0.

**3. Minutes:**

**2023-169**

**Crawford/Budden**

Resolved that the minutes of the Regular Public Meeting held on August 29<sup>th</sup>, 2023, be adopted.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebbotham and Councilor Young. Against - 0.

**4. Business Arising:**

- No business arose from the regular public meeting of August 29<sup>th</sup>, 2023.

**5. Department Reports**

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

A meeting of the Economic Development & Special Projects Committee was held at the Town Office on September 21, 2023, at 5:30 PM with the following present: Councillor Lary Roebbotham, Councillor Adam Young, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

**A. Economic Development Strategic Plan 2023 -2026:**

**I. Purpose of the plan**

- a) The EDO has developed a three-year Economic Development Strategic Plan to establish a vision for the municipality, and to guide activities, programs and resources that will position Fogo Island for economic growth and to achieve economic resiliency. The Economic Development Strategic plan was presented to Council on July 31, 2023, and was distributed among Council for further review.



2023-170

Young/Roebotham

Resolved to adopt the Economic Development Strategic Plan and to provide public access to the plan by posting it on the Town of Fogo Island's website.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**II. Support for the plan**

- a) Mayor has prepared a letter of support for the three-year Economic Development Strategy.
- Mayor Shea inquired to Council if he would be in conflict to vote on the letter of support. All Councilors agreed that the Mayor wasn't in conflict.

2023-171

Young/Crawford

Resolved to adopt the Mayor's Letter of Support for the Economic Development Strategic Plan 2023 - 2026.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**B. Essential Service Development**

**I. Veterinarian Dr. Lesley Steele has expressed interest in opening a Veterinarian Clinic on Fogo Island**

- a) Dr. Steele expects the clinic will come to Fogo Island every second month, for 1 week at a time, to start.
- b) Dr. Steele will be able to conduct animal examinations, vaccinations, and surgeries.
- c) Dr. Steele will also provide access to her virtual veterinarian clinic between on-island clinics.

**II. Dr. Steele would like to rent a space from the Town of Fogo Island to conduct her bi-monthly weeklong on-island clinics.**

- a) The Firehall in Joe Batt's Arm was presented as an option and would require a small renovation to provide some privacy in what would be determined as the surgery room and to provide access to the washrooms that are already established in the space.
- b) The Town of Fogo Island maintenance team has assessed the renovations to cost:
- \$1500 for materials
  - \$3600 for internal construction labour
- c) The space can be shared and rented for other purposes when the vet clinic is not in operation. Dr. Steele will be bringing and taking her equipment when she comes and goes. The clinic will not be permanent set up and will be flexible and available for other uses.

2023-172

Young/McKenna

Resolved that Council approve to contribute \$5100.00 to prepare a portion of the Joe Batt's Arm Firehall, former town office and chambers for use as a veterinary clinic and other potential essential service providers in the future.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

2023-173

Young/Crawford

Resolved that Council approve to rent the renovated space at the Joe Batt's Arm Firehall for \$100.00/day for a 1-year term, at which time a review will be done. CAO and Economic Development Officer will prepare a rental contract.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**5.2. Recreation & Tourism presented by Deputy Mayor Crawford**





A meeting was held at the Town Office on Tuesday, September 12<sup>th</sup> at 3:00 pm. In attendance were Deputy Mayor, Chairperson, Alexander Crawford, Councillor Adam Young, CAO Pauline Payne, and Director of Recreation & Tourism Colette Wells – Coish.

The following items were discussed:

#### A. Recreation

- I. Two teeny bopper dances were held this summer.
- II. The Summer Camp Program ran for eight weeks at the Iceberg Arena with two youth Camp Coordinators employed under the Fogo Island Stadium Committee.
- III. The Senior's Garden Part was held July 12<sup>th</sup> at the stadium. This is coordinated annually by the Town and Newfoundland Health Services – Central Region. There were 41 people in attendance.
- IV. Maker's Market has been happening on Friday afternoons from 1-4pm and will continue for the remainder of September.
- V. We have been painting the stadium floor using latex paint which has caused a large buildup of paint scales and dust every spring. Most facilities now use "Jet Ice" which involves painting the ice with a special paint, not directly on the floor. It eliminates the dust particles in the spring when the ice is removed. There is a one-time cost of equipment, a gas operated tank, backpack, paint handle and supplies.
  - The committee has discussed this method of painting the lines, and recommends we refer this to the Finance Committee for approval to purchase.
- VI. Discussed the stadium rental rates, since rates were adjusted in October 2022 by 6.25% the Committee feels there should be no increase at this time.
- VII. The Canteen space and services at the stadium will be offered again to user groups. Contact will be made with Minor Hockey, the School Teams, and the Curling Club and offer them this opportunity.
- VIII. The Stadium Committee has ordered a new sound system for the stadium.
- IX. The Town and Mills & Wright Landscape Architecture are discussing a new project to develop the field near the stadium.
- X. The Stadium Committee and staff hosted a BBQ on August 25, with support from local businesses with donations of food supplies, funds were raised in support of the Gander and area SPCA. \$622.00 was raised.
- XI. The town provided staff and equipment to grub off the alders in the school playground and spread stone and gravel. The alders and other natural growth had become a major issue in the school playground.
- XII. The Island Harbour Slipway has been completed.

