



The Town of Fortune

P. O. BOX 159
Temple Street
Fortune, NT
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Minutes of a regular meeting of Council
for the Town of Fortune, held at the Town Hall
November 4, 2013 at 6:30 p.m.

Members Present

Mayor	Charles Penwell
Deputy Mayor	Corey Parsons
Councillors:	Levi Curtis
	Dave Holloway
	Patrick Parsons

Also Present

Town Manager	Norma Stacey
Town Clerk	Debbie Hillier
Business Development Officer	Linda Collier

The meeting was called to order by Mayor Penwell at precisely 6:30 pm.

A brief discussion pertaining to adding items to the Agenda revealed that any additions must be submitted to the Town Manager by Wednesday of the preceding week prior to Council meeting. Mayor Penwell inquired about Deputy Mayor C. Parsons' submissions to which Town Manager Stacey indicated because of the change in the meeting/extra week she did list some additions. No items were officially added but it was indicated that an opportunity to discuss the items raised by Deputy Mayor Parsons would be made available, if time warranted, at the end of this meeting.

It was also suggested by Councillor P. Parsons that Committee Reports be added to every Agenda, providing updates on a regular basis.

*Agenda Adopted:
Regular Meeting
November 4, 2013*

Adoption of Agenda (originally dated October 28, 2013)
Mayor Penwell asked for approval of the Agenda as presented for the November 4, 2013 regular meeting.

Motion 2013-11-04-01 Curtis/Holloway

Resolved that the Agenda for a regular meeting of Council for November 4, 2013 be adopted as presented.

In favour: Mayor C. Penwell
Deputy Mayor C. Parsons
Councillors: L. Curtis, D. Holloway
 & P. Parsons

Opposed: 0
Motion carried.



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*Minutes:
Regular Meeting
October 15, 2013*

Regular Meeting of October 15, 2013

Councillor L. Curtis inquired pertaining to confidentiality and Council not needing to know the individuals', yet the way the accounts are recorded in the Minutes it's easy to determine who they are. It was revealed that this is the only way for staff to distinguish and to ensure future references are made accurately.

Mayor Penwell asked if there were any errors or omissions to the Minutes of the regular meeting of October 15, 2013 as presented.

Deputy Mayor C. Parsons indicated the need to adjust motion 21/24 to remove the second sentence of the motion, since it was not part of his motion.

Motion 2013-11-04-02 C. Parsons/Curtis

Resolved that the Minutes be adopted as amended for the regular meeting of Council held on for October 15, 2013.

In favour: Mayor C. Penwell
 Deputy Mayor C. Parsons
Councillors: L. Curtis, D. Holloway
 & P. Parsons

Opposed: 0
Motion carried.

General Business:

1. Capital Works Projects

Deadline drawing near for Capital Works application – December 13, 2012. The current list was tabled by Town Manager Stacey as follows:

- Elford & Lake Street – Phase 1
- Elford & Lake Street – Phase 2 (top priority next year)
- Snook's Road Extension
- Confederation Street outfall repairs
- Community Centre roof
- Legion Road/Forsey Road/Lower Temple Street
- Arena Siding
- Gaultois Place



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General Business cont'd:

3. a) Fee for garbage collection – senior's low income housing unit
It was suggested to check with the Town of Burin pertaining to similar accommodations and to follow-up with Burin Peninsula Waste Management Corporation.

3. b) Snow Clearing – seniors' housing unit
Snow Clearing provided on the street.

3. c) Street Lighting – seniors' housing unit
No request at this point; meanwhile the Town may have to install in the future.

4. Sewer Line Lake Street (Cabot Place)
There was some discussion pertaining to financial responsibility on the homeowner pertaining to sewer issues and how to tie in the line from Cabot Place to Lake Street . It was also questioned if three separate lines need to be tied in. No other homes were affected. It was agreed that more information would need to be obtained prior to making a decision on financial responsibility, and if the current arrangement can be updated once the work on Lake Street is to be initiated or to tie into Bunkerhill Road.

5. Lions Club Senior Dinner
The date selected by the Lions for the Seniors Christmas Dinner is December 6th. It was questioned if Council would cost-share this Event; meanwhile, it was revealed that no Councillors are available on this date. It was suggested to consult to see if an alternate date was available. If no one is available to attend, the event would not be cost-shared.

Motion 2013-11-04-04

P. Parsons

It was moved to cost-share the Seniors' Christmas Dinner with the Lions Club that will be approximately \$400 to \$500.

No seconder for motion.
Motion defeated.

Lions will be contact to determine if an alternate date is available in efforts for Councillors to attend and to cost-share the Dinner.



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Delegation – Harbour Authority

Earl Rose joined the meeting at 7:15 pm as a follow-up to an August meeting. It will take 2-3 months to follow through/straighten up the land and the proposal for the other side. Mr. Rose was seeking clarification on Council's position to support the waiting room on the Custom building, as it was revealed this would kill business at the Interpretation Centre. Council indicated the position remains and is still supportive.

There is also concern with respect to the lack of Border Services Officers to bring the ferry in from St. Pierre. It was suggested to contact officials to get further insight on current vacancies and the protocol for staffing.

Mr. Rose departed at approximately 7:25 pm.

