



# The Town of Fortune

P. O. BOX 159  
Temple Street  
Fortune, N.E.  
A0E 1P0

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AGENDA - Council Meeting  
Fortune Town Council Chambers  
September 10<sup>th</sup>, 2018 @ 6:30 p.m.

Delegation: RCMP

Additions/Adoption to Agenda

Adoption of Minutes: August 13, 2018

## GENERAL BUSINESS:

1. Commercial Property Inquiry (Town Land); Land for Storage Harbour Drive (fishing gear)
2. Pinchmarsh Road Property – short-term repair /Farm Road – water line repairs completed
3. Development Permit requirements – Curb/Driveway (Centennial versus Booth); Fill (Eldon Street)
4. Citizens Complaint/Concern - Logwood/Benson Street – ATV's & speed
5. Business Complaint – project purchases  
Water testing – Snook's Road (old Irving tank location)  
Bus Shelter – Haddock Road
8. Trail Maintenance Equipment – FHEF MOU
9. Public Works Clarification – motion June 18<sup>th</sup>
10. Brookside Garage – items for disposal
11. Janitorial Services
12. PMA Forum / Advanced Module (Budget) – Sept. 18-21
13. Proposed Budget Preparation Schedule

FINANCIAL TRANSACTIONS: (Aug. 11 to Sept. 6)

## PERMITS/EXEMPTIONS/ADJUSTMENTS:

THORNG004 POLL TAX EXEMPTION (Adjustment); Property Purchase  
FITZJ001 Extension to porch on 68 Bayview Permit # 109 August 13<sup>th</sup>  
PIERB001 Demolish of shed on Tobacco Road Permit #106 August 6<sup>th</sup>

## COMMITTEE REPORTS

## CORRESPONDENCE

Dated	From	Received	Particulars	Anticipated Action
Sept. 6	C. Pollett, MNL	Sept. 6	Email – Premier's Forum/Nominations	For Councillors' Information
Sept. 6	J. Sweeney	Sept. 6	Email – PB Atlantic Salmon Aquaculture Project	For Councillors' Information
Aug. 30	T. Bungay/Trinity Hist. Society	Sept. 10	Rural Vitality Forum	Consideration to Attend
	NLSACPC		Proclamation – Sexual Violence Awareness Week	Proclamation
	Brighter Futures/M. Way		Take Back the Night Walk – GB Municipal Centre	Request to Bring Greetings
g. 31	Dalhousie University	Aug. 31	Executive Certificate in Local Government	For Councillors' Information

## COUNCILLOR'S FORUM

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

## ADJOURNMENT / Next Meeting



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Minutes of a regular meeting of Council  
Of the Town of Fortune, held at the  
Fortune Municipal Center,  
September 10, 2018 at 6:30p.m.

*Members Present:*

Mayor Charles Penwell  
Deputy Mayor Frazer Smith

*Councillors:*

Levi Curtis  
James Dunne  
Matthew Woodland  
Roy Kendell  
Pat Parsons

*Also Present:*

Chief Administrative Officer Linda Collier  
Town Clerk Lacey Symes  
Southern Gazette Reporter Colin Farrell

**Addition of Agenda:**

Mayor Penwell asked if there were any additions to the Agenda of September 10th, 2018. Items identified were as follows:

- #14 Mayor's March
- #15 Arena
- #16 Computer -Office
- #17 Donation Request
- #18 SPM Ferry
- #19 Crosswalk
- #20 Closed Meeting- Human Resources

**Motion 2018-09-10-01: Councillor Curtis/ Deputy Mayor Smith**

**Resolved that the Agenda for the August 13<sup>th</sup>, 2018 meeting be adopted as presented with the noted additions**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.



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## Adoption of Minutes:

Mayor Penwell asked if there were any errors or omissions to the Minutes from the Regular Council meeting held on August 13, 2018 as presented.

Councillor Dunne pointed out that in the minutes for August 13th, 2018 under item #19 Farm Road (Letter from resident) it states that a resident has an occurring problem with the water lines getting plugged requiring Public Works intervention, however the problem is with the sewer lines, not the water lines.