2023-174

Crawford/Young

Resolved that the Island Harbour Slipway be officially transferred to the Island Harbour Recreation Committee. The CAO will prepare a contract for representatives to sign.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

- XIII. "Halloween in the Park" is being planned again this year and encourages everyone to get involved. A post will go out to encourage groups and individuals to participate.

#### B. Tourism

- I. A weekly record has been kept of visitor statistics to museums.
- II. We offered Cultural experiences at the Marconi, Brett House, Dwyer Premises, and at Experience Fogo. Thank you to those who volunteered their time to share their experience with visitors.
- III. Training for summer Museum Managers will be planned and recommended before next season.
- IV. We are discussing replacing plaques on our Heritage Buildings through Heritage NL at no cost to the Town.

#### C. Other



- I. The Fogo Island Stadium Committee Inc. and the Islanders Hockey team are planning the third NHL alumni Hockey game this fall. Updates will be made public as they become available.

### 5.3. Planning & Public Works

- No meeting was held for September.

### 5.4. Enforcement/Permitting

- No meeting was held for September.

### 5.5. Public Safety – Fire Services presented by Councillor McKenna

A meeting of the Fire Services Committee was held on September 21<sup>st</sup>, 2023, 6:34 pm at the Town Office. In attendance; Chairperson Councillor David McKenna, Councillor Mark Budden, Station Chiefs Paul Torraville, Bobby Parsons, Dion Harnett and CAO Pauline Payne.

The following items were discussed:

#### A. Fire Calls for August

##### I. Station 3

- Fire bottom of Shoal Bay
- Fire call at a restaurant
- Rescue on Brimstone Head

#### B. Training Update

- I. All training is on hold due to members not being available during busy time of year, set to resume in October.

#### C. Fire Services Ball

- I. Date set for October 14<sup>th</sup> at the Stadium.
- I. Each station will volunteer 2 members to plan the event, along with Firettes.
- II. The Stadium Committee will be asked to provide bar services.
- III. Caterer for the meal, quoted \$25.00 per person.

2023-175

McKenna/Young

Resolved that the Town of Fogo Island covers the cost of the meal at approximately \$4800.00. Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Budden, Councillor McKenna, Councillor Roebottom and Councillor Young. Against - 0.

#### D. Fire Prevention Week

- I. October 8<sup>th</sup> to 14<sup>th</sup> is Fire Prevention Week
- II. On the evening of Oct. 11<sup>th</sup> all stations will provide an opportunity for kids to experience the Fire Trucks, and equipment at the Stadium.

#### E. Complaint received regarding Fogo Fire Hall building.

2023-176

McKenna/Budden

Resolved that the CAO respond to the complaint that the Fogo Fire Hall does need repairs and upgrades and that the CAO is to provide a list of required repairs and upgrades with costs versus building replacement.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councillor Budden, Councillor McKenna, Councillor Roebottom and Councillor Young. Against - 0.

#### F. Town of Fogo Island Emergency Plan

- I. Date for review of the Town's Emergency Plan – to be determined.

## 5.6. Finance and Administration presented by Councilor Roebotham

A meeting of the Finance and Administration Committee was held at the Town Office on September 20<sup>th</sup>, 2023, at 5:30PM. In attendance were Chairperson, Councilor Lary Roebotham, Councilor Adam Young, CAO Pauline Payne and Deputy Town Clerk, Daphne Coles.

Call to Order: Meeting was called to order at 5:35PM

The following items were discussed:

### A. For Council Approval

#### I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during August 2023

2023-177

Roebotham/Crawford

Resolved to adopt the cheque register from August 1<sup>st</sup> – 31<sup>st</sup>, 2023 in the amount of \$349,359.13. Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### II. Adoption of Finance Reports

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

2023-178

Roebotham/Crawford

Resolved to adopt the Financial Reports for August 2023 as presented. Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### III. Approval for Payment of Invoice #6654

2023-179

Roebotham/Budden

Resolved to approve payment of invoice #6654 in the amount of \$10,903.00 (Plus HST). Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### IV. Request for 2022 Business Tax Adjustment

- a) Business closed as of September 30<sup>th</sup>, 2022.

