



# The Town of Fortune

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

TELEPHONE: (709) 832-2810  
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## AGENDA - Council Meeting Thursday, May 24<sup>th</sup>, 2018

### Additions/Adoption to Agenda

Adoption of Minutes: May 7, 2018

### GENERAL BUSINESS:

1. Human Resources : a) Chief Administrative Officer b) Vacancies
2. Development Application / Inspection (Bayview Street)
3. Arena: a) Rental / Agreement b) Arena Operators Course – Aug. 27 c) Rental Rates
4. Hornhouse Road / RJG Deposit
5. Combining Properties
6. Renewal Rates VOCM (Newcap); Presentation on May 31, 2018
7. RAMS Enhancements 2018 Proposal (Meeting May 28<sup>th</sup> – Marystown, NL)
8. Business Tax exemption - youth business (May 1<sup>st</sup> request – Youth Ventures – CBDC BP)
9. Request for Standpipe/Reimbursement of Costs – Correspondence (H. Lake)

BILLS: (May 5<sup>th</sup> to May 23<sup>rd</sup>, 2018)

### PERMITS:

#### Business:

G.Symes	17 Bayview Street	Convenience Store
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#### Development:

Permit #026	DOMIS001	17 Centennial Street	WIND BREAKER/PATIO PORCH
Permit #029	JUANI002	137 Forest Road	SUNROOM/GREENHOUSE EXTENSION
Permit #032	HILLE002	59 Eldon Street	SHED
Permit #035	POOLC001	9 Miller Road	PATIO

### COMMITTEE REPORTS

1. Clarification of Committees
2. Fortune Head ECO Friends Inc. Minutes
3. Request for Finance meeting

### CORRESPONDENCE (Listing Attached)

### COUNCILLOR'S FORUM

### ADJOURNMENT



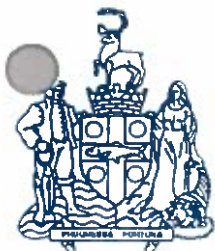
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## CORRESPONDENCE – May 24, 2018 Council Meeting

Dated	From	Date Received	Particulars	Anticipated Action
May 1, 2018	George Spencer	May 16, 2018	Donation of property / cabin	Council consideration/write-off
May 8, 2018	Relay for Life	May 16, 2018	Invitation to attend opening ceremonies	Invitation to attend
May 8, 2018	BP C. Commerce	May 10, 2018	TOWN update – business	Invitation to present/attend
May 8, 2018	BP C. Commerce	May 10, 2018	Appreciation Day/Golf Tournament	Invitation to attend – Council/Donate
	CMH Assoc.	May 14, 2018	Health Canadian Grants / Seniors	Forward to Recreation Commission
May 11, 2018	AIM Network	May 11, 2018	Asset Management Training Session	Training/Seminar
May 13, 2018	TERNUA	May 13, 2018	Invitation / Screening – Ternua 2017	Invitation to Council/FHEF
May 14, 2018	J. Byrne, Legend. Coasts	May 16, 2018	Corporate Sponsorship	Donation Request
May 16, 2018	MPA	May 16, 2018	CEEP Overpayment	Approval for Payment
May 16, 2018	MPA	May 16, 2018	MOG / Gas Tax & processes	Finance Committee
May 17, 2018	MPA		CIRCULAR – Funding (FCM)	Finance/Human Resource Meeting
May 18, 2018	MPA	May 18, 2018	Stakeholder Consultations- Legislative Review	Invitation for Attendance
May 2018	TRIO		Trio Pension Plan	Human Resources/Finance



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Minutes  
Regular Meeting of Council  
Town of Fortune  
At the Fortune Municipal Center,  
May 24, 2018 at 7:00 p.m.

*Members Present:*

Mayor	Charles Penwell	
Deputy Mayor	Frazer Smith	
Councillors:	Levi Curtis	Patrick Parsons
	James Dunne	Matthew Woodland
	Roy Kendell	

*Also Present:*

Town Clerk	Linda Collier	
Municipal Clerk	Lacey Symes	

Following a privileged meeting of Council, it was suggested that Municipal Clerk, Lacey Symes, attend the regular meeting of Council in the absence of Town Clerk, Linda Collier.

Mayor Penwell called the meeting to order noting the flow of the Agenda would be revised to address the Human Resources issues.

1. Human Resources:

- (a) Chief Administrative Officer – In efforts of filling the vacancy of Chief Administrative Officer, the Committee of Council brought forward the recommendation provided by LW Consulting to hire applicant Linda Collier (currently Town Clerk with the Town of Fortune) with the indication of her acceptance as per the stipulations in an amended employment agreement.