**19. Farm Road (Letter from resident) UPDATED** – Letter was received by a resident of an occurring problem with sewer lines getting plugged requiring Public Works intervention. Councillors agreed to get the Public Works Employees to take a look at the problem and see what the solutions/options are & an estimate on how much it would cost to fix the problem.

**Motion 2018-08-13-02:** Deputy Mayor Smith / Councillor Dunne

**Resolved to adopt the Minutes of the Regular Council meeting of August 13, 2018 as presented with the adjustment.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.

## General Business:

1. Commercial Property Inquiry - Chief Administrative Officer( CAO) Collier advised Council that there is still a retail company looking for a parcel of land within the municipality between 10, 000- 12,000 sq. ft.

Council reviewed the list of available land owned by the Town. Council came to the agreement for CAO Collier to contact the retail company & advise them if there are any parcels suitable to come in to a council meeting & disclose what parcel they are interested in & advise them that Council is willing to do what they can to assist them.



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## 1. Commercial Property Inquiry Continued.

CAO Collier inquired about the land near the Old Fire Training Grounds. Mayor Penwell advised that there is an issue regarding that land in regards to who owns the land. The Harbour Authority thought they had owned the land however, apparently a residents owns the land- that specific parcel of land is not identified in assessment book.

Councillor Kendell brought forward concerns regarding fishing gear being stored on the walking trail parking lot . Council agreed for CAO Collier to write a letter to the resident advising them to have the fishing gear removed within 7 days. Council also came to the agreement to have the Public Works Employees erect signs by the OCI shed stating "Town Property- no parking or storage of equipment".

2. Pinchmarsh Road/ Farm Road- The Public Works Employees repaired the cement wall on a property located on Pinchmarsh Road. they placed plywood over the piece of cement & painted it. Councillors commented that the wall looks good. Last council meeting the sewer line repair issue on Farm Road was discussed, Council had asked for the Public Works Supervisor to get an estimate on the cost of repair, however CAO Collier was away for training & didn't receive the minutes in time not realizing Council asked for an estimate before actual repair. The Public Works Employees fixed the sewer line issue & it cost approximately \$750.00, council was in agreement with the cost.

3. Development Permit Requirements- Councillor Dunne had previously advised CAO Collier that there was no permit needed for a curb removal, however CAO Collier felt further clarification was needed. There was one resident who wanted the curb removed to extent their driveway & another resident requested a curb removal for the back part of his property to create a new driveway & CAO Collier wasn't sure whether a Councillor from the Development Committee should take a look before approval or not. Council felt that the Public Works Employees would have more knowledge regarding curb removal rather than Council. Council came to the agreement to keep as is for the remainder of the year (no charge for curb removal & leave it to the Public Works Employees for the approval of the curb).

CAO Collier asked Council if a resident is required to acquire a permit for filling/clearing land, Council advised that a permit is not needed when filling/clearing land.

CAO Collier made a suggestion to Council regarding the inspection/approval of any Building Permits- it was suggested for Public Works Supervisor Caines to participate in Building Permit inspections with the Development Committee, Council agreed to the suggestion. It was also agreed upon that Building Permit inspections will be held on Fridays only.

4. Citizen Complaint- Received complaints at the Town Office regarding ATV's & speeding on Logwood Road & Benson Street. CAO Collier advised Council that there were barricades in place at the beginning of Benson Street to try & control the speeding of ATV's; however they have been removed within the past couple of weeks.



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4. Citizen Complaint Continued- Council Kendell stated his concern with resident's driving ATV's without any insurance. Council came to the agreement to defer this matter until the meeting with the RCMP.

5. Business Complaint- CAO advised Council that a complaint was received from a business within the municipality regarding JCP purchases out of the community. With a JCP/CEEP or any other government funded project you are required to provide three quotes from different businesses & the cheapest quote is accepted.

CAO Collier advised Council that while she knows it's best to keep business within the community, there were other quotes that were cheaper even with delivery included and she is required to follow the government regulations of the project.

Council discussed this matter & discussed the options- whether we were able to accept the quote from the business within the municipality considering they are the only business in the municipality selling those products or if we do indeed need to go outside of the municipality if the quote is cheaper. CAO Collier will contact the Department of Advanced Education & Skills & forward the details to Council.