2023-180

Roebotham/Young

Resolved to approve to prorate the 2022 Business Tax to September 30<sup>th</sup>, 2022 for Account #: JOEBA002.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

#### V. Request for Exemption of 2023 Business Tax

- a) Business is closed and has not operated in 2023.

2023-181

Roebotham/McKenna



Resolved to approve an exemption of the 2023 Business Tax plus applicable interest charged to Account #: BEACH001 in the amount of \$2156.37.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**VI. Referral from Recreation and Tourism Committee – Approval of Price Quote from Jet Ice**

**2023-182**

**Roebotham/Crawford**

Resolved to approve to purchase the equipment needed for Jet Ice for the Iceberg Arena at the quoted price of \$7549.00 plus HST.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**VII. Kids Eat Smart Radiothon**

a) Donations will be directed to Fogo Island Central Academy for the Breakfast Program.

**2023-183**

**Roebotham/McKenna**

Resolved to approve to donate \$200.00 to the Kids Eat Smart Radiothon for the breakfast program at Fogo Island Central Academy.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**VIII. Civic Address Policy**

**2023-184**

**Roebotham/Crawford**

Resolved to adopt the Civic Address Policy as presented by the CAO and the deadline for residents to be in compliance with the policy is June 30, 2024.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**IX. Bi-Election - Appointment of Returning Officer and Nomination Day**

**2023-185**

**Roebotham/Young**

Resolved to appoint Deputy Town Clerk, Daphne Coles as the Returning Officer for the November 16<sup>th</sup> Bi-Election and Nomination Day for Candidates be held on October 24<sup>th</sup>, 2023.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.

**6. Correspondence**

**6.1 Permit Application – 1 Harbour View Drive, Island Harbour**

- Under Regulation 10 of the Town Development Plan, permit can be approved as a discretionary use within the Community Development Area.
- Permit application was advertised for 2 weeks on Town Website, Facebook Page and faxed to businesses. No responses were received.

**2023-186**

**Budden/McKenna**

Resolved to approve a permit for a Domestic Sawmill at 1 Harbour View Drive, Island Harbour as a discretionary use under Regulation 10 of the Town Development Plan.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebotham and Councilor Young. Against - 0.



## 6.2 Quarry Permit Applications – KMR Transport

- #7115894 – Gull Pond, Deep Bay Intersection, Fogo Island Central
- #7117800 – Gull Pond, 1km South, Fogo Island Central
  
- Due to conflict of interest, Councilor Budden departed the meeting at 8:13PM.
  
- Permit applications are for existing quarries.
- Both applications are to add drilling, blasting, crushing and screening to each quarry.

2023-187

Crawford/Young

Resolved that Council approve Quarry Permit Application #7115894 - Gull Pond, Deep Bay Intersection, Fogo Island Central and Quarry Permit Application #7117800 – Gull Pond, 1km South, Fogo Island Central to KMR Transport for 1 year to allow for drilling, blasting, crushing and screening of materials for the purpose of completing projects on Fogo Island such as backfilling and construction jobs. Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Mckenna, Councilor Roebottom and Councilor Young. Against - 0.

- Councilor Budden returned to the meeting at 8:15pm.

## 6.3 Letter - Fogo Island Central Academy – Request for Rainbow Crosswalk

- Town has received a letter from students of Fogo Island Central Academy's Gender and Sexuality Alliance to propose the town assist with the installation of a rainbow crosswalk crossing the road between the school and the Iceberg Arena.
- This is not a town owned road, it is owned by the Department of Transportation & Works.

2023-188

Mckenna/Crawford

Resolved that the CAO respond to the Gender and Sexuality Alliance informing them that the town does not have ownership of the highway and provide contact information for the Department of Transportation and Works. Further resolved that the CAO also provide a letter of support from the Town for the installation of a rainbow crosswalk and forward it to the Department of Transportation & Works Depot on Fogo Island and Grand Falls.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor Mckenna, Councilor Roebottom and Councilor Young. Against - 0.

## 7. New Business

### 7.1 List for 2024 Municipal Capital Works

- Deadline to submit applications for Municipal Capital Works for 2020 is September 30, 2023.
- The following priority list has been recommended for 2024 Municipal Capital Works Applications:
  - **Watershed Study – Fogo** – The study will assess our water supply for the community of Fogo and give the best solution going forward to solve the discolored and dirty water conditions and low water issues the Town have been experiencing in Fogo for the past couple of years. \$50,000.00
  - **Seldom Pump House Upgrade** – This project will upgrade the Seldom Pump House with new pumps and electrical system and provides the best solution going forward to solve the low water pressure issues experienced when the Shrimp Plant is in operation and will allow for extension of households to the water system, along with a new housing project under review for the community. \$1,136,425.12
  - **Septic Outfall Issie, Brown's Point – Joe Batt's Arm** – This study will assess the concern of raw septic pooling in the cove at the end of Brown's Point Road causing a foul smell for residents living in the area and provide us the best solution going forward to solve these concerns the town has been experiencing in Joe Batt's Arm the past couple of years. \$50,000.00