**Motion 2018-05-24-01:** Councillor **PARSONS** / Deputy Mayor **SMITH**

**Resolved to appoint Linda Collier as the Chief Administrative Officer for the Town of Fortune, as per conditions stipulated in the *confidential* employment agreement (negotiated by LW Consulting).**

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

Opposed: 0.  
Motion carried.

Continued .../2



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Regular Council Meeting  
May 24, 2018  
Page 2

1. Human Resources (cont'd):

Municipal Clerk Symes left the meeting and Town Clerk Collier joined the meeting at approximately 7:05 p.m.

Regular Council meeting closed temporarily to discuss details pertaining to vacancies at Town Office at 7:07 p.m.

Regular Council meeting resumed at approximately 7:20 p.m.

Councillor Matthew Woodland declared a Conflict of Interest as per the family relationship on human resources issue to which was accepted by Council. Councillor Woodland left the meeting at approximately 7:21 p.m.

1. Human Resources (cont'd):

(b) Vacancies – Following the privileged meeting and discussion with Municipal Clerk Symes, it was agreed that the position of Town Clerk (to be vacated by Linda Collier for duration of one year to assume the position of Chief Administrative Officer as per probationary period and stipulations identified in employment agreement) be appointed to Lacey Symes.

**Motion 2018-05-24-02:** Councillor **PARSONS** / Councillor **DUNNE**

**Resolved that the position of Town Clerk be filled by Lacey Symes, current Municipal Clerk with the Town of Fortune, and the position of Municipal Clerk be advertised as a temporary position (duration of one year, as per employment contracts for CAO and Town Clerk). Deadline to submit applications will be Friday, June 1<sup>st</sup> at 12:00 noon, and the anticipated date of interviews taking place on Sunday, April 3<sup>rd</sup> or Monday, April 4<sup>th</sup>.**

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

Opposed: 0.  
Motion carried.

Councillor Woodland returned to the meeting at approximately 7:25 p.m.

**Adoption of Agenda of May 24, 2018:**

Continued .../3



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Regular Council Meeting  
May 24, 2018  
Page 3

## Adoption of Agenda of May 24, 2018 (cont'd):

Mayor Penwell asked if there were any additions to the Agenda for the May 24, 2018. Items identified were as follows:

# 10 Tobacco Road	# 12 Poll Tax Exemption
# 11 Port Authority	#3 (d) Playground Inspection Course

**Motion 2018-05-24-03 :** Deputy Mayor SMITH / Councillor CURTIS

**Resolved the Agenda for the May 24, 2018 meeting be adopted as presented with the requested additions.**

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

**Opposed:** 0.  
**Motion carried.**

## Adoption of Minutes from May 7<sup>th</sup>, 2018 regular Council meeting:

Mayor Penwell asked if there were any errors or omissions to the Minutes of the Regular Council meeting of May 7<sup>th</sup>, 2018, as presented.

**Motion 2018-05-24-04:** Deputy Mayor SMITH / Councillor DUNNE

**Resolved to adopt the Minutes of the regular Council meeting of May 7<sup>th</sup>, 2018 as presented.**

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

**Opposed:** 0.  
**Motion carried.**

## GENERAL BUSINESS:

- Development Application / Inspection (Bayview Street) – Linda advised Council that invoices have been issued as per revelations from meeting held on May 7<sup>th</sup>; meanwhile, it has been suggested that Abraham Construction is the company contracted. In correspondence to the Lawyer, it was requested that contact information for this company be provided and that the Planning and Development Committee will be requiring an onsite inspection as per details missing from the initial development application.

Continued .../4



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Regular Council Meeting  
May 24, 2018  
Page 4

3. Arena:

- (a) Rental/Agreement – Linda advised Council that the Agreement has been signed by Jordan Keeping and now requires the Mayor's signature. It was revealed that approximately seven to eight bartenders will be required. Mayor Penwell, Deputy Mayor Smith and Councillor Parsons have volunteered; meanwhile, Linda questioned if it was acceptable to ask staff to volunteer. To which Council was receptive. In addition, Councillor Parsons indicated he would reach out to the Fire Department to acquire their services for security – approximately five individuals will be required.
- (b) Arena Operators Course – Additional details to be acquired; meanwhile, an expression of interest was not indicated by the Arena Manager.
- (c) Rental Rates - Defer. Discussion for Finance committee.
- (d) Playground Certification Course – Linda advised that the deadline for registration was today, May 24<sup>th</sup> and no discussion had taken place with Groundskeeper indicating any interest. The details were provided by the Arena Manager, through Recreation NL. Something for to consider for 2019.