6. Water Testing- Snook's Road (Irving Property)- CAO advised Council that a company on behalf of Irving will be drilling holes at the Snook's Road property to do some testing and was wondering if a permit was needed. Council commented that this procedure is done regularly & no permits are needed.

7. Bus Shelter located on Haddock Road- Received a concern from a resident regarding the removal of a bus shelter located on Haddock Road. Council discussed this matter & asked the Office Staff to contact the bus depot and see where the pick -up is for students residing on Haddock Road.

8. Trail Maintenance Equipment- Initially Council identified a Kubota for trail maintenance, The Town was going to go into a partnership with Fortune Head Eco Friends(FHEF) in purchasing. FHEF had allocated \$13,000.00 for trail maintenance for four years, the decision was made about two years ago, however they are waiting on the MOU & funding for the trail maintenance from ACOA.

CAO Collier was speaking with Chris from Toromont and he advised her that second hand equipment do be available for purchase as well. A second hand Kubota would cost approximately \$28,400.00 including attachments.

Councillor Kendell commented and said there's nothing in at the trail right now that would need to be fixed with a Kubota, a step needed repairs & tree/grass needs to be trimmed down. It was Council's understanding that those duties would be the responsibility of the Town's Groundskeeper.

Council decided to leave the Kubota matter as is for now & to bring the duties of the trail maintenance to a Human Resources meeting.



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9. Public Works Clarification- CAO Collier was looking for clarification regarding a motion made on June 18th, 2018 regarding inside standpipe repairs. CAO Collier inquired whether the Public Works Employees are permitted to do work for residents inside the standpipe when it's considered an emergency situation or if no other contractors are available immediately.

The motion stated " Resolved that the Public Works Employees complete water/sewer repairs as far as the standpipe only& if the standpipe is close to the property it will be moved back to the outer edge of the property." Council advised that the Town's Public Works Employees are not permitted to do any work inside of the standpipe regardless of the situation.

10. Brookside Garage- Office receiving inquires about items in the Brookside Shed, CAO Collier was wondering how Council wanted to dispose of any items left in the Brookside Shed from the previous owners. Council came to the agreement to write up a list of items that the Town is looking to dispose of & advise if anyone is interested in purchasing any of the listed items.

11. Janitorial Services- CAO Collier wanted to advise Council that there hasn't been a new contract for Janitorial Services since 2013. Council agreed to keep as is for now.

12. PMA Forum/Advanced Module- CAO looking to attend the Fall Training Forum & Advanced Module September 18th-21st. CAO Collier advised the training includes Municipal Capital Works Application Process, Municipal Taxes Collection/Tax Sales/Business Taxes & Public Procurement Act. Mayor Penwell commented that he believes the training will be beneficial to CAO Collier, his only concern is a week out of the office.

Council agreed to approve CAO Collier to attend the PMA Forum/Advanced Module as long as it doesn't interfere with any other deadlines.

**Motion 2018-08-13-03: Councillor Curtis / Deputy Mayor Smith**

**Resolved to approve for CAO Collier to attend the PMA Forum/Advanced Module in Gander on September 18th-21st.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.





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13. Proposed Budget Preparation Schedule- CAO Collier looking for a date for the first initial meeting to meet with Finance Committee. Mayor Penwell advised that the Finance Committee cannot meet until staff has the reports on how much funds have been spent so far this year & the projections for the later part of the year. the Fire Department/Public Works Department/Recreation Commission, etc can be contacted at anytime to collect their potential acquisitions identified for the coming year.

Office Staff to get financial documents prepared so Finance Committee can have the first initial Finance & Administration Committee meeting as soon as possible.

14. Mayor's March- Agreed to have the Mayor's March before the start of next council meeting.  
5:30 p.m. September 24h, everyone to meet at the Town Hall & will walk the trail.

15. Arena- October 22, 2018 was the opening date agreed upon for the 2018-2019 season. Arena Manager Barnes to start work two weeks prior to opening date- October 8th, 2018.

Deputy Mayor Smith was speaking with Arena Manager Barnes & he had advised him that the Toronto Maple Leafs Legends are going to St. Pierre & was wondering if he could have permission to check & see if the Legends would make Fortune Arena a possible stop along the way.