- **Watershed Study – Joe Batt’s Arm** – This study will assess our water supply and give us the best solution going forward to solve the low water issues we have been having in Joe Batt’s Arm the past couple of years, especially during the dry season. \$50,000.00

2023-189

Roebotham/McKenna

Resolved that the Town of Fogo Island submit applications for Municipal Capital Works Funding for 2023-2024 under the priority list below with costs of projects to be determined later in the application process.

- Watershed Study – Fogo
- Seldom Pump House Upgrade
- Septic Outfall Issue, Brown’s Point – Joe Batt’s Arm
- Watershed Study – Joe Batt’s Arm

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Crawford, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

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

- Public Council Meeting – Due to Halloween being the last Tuesday of October, meeting is rescheduled to November 1<sup>st</sup>, 2023.

**9. Adjournment:**

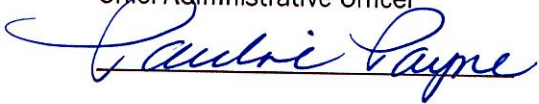
2023-190

Crawford/Budden

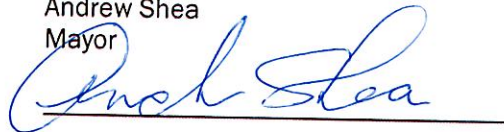
Resolved the public council meeting of September 26<sup>th</sup>, 2023, be adjourned at 8:23PM.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Broders, Councilor Budden, Councilor McKenna, Councilor Roebotham and Councilor Young. Against - 0.

Pauline Payne  
Chief Administrative Officer



Andrew Shea  
Mayor



A Public Meeting of Council was held at the Town Office on November 28, 2023, with the following in attendance.

**Councillors Present:**

Mayor Andrew Shea

Councillor David McKenna

Councillor Lary Roebbotham

Councillor Mark Budden

Councillor Damian Roebbotham

Councillor Adam Young

**Staff:**

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

**Absent:**

Deputy Mayor Alexander Crawford

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:15PM.
- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

**2. Swearing In of New Councillor**

- Damian Roebbotham was the successful candidate from the bi-election held on November 16, 2023.
- Councillor Damian Roebbotham read his Oath of Office before council and the public viewing on the ZOOM platform and took his seat as Councillor at the meeting table.

**3. Agenda:**

2023-219

Young/McKenna

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Councillor Budden, Councillor McKenna, Councillor Damian Roebbotham, Councillor Lary Roebbotham, and Councillor Young. Against - 0.

**4. Minutes:**

2023-220

L. Roebbotham/McKenna

Resolved that the minutes of the Regular Public Meeting held on November 1<sup>st</sup>, 2023, be adopted.

Resolution Carried. In favour – 6. Mayor Shea, Councillor Budden, Councillor McKenna, Councillor Damian Roebbotham, Councillor Lary Roebbotham, and Councillor Young. Against - 0.

**5. Business Arising:**

**5.1 Missing Skidoo Slide**

- Received a second letter from the Owners of the ski-doo slide, they were not satisfied with Council's decision and were seeking more answers on the way the investigation was conducted.
- Council reviewed the second letter, and all agreed that the decision made at the meeting on November 1<sup>st</sup> would not be changed. A letter will be forwarded to the owner.

**5.2 Adoption of Town Strategic Plan**

2023-221

D. Roebbotham/Young



Resolved that the Town of Fogo Island adopt the Strategic Plan 2023-2025 as prepared by LW Consulting.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### 5.3 Letter – Concerned Citizen – Unauthorized Camping Areas

- Town received a letter from a concerned resident regarding a decision of council to develop a policy on camping in unauthorized areas around the island.
- Council reviewed the letter and instructed Staff to respond to the letter explaining that the policy will come forward as a draft policy that can be changed if necessary and that it isn't the town's plan to prohibit camping at all public locations on the island.

## 6. Department Reports

### 6.1. Economic Development presented by Councilor Roebbotham

A meeting of the Economic Development & Special Projects Committee was not held in the month of November 2023, due to not having quorum to conduct the meeting.