4. Hornhouse Road / RJG Deposit – Several complaints have been received at the Town Office pertaining to the condition of the Road; meanwhile, Linda has suggested to Chris to obtain price quotes to assist with determining feasibility of providing class A. In addition, this road will need to be graded as in previous years. A recent request from RJG seeking the return of their deposit will need additional consideration and no such inspection was completed by CAO Parsons prior to his departure, as suggested by Tony with RJG Construction. Council directed to hold the deposit until more definitive conditions pertaining to the departure of RJG from operations on the road and price quotes received. Linda also advised that Public Works has taken temporary measures to improve the condition of the road and tomorrow, Friday, Public Works Foreman will do similar to Tobacco Road.

5. Combining Properties – Councillor Dunne's inquiry pertaining to combining properties will need follow-up by Public Works staff to advise if the permanent discontinuation of services was completed. The impact of combining properties is reflective to this condition, as per the consultation with Municipal Assessment Agency.

6. Renewal Rates VOCM (Newcap): Presentation on May 31, 2018 – Council agreed to utilize the services of VOCM on an "as needed" basis rather than continuation of monthly subscription. There was no interest of anyone to attend the May 31, 2018 presentation.

Continued .../5



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Regular Council Meeting  
May 24, 2018  
Page 5

7. RAMS Enhancements 2018 Proposal (Meeting May 28<sup>th</sup> – Marystown, NL) – As the new CAO, it was agreed that Linda's attendance at this meeting would be beneficial.

**Motion 2018-05-24-05:** Councillor **PARSONS** / Councillor **CURTIS**

**Resolved that the new CAO would be approved to travel Marystown on May 28, 2017 in to attend meeting.**

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

Opposed: 0.  
Motion carried.

8. Business Tax exemption / May 1<sup>st</sup> request from Youth Ventures – CBDC BP – Council had accept this requested such exemption for youth businesses in 2017, and was receptive to allow again in 2018.

**Motion 2018-05-24-06:** Deputy Mayor **SMITH** / Councillor **CURTIS**

**Resolved that account PHILM001 be exempted from business tax in recognition and support to youth entrepreneurs.**

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

Opposed: 0.  
Motion carried.

9. Request for Standpipe/Reimbursement of Costs – Correspondence (H. Lake) – In reference to recent correspondence received at the Town Office, Council revealed to Town Clerk Collier that a previous decision of Council was identified some time ago; therefore, it was suggested to seek such revelation in the Minutes and to follow-up with correspondence accordingly.

Continued .../6



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Regular Council Meeting  
May 24, 2018  
Page 6

10. Port Authority – Mayor Penwell provided an update on recent discussion with Mr. Earl Rose pertaining to the Port Authority's negotiations with SPM, obtaining pontoon system, etc. Mr. Rose advised Mayor Penwell that he would follow-up by providing a copy of the Port's recent correspondence. In addition, Mayor Penwell was going to seek additional information pertaining to potential funding by reaching out to MP Churence Rogers. It was also revealed that delegations from SMP were meeting with ACOA in Halifax and Moncton.
11. Poll Tax Exemption – All appropriate documentation has been provided to qualify for an exemption to this account.

**Motion 2018-05-24-07:**

Deputy Mayor **SMITH** / Councillor **KENDELL**

**Resolved that account COX.P001 be exempted from 2018 as per meeting criteria pertaining to income.**

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

Opposed: 0.  
Motion carried.

12. BILLS: (May 5<sup>th</sup> to May 23<sup>rd</sup>, 2018)

**Motion 2018-05-24-08:**

Councillor **KENDELL** / Deputy Mayor **SMITH**

Resolved that the bills be approved for payment as submitted.

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillor: Curtis, Dunne, Kendell, Parsons, Woodland.

Opposed: 0.  
Motion carried.

12. PERMITS:

Business: G.Symes 17 Bayview Street Convenience Store

Continued .../7





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Regular Council Meeting  
May 24, 2018  
Page 7

## 13. PERMITS (cont'd):

**Motion 2018-05-24-09:** Councillor **CURTIS** / Deputy Mayor **SMITH**

**Resolved that a business permit be issued for the noted business.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillor: Curtis, Dunne, Kendell, Parsons, Woodland.

Opposed: 0.  
Motion carried.

## Development:

Permit #026	DOMIS001	17 Centennial Street	WIND BREAKER/PATIO PORCH
Permit #029	JUANI002	137 Forest Road	SUNROOM/GREENHOUSE EXTENSION
Permit #032	HILLE002	59 Eldon Street	SHED
Permit #035	POOLC001	9 Miller Road	PATIO

**Motion 2018-05-24-10:** Councillor **DUNNE** / Councillor **PARSONS**

**Resolved that permits be issued for the noted development applications, as submitted and inspected.**

In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillor: Curtis, Dunne, Kendell, Parsons, Woodland.