CAO Collier advised Council that Arena Manager Barnes had advised her that a "Chiller" is needed for the Arena. the cost is approximately between \$11,000- \$14,000. There was supposed to be a surplus within the Arena Floor Project, so there may be a possible the funds can be covered under the project. CAO Collier to follow up with the department and see the options available.

16. Computer for Office- Municipal Clerk's computer crashed & unfixable. Received a quote from Boot Computer's for a new computer at \$599.99 + HST.

**Motion 2018-08-13-04: Councillor Kendell / Councillor Woodland**

**Resolved to purchase a new computer for the Town Office at Boot Computers for \$599.99 + HST.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.



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17. Donation Request- Received a request from Corella Coombs who will be taking part in a Wishmaker's Walk affiliated with Children's Wish Foundation . Council came to the agreement not to donate at this time.

18. SPM Ferry- Mayor Penwell advised Council that he had spoken to the Port Authority & St. Pierre and it seems nothing is moving, seems to be on a standstill, advised he will write a letter to St. Pierre & express the concern on nothing moving forward to date.

19. Crosswalk- Councillor Woodland was with the understanding that two of the crosswalks would be painted the rainbow colors. Council agreed regardless if its rainbow or regular white paint the other crosswalks indeed needed to be painted as well. Mayor Penwell suggested to maybe wait until the reporters from Standing Still are in Fortune. CAO Collier to follow-up with Catherine from Standing Still.

**BILLS:** (August 11th to Sept. 6th, 2018)

**Motion 2018-09-10-05:** Councillor Parsons/ Councillor Dunne

**Resolved that the bills be approved for payment as submitted.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.

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## PERMITS/EXEMPTIONS:

**Permits:** FITZJ001 68 Bayview Street Extension to porch  
PIERB001 Tobacco Road Demolition

**Exemptions:** Poll Tax Exemption THORG004 Reason: Purchased Property

**Motion 2018-09-10-06:** Deputy Mayor Smith/ Councillor Woodland

**Resolved that the permits be approved for the noted development applications, as submitted & inspected. Resolved to approve the poll tax exemption for account #THORG004 based on purchase of property.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.

## CORRESPONDENCE:

### Premier's Forum/Nominations-

Mayor Penwell asked Council to provide nominations for candidates to represent the region at the 2018 Premier's Forum on Local Government. Councillor Parsons expressed his interest in this matter. Council agreed to nominate Councillor Parsons. No other nominations were provided.

**Motion 2018-09-10-07:** Deputy Mayor Smith / Councillor Curtis

**Resolved to nominate Councillor Patrick Parsons for a candidate to represent the region at the 2018 Premier's Forum on Local Government on October 3, 2018.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Kendell & Woodland

Opposed: 0  
Motion carried.



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## CORRESPONDENCE CONTINUED..

*Atlantic Salmon Aquaculture Project*- For Councillor's information

*Rural Vitality Forum*- No Councillor's are available to attend.

*Proclamation Sexual Violence Awareness Week*- Mayor Penwell to sign proclamation & office staff to send out in mass email.

*Take Back the Night Walk*- Monday, September 17 in Grand Bank, Mayor Penwell or Deputy Mayor Smith to attend on behalf of Council.

*Executive Certificate in Local Government*- For Councillor's information.

## COUNCILLOR'S FORUM

Councillor Woodland - Inquired about the old movie store building located on Bayview Street- Office Staff had previously sent correspondence, send another letter to follow up.

Councillor Dunne - NIL

Councillor Curtis - NIL

Councillor Parsons- Advised Councillor's that the visit to St. Lawrence regarding the cucumbers was a great experience.

Councillor Kendell- Advised Council that the mental health coalition meeting that is scheduled to take place in Fortune was initially dated for September 21, however it is now rescheduled until October 2nd.

Deputy Mayor Smith: - NIL

## COMMITTEE REPORTS:

No Committee Reports.



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## ADJOURNMENT:

**Motion 2018-09-10-08:** Deputy Mayor **Smith**/ Councillor **Parsons**

**Resolved to adjourn the regular meeting of Council at 8:28 p.m.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillors: Curtis, Dunne, Woodland, Kendell and Parsons

Opposed: 0  
Motion carried.

  
\_\_\_\_\_  
Mayor, Charles Penwell

  
\_\_\_\_\_  
Town Clerk, Lacey Symes