The following item requires a motion of Council to accept, in order for Town Staff to execute the plan:

#### A. Age-friendly Outdoor Recreational Plan for Fogo Island Central:

- I. The final Age-friendly Outdoor Recreation Plan for Fogo Island Central was sent via email, to all Councilors for review, feedback, and input.
- II. Mills & Wright Landscape Architecture has completed...
  - a) The final recreational plan on the grounds of Iceberg Arena
  - b) Class D project budget
  - c) Project development phasing plan

2023-222

L. Roebbotham/Budden

Resolved that Council accept the Age-friendly Outdoor Recreational Plan for the grounds next to Iceberg Arena, the project budget and project development phasing plan, prepared by Mills & Wright Landscape Architecture, and to allow Town Staff to begin the funding application process.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 0

### 6.2. Recreation & Tourism

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

### 6.3. Planning & Public Works

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

### 6.4. Enforcement/Permitting

- No committee meeting was held for the month of November

### 6.5. Public Safety – Fire Services presented by Councilor McKenna

A meeting of the Fire Services Committee was held on November 22, 2023, at 6:36 pm at the Town Office. In attendance: Chairperson Councillor David McKenna, Councillor Mark Budden, Station Chiefs Paul Torraville, and Bobby parsons, and CAO Pauline Payne. Unable to attend was Station Chief Dion Harnett.

The following items were discussed:

#### A. Fire Calls Update

- I. Inn alarm

## II. School Alarm

### B. Training Update

- I. Training has resumed for all stations.
- II. Major facilities on the island require individual fire response plans that all stations must participate in developing and train for.
  - a) School
  - b) Hospital
  - c) Fish Plants
  - d) Inn
  - e) Stadium
  - f) Manor
  - g) Apartments

### C. Equipment update:

- i. An inventory is currently underway of all equipment at each fire station to determine the most efficient use of resources to reduce duplication if it is not required.
- ii. Chief Torraville is requesting additional Air Tanks be included in the 2024 budget. Require minimally 4 at approx. \$1500.00 each.

### D. Items discussed:

- I. FICA review Protocol when alarm goes off - Concerns were raised that when Fire Services arrived on site the alarm panel had already been silenced and reset by the Custodian. It was requested that the CAO reach out to the school to obtain their alarm protocol.
- II. Santa Claus Parade Dec. 16<sup>th</sup>, Fallback date Dec. 17<sup>th</sup>, planning is underway.
- III. Visit Fire Halls – Council had discussed previously to visit each Fire Station to become more familiar with the infrastructure and to better understand where improvements are required.

## 6.6. Finance and Administration presented by Councilor Roebotham

A meeting of the Finance and Administration Committee was held at the Town Office on November 23, 2023, at 3:00PM. In attendance were Councilor Adam Young, Committee Alternate, Deputy Mayor Crawford, CAO Pauline Payne, and Deputy Town Clerk Daphne Coles. Absent from the meeting Councilor Lary Roebotham.

In the absence of the Chairperson, Councilor Young chaired the meeting and the following items were discussed:

### A. Business Arising from Previous Meeting

- I. Lane House Museum – Price Quote – Belfor
  - a) To clean up the mold at the Lane House Museum, a quote was obtained to remove wallpaper, clean walls and spray attic.
  - b) At the last Finance and Admin Committee meeting, a quote from Belfor was reviewed it was requested that the Director of Recreation obtain a second quote from Belfor including a second visit within a couple of months to check that the mold was not returning as there is no warranty with the work done in the original quote.
  - c) Belfor responded that unless there is heat on in the building and proper ventilation with air circulating there will always be mold. Would also need to ensure that there are no further leaks in the building, like water coming in around the windows. The roof has been repaired.

2023-223

Young /D. Roebotham

Resolved that Council approve the original quote from Belfor in the amount of \$8704.00 plus HST to remove wallpaper, clean walls, and spray attic.

Resolution Carried. In favour – 5. Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 1 Mayor Shea.



## B. For Council Approval

### I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during October 2023

2023-224

Young/L. Roebotham

Resolved that Council adopt the cheque register from October 1<sup>st</sup> – 31<sup>st</sup>, 2023 in the amount of \$177,842.94.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 0

### II. Adoption of Finance Reports

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

2023-225

Young/L. Roebotham

Resolved that Council adopt the Financial Reports for October 2023 as presented.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 0

### III. Request for 2023 Business Tax Review

- a) Business Owner submitted a letter to Council requesting a review of the 2023 Business Tax as the gross revenue from June to September was very low, a statement of income for this time period was submitted with the letter.

2023-226

Young/D. Roebotham

Resolved that a response letter be written to the Business Owner requesting that another Statement of Gross Income be submitted after December 31<sup>st</sup>, 2023, that includes the yearly income from January to December 2023 and the account will be reviewed again when statement is received.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 0

### IV. RCMP Wish Tree

- a) Committee recommends that Council further discuss the donation of \$25.00 to the RCMP Wish Tree on Fogo Island. Money will be donated to the Janeway Make A Wish Foundation.