Opposed: 0.  
Motion carried.

There was a brief discussion pertaining to authorization in withholding permits for development to accounts in arrears; meanwhile, Town Clerk Collier was advised to consult with Municipal Affairs for future consideration. In addition, it was also revealed to follow-up during the budget process potential fees applicable for water/sewer dig ups/discontinuation of services.

## COMMITTEE REPORTS:

Clarification of Committees – Linda sought clarification and was advised by Council that there was temporary assignment to declarations of conflict.

Continued .../8



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Regular Council Meeting  
May 24, 2018  
Page 8

## COMMITTEE REPORTS (cont'd):

2. Fortune Head ECO Friends Inc. Minutes – Councillor Kendell indicated the new van was purchased for Fortune Head Eco Friends Inc.
3. Request for Finance meeting – The committee consisted of Mayor Penwell, Deputy Mayor Smith and Councillor Kendell indicated the availability to meet on Monday, June 4<sup>th</sup> at 2:00 p.m.

## CORRESPONDENCE:

- Town Clerk advised to reference Minutes pertaining to previous decision of Council and follow-up with correspondence accordingly.
- Relay – Invitation for Council should anyone wish to attend.
- Burin Peninsula Chamber of Commerce – no participation in tournament and no availability to provide Town update pertaining to business
- Grant details to forward to Fortune Recreation Commission

**ADJOURNMENT extended at 8:25 p.m.**

**Motion 2018-05-24-11:**

**Councillor DUNNE / Councillor CURTIS**

**Resolved to extend the regular meeting of Council for extra fifteen minute duration.**

In favour:

Mayor Penwell

Deputy Mayor Smith

Councillor: Curtis, Dunne, Kendell, Parsons, Woodland.

Opposed: 0.

Motion carried.

## CORRESPONDENCE (cont'd):

- Councillor Curtis to attend the Asset Management Training Session in Clarenville as per elected officials on June 12<sup>th</sup>.
- Ternua screening invitation for Council's information
- No availability to participate in Legendary Coasts seminars May 23-25. Sponsorship for event only.
- CEEP correspondence for follow-up by Town Clerk and to advise Finance committee on particulars.
- Mayor Penwell's concern pertaining to MOG/Gas Tax funding as per insufficient deadline on Audit. Town Clerk Collier to check into process for request for proposals.
- Circular provided for information purposes – no discussion
- TRI Pension Plan – future follow-up (Finance committee/Human Resources)
- Legislative review pertaining to Municipalities Act for follow-up as date inconclusive for Marystown

Continued .../9



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Regular Council Meeting  
May 24, 2018  
Page 9

## COUNCILLOR'S FORUM

Councillor Woodland – Concern for patio erected on Confederation Street. Town Clerk to follow-up pertaining to any permit issued at property and suggestion to contact NL Housing. In addition, Councillor Woodland inquired if additional permits had been submitted in reference to a cleaning service and cabin rentals at Grassy Patch. Town Clerk Collier will follow-up with Councilor Woodland to seek individuals potentially affiliated in efforts of providing applications/issuing business tax.

Councillor Dunne – reference to property cleanup on Pushthrough Cresnet revealed the need to follow-up with correspondence identifying regulations as it pertains to car wrecks.

Councillor Curtis – Nil.

Councillor Parsons – Inquiry pertaining to the Mayor's attendance to function at the Anglican Church revealed that Mayor Penwell will be attending the event in recognizing the departure of Reverend Neal Buffett. Additional follow-up was provided pertaining to recently installed heat pumps by Green Tech and revised invoice received indicating eleven heat pumps were installed at Town owned facilities.

Councillor Kendell – Will be attending meeting in St. Lawrence tomorrow and another meeting on Monday.

Deputy Mayor Smith – Nil.

## ADJOURNMENT

Motion 2018-05-24-12: Councillor DUNNE / Councillor CURTIS

**Resolved to adjourn the regular meeting of Council.**

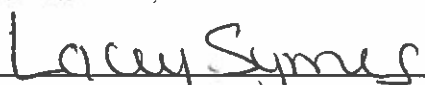
In favour: Mayor Penwell  
Deputy Mayor Smith  
Councillor: Curtis, Dunne, Kendell, Parsons, Woodland.

Opposed: 0.

Motion carried.

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

  
\_\_\_\_\_  
Town Clerk, Linda Collier

  
\_\_\_\_\_  
Municipal Clerk, Lacey Symes