2023-227

Young/Budden

Resolved that the Town of Fogo Island make a \$25.00 donation to the RCMP Wish Tree on Fogo Island.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 0

### V. Human Resources Policy

- a) Committee recommends that Council adopt the revised Human Resource Policy as presented by the CAO with changes to Sick Leave and Personal Leave.
- b) Council requested that the Human Resource Policy be deferred to the next public council meeting in December.

## C. New Business

### I. New Committee Structure

- a) With the Bi-Election bringing in a new Councilor to replace Councilor Broders, Mayor Shea revised the Committee Structure.

2023-228

Young/McKenna

Resolved that Council adopt the new committee structure as listed below.

**Finance and Administration Committee - NO Change**

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

**Planning and Public Works Committee - New**

1. Chairperson – Councilor Mark Budden
2. Member – Councilor Damien Roebotham
3. Alternate Member – Deputy Mayor Sandy Crawford

**Recreation and Tourism Committee - NO Change**

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

**Public Safety and Transportation Committee - New**

1. Chairperson – Councilor David McKenna
2. Member – Councilor Mark Budden
3. Alternate Member – Councilor Damien Roebotham

**Economic Development and Special Projects - NO Change**

1. Chairperson- Councilor Lary Roebotham
2. Member- Councilor Adam Young
3. Alternate Member- Deputy Mayor Sandy Crawford

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 0

**7. Correspondence**

**7.1 Dept of Transportation & Infrastructure – Approval to Enter into Contract – Consultant Services – MCW Project #17-GI-24-00063 Fogo Road Upgrades**

2023-229

Young/Biddem

Resolved that the Town of Fogo Island enter into a contract with Allnorth Consultants Limited for Prime Consultant Services for the Municipal Capital Works Project #17-GI24-00063 Fogo Road Upgrades in the amount of \$29,488.65 HST included.

Resolution Carried. In favour – 6. Mayor Shea, Councilor Budden, Councilor McKenna, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against – 0

**8. New Business**

**8.1 Stag Harbour Slipway**

- I. Crown Lands Application has been approved and is now sent to the Surveyor. Once the survey is completed, it will be sent back to Crown Lands for registration. Next steps for early in the new year is to obtain a permit from Water Resource Management and proceed to tender to obtain quotes from Contractor to construct the Slipway.

**8.2 Update on the New Bank**



- I. No confirmation yet, however it is still progressing. This past week the Credit Union requested pictures of the vault in the former Scotiabank.

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

- Public Council Meeting – Due to the Christmas Season the December public council meeting is rescheduled to December 19<sup>th</sup>, 2023 @ 7:00pm.

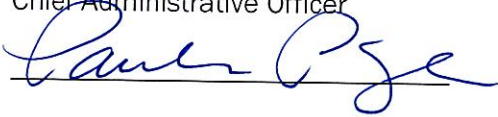
**10. Adjournment:**

2023-230

D. Roebottom/McKenna

Resolved the public council meeting of November 28<sup>th</sup>, 2023, be adjourned at 8:10PM.

Pauline Payne  
Chief Administrative Officer



Andrew Shea  
Mayor



A Special Public Meeting of Council was held at the Town Office on December 7<sup>th</sup>, 2023, with the following in attendance:

**Councillors Present:**

Mayor Andrew Shea

Councillor Mark Budden

Councillor Damian Roebbotham

Councillor Adam Young

Deputy Mayor Sandy Crawford

Councillor David McKenna

Councillor Lary Roebbotham

**Staff:**

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

**Call to Order:**

- Mayor Shea called the meeting to order at 7:32PM.
- Mayor Shea opened the meeting by welcoming the public that were viewing the ZOOM Platform.

**A. Agenda:**

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

**2023-231**

**Budden/McKenna**

Resolved that the agenda be adopted as presented.

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

**B. Fogo Island Co-operative Society Limited – Commercial/Residential Housing Development**

- The Town received a Business Development Application for Commercial Housing Development from the Fogo Island Co-operative Society Limited located at 19 Main Street Seldom. The proposed development will consist of the placement of modular homes on the lot for temporary employee living quarters.
- Under the town development regulations this development is in a Community Development Zone and Council can consider approval of this development under Regulation 10 of its Land Use Development Regulations as a Discretionary Use. This Regulation provides Council with the discretionary authority to consider an application by assessing the general appearance of the development of the area, the amenity of the surroundings, availability of utilities, public safety, and convenience.
- As a discretionary approval the town is required to give public notice for at least 14 days, a notice was posted on town social media and in businesses on the island and 2 responses were received.
- At the November 1st, public council meeting, Council appointed a special standing committee to review the development application.
- All information gathered on this development was forwarded to the Town Plan Consultant for review and a report was received.
- Special Committee held two meetings to review the information gathered and a third meeting was held with council members and the Manager of the Fogo Island Co-operative, Mr Owen House and Mr. Mark Penton for review and discussion on recommendations for the development.

**2023-232**

**Budden/McKenna**

Resolved that Council give Approval in Principle to Fogo Island Co-operative Society Limited for a Commercial/Residential Housing Development located at 19 Main Street, Seldom pending the following approvals are submitted:



1. Department of Transportation & Infrastructure – Highway Access
2. Service NL Approvals
3. Department of Environment & Climate Change - Water Resource Management – Permit is required if any work is being done inside the 15m reservation from the High-Water Mark.
4. Town Permit Applications for development and connection to town water and sewer services.

Once the above approvals are received, it is further recommended that the Town Commercial Development Permit be issued to the Fogo Island Co-operative Society Limited with the following requirements:

1. Back yard area from the last home must be landscaped with topsoil and grass towards the ocean. During the development stages it is requested that partial landscaping with topsoil and grass be completed between homes 1 and 2 with the remainder of the land being landscaped as the remaining 3 homes are placed on the lot.
2. Property line adjacent to the access road dividing the adjoining property's must be lined with small trees, shrubs, or some form of greenery, maybe with a few boulders between the trees.
3. Each Modular Home must be a different color, other than the white as pictured.
4. Modular Home closest to the highway must have the windows facing the highway and be constructed to have a more residential look, for example gabled peaks over the doors and windows, making it more aesthetically appealing to blend in with other homes in the area.
5. If any archaeological findings or artifacts are uncovered at any location on the site, all work must stop and contact be made with the Town and the Provincial Archaeologist, for review of the findings.
6. Before the homes are occupied an Approved Fire Inspection must be completed.

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

#### C. Motion to Dissolve Special Standing Committee

2023-233

D. Roebbotham/Crawford

Resolved that the Special Standing Committee appointed to review the Fogo Island Co-operative Society Limited Commercial/Residential Housing Development be dissolved.

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

#### D. Adjournment

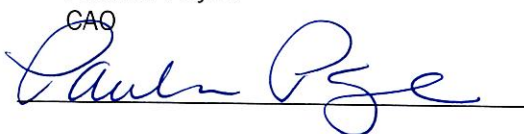
2022-234

Crawford/McKenna

Resolved the Special Public Council Meeting of December 7<sup>th</sup>, 2023, be adjourned at 7:45PM.

Pauline Payne

CAO



Andrew Shea

Mayor



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

**Councillors Present:**

Mayor Andrew Shea

Councillor Mark Budden

Councillor Damian Roebotham

Councillor Adam Young

Deputy Mayor Alexander Crawford

Councillor David McKenna

Councillor Lary Roebotham

**Staff:**

Pauline Payne, Chief Administrative Officer

Daphne Coles, Deputy Town Clerk

**1. Call to Order:**

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

**2. Agenda:**

**2023-235**

**Crawford/McKenna**

Resolved that the agenda be adopted as presented.

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

**3. Minutes:**

**2023-236**

**D. Roebotham/Crawford**

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

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

**2023-237**

**L. Roebotham/McKenna**

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

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

**4. Business Arising:**

**4.1 Revised Human Resources Policy**

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

**2023-238**

**L. Roebotham/Crawford**



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

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

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

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

2023-239

L. Roebotham/Crawford

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

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

### 5. Department Reports

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

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

The following items were discussed:

#### A. Climate Change Adaptation Workshop:

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

2023-240

Young/Crawford



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

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

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

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

2023-241

Young/D. Roebbotham

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

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

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

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

**D. Capital & Special Projects:**

- I. **Affordable Housing Project**
  - a) The Housing Needs Assessment has been completed and is in review with Town Staff and Fogo Island Growth Incorporated, for our housing supply strategy development.
  - b) The Economic Development team will be moving to next steps with the Federation of Canadian Municipalities Green Municipalities Fund, to begin the Study Grant application process.
  - c) The study grant will be used to plan an affordable housing pilot project; a housing conversion project at the old RCMP building in Fogo.
- II. **Fogo Island Central Park and Pond Project**
  - a) The Fogo Island Central Park project, funded by the Department of Provincial and Municipal Affairs, Building Age-friendly Communities Grant, phase 1, is nearing completion. The phase 1 scope of work includes...
    - i) Accessibility trail resurfacing to accommodate mobility devices (strollers and wheelchairs)
    - ii) The development of a parking area
    - iii) The development of a viewing platform and seating at the ponds edge
  - b) Naming the Park

2023-242

Young/Crawford

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

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



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

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

2023-243

Young/L. Roebbotham

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

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

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

A meeting of the Recreation and Tourism Committee was held at the Town Office on December 5th, at 2:00PM. In attendance were Chairperson, Councillor Alexander Crawford, Councillor Adam Young, Pauline Payne, Chief Administrative Officer, and Colette Wells – Coish, Director of Recreation, and Tourism.

The following items were discussed:

**A. Recreation**

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

2023-244

Young/Crawford

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

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

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

2023-245

Young/Crawford

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

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

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

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

### 5.3. Planning & Public Works presented by Councilor Budden

A meeting of the Planning and Public Works Committee was held at the Town Office on December 12, 2023 at 7 PM with the following present: Committee Chairperson, Councillor Mark Budden, Councillor Damian Roebottom, Enforcement Officer Germaine Morgan, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne.

The following items were discussed.

#### A. Maintenance:

##### I. Water Systems

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

2023-246

Budden/Young

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

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

##### II. Sewer Systems

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

##### III. Vehicle Maintenance/Inspections

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

#### B. Other:

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

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

##### II. JBA Recreation Committee Request

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

2023-247

Budden/D. Roebottom

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

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



### III. Snow Clearing Policy

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

### IV. 2008 Sterling Flat Deck Truck

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

**2023-248**

**Budden/McKenna**

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

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

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

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

**2023-249**

**Budden/Young**

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

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

### VI. 2012 Dodge Ram Truck

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

**2023-250**

**Budden/Young**

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

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

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

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

The following items were discussed:

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

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

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



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

## II. Update on Abandoned Vehicles

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

## III. 24 Main Street, Fogo

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

2023-251

Budden/Young

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

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

## B. Orders

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

- a) Complaints came to the office in June that the property owner was dumping kitty litter on their property and surrounding areas, dumping garbage on the back shoreline, using wood debris, pallets, and old tires to mark property lines and posts to block entry to the lane.
- b) Order was sent to the property owner on July 20, 2023, by registered mail and the Order was returned from the post office on August 22, 2023.
- c) Town Lawyers were contacted for advice and the Lawyers recommended that a second Order be issued to 9 Hewitt's Point Road, Barr'd Islands giving the owner 30 days to clean up the kitty litter dumped in various areas and ensure that it is properly disposed of, remove garbage dumped on the back shoreline, and clean up the wood debris, pallets, old tires and posts blocking entry to the lane, along with other various violations. The Order was to be sent by registered mail and to ensure delivery Town Staff will hand deliver the Order and if the resident isn't at home, the Order must be posted somewhere on the property in a visible location and a picture taken.
- d) A Registered letter was sent to the resident on November 9<sup>th</sup>, 2023, and a copy of the order was tied to her door on November 10<sup>th</sup>, 2023. The registered letter was returned to our office on December 5<sup>th</sup>, 2023. Another copy of the order was delivered to the residents' door on December 5<sup>th</sup>, 2023, and the resident stated that the order would not be adhered to and would continue to dump kitty litter on the property and will proceed with taking crushed stone from town roadways.
- e) The committee recommended that Council direct staff to seek the advice of our lawyer on this matter and to determine if court action will be the next step.



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

#### 2023-252

##### Budden/McKenna

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

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

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

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

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

#### 2023-253

##### Budden/Young

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

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

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

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

#### 2023-254

##### Budden/Crawford

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

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



## 5.5. Public Safety – Fire Services

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

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

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

The following items were discussed:

### A. Letter – Ferry Passes

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

2023-255

#### D. Roebotham/Crawford

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

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

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

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

2023-256

#### D. Roebotham/Young

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

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

### C. Canteen

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

2023-257



#### **D. Roebotham/Crawford**

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

#### **D. Other**

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

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

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

The following items were discussed:

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

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

- a) Committee reviewed the cheques that were issued during November 2023

**2023-258**

##### **L. Roebotham/McKenna**

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

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

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

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

**2023-259**

##### **L. Roebotham/D. Roebotham**

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

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

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

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

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

2023-260

L. Roebbotham/Crawford

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

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

#### IV. Personal Protection Equipment Policy

2023-261

L. Roebbotham/Crawford

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

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

#### V. Revised Snow Clearing Policy

2023-262

L. Roebbotham/D. Roebbotham

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

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

#### 6. Correspondence

- No Correspondence received for discussion.

#### 7. New Business

- No New Business for discussion.

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

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

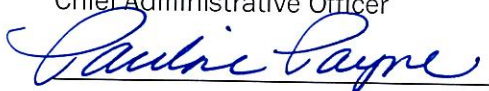
#### 9. Adjournment:

2023-263

D. Roebbotham/McKenna

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

Pauline Payne  
Chief Administrative Officer



Andrew Shea  
Mayor