It was suggested upon Mr. Rose's departure to review the taxation of the Port Authority as it relates to the funding received from the Federal Government. It was also noted to assess the wharves.

Delegation – Fire Chief Paul Peach

Fire Chief Paul Peach joined the meeting at 7:35 am and began to offer congratulations to the new Council and indicated a continued relationship as in the past 8 years. Councillor C. Parsons suggested that the Fire Department should consider submitting an application for an Emergency Vehicle. Mayor Penwell thanked Fire Chief Peach and his fellow firefighters for the fantastic work they continue to do.

Fire Chief Peach departed at approximately 7:41 pm

6. Town Christmas Party

The date of December 14th (Saturday) was set for the Town Christmas Party. Debbie will check with Fire Chief Paul Peach to ensure the date is available to hold the event at the Fire Hall. Mayor Penwell indicated that Councillor Smith has expressed an interest to look after the event as in the previous year. The process of sending out invitations will take place upon Councillor Smith's return from vacation. Invitees usually included past workers, outgoing Councillors, special guests (ex. MHA), Town Engineer and Fire Chief Paul Peach. Gifts for outgoing Councillors to be presented at this time. Debbie to check amount of last year's event with an anticipated budget of \$1000 to \$1500. A guest list to be circulated to ensure no one is forgotten.



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7. Christmas Greetings – Southern Gazette

The cost of advertisements this year is \$135 Christmas Greeting and \$67.50 for the New Year's Greeting. There was a discussion to revise the sample ads provided to reveal more of a message and not to duplicate "Town of Fortune" in body and logo.

Motion 2013-11-04-05 Curtis/Holloway

It was resolved that a Christmas and New Year's Ad be obtained through the Southern Gazette for \$135 and \$67.50.

In favour: Mayor C. Penwell
 Deputy Mayor C. Parsons
Councillors: L. Curtis, D. Holloway
 & P. Parsons

Opposed: 0
Motion carried.

8. Hospitality NL 2014 Conference & Trade Show Friday – February 26 to 28, 2014

Councillor L. Curtis indicated that this would be of interest to the Feller From Fortune, Recreation. Through random discussion, Fortune Head ECO Friends was also noted. Councillor C. Parsons inquired as to the events we are currently attending/sending representation. He also noted that the Interpretation Centre Board may possibly expand into a broader tourism spectrum. As no deadline was indicated to register, it was decided to park the item for now, and more information can be obtained on their website.

9. Fire Department By Law Amendments

Motion 2013-11-04-06 P. Parsons/Curtis

It was resolved that the By Laws be adopted as presented, noting adjustments to age requirements.

In favour: Mayor C. Penwell
 Deputy Mayor C. Parsons
Councillors: L. Curtis, D. Holloway
 & P. Parsons

Opposed: 0
Motion carried.



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10. Draft Financial Statements

The Finance Committee will sit down in a separate meeting to discuss particulars pertaining to the statements/Audit. There are numerous issues in revenue as it relates to Grand Bank/Fortune Ambulance, Feller From Fortune Festival (broken out). The distribution is of a major concern. Recreation and Fire Department is noted, but not broken out.

If the Auditor remains adamant that these statement need to remain as is, then Mayor Penwell suggested we need to seek advice from the Department of Municipal Affairs. There was discussion pertaining to the Waste Disposal (share – provincial Government carried the debit) and Ambulance (noted as only having 38% ownership that should reflect 50%). Financial statements to be obtained on Waste Disposal.

Mayor Penwell directed to advise the Auditor that he is very upset and it was suggested that the statements to be changed, and the Auditor come to address the statements and concerns, as it's felt they are not accurate and he will not sign. It's also suggested to have next year's Audit completed a lot earlier than October.

Deputy Mayor C. Parsons is in the processing of trying to familiarize himself and is inquiring about obtaining quarterly reports/cashflow. It is thought a more accurate number of where we stand should be made possible prior to receiving end of year statements (ie. Audit). Town Clerk Debbie Hillier referenced tax levy and revenue, and also advised certain adjusting entries need to be done by Auditor. Other references were made on assets recorded at costs and new accounting and changes. Deputy Mayor C. Parsons indicated that we should know our revenues and expenditures by March 2014 and would like to pursue a system to review, and acknowledges there maybe some challenge in getting to where we need to be. Town Manager Stacey suggested that changes can be made in how things are done in efforts to assist and provide such information. Deputy Mayor C. Parsons's prediction would be to get up to standard within a year, comparable to other municipalities of our size. It's believed things would be made easier to staff. Designate and budget extra hours to get to this point should be made possible.



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12. Action List

The Action List is time consuming and has been addressed every second meeting beginning at 5:30 pm with half of Council bringing food consecutively (dinner meeting). It was agreed to provide sample list and to decide after Christmas whether to continue using the Action List.

13. Municipal Assessment Workshop – Dec. 3, 4 & 5

Town Clerk Hillier has an interest to attend this workshop in St. John's. It was also indicated that a Councillor could attend, should they desire.

Motion 2013-11-04-09

Holloway/ C. Parsons

It was resolved that Town Clerk Hillier would participate in the Municipal Assessment Workshop in St. John's on December 3, 4 & 5 and would require a travel expense claim for travel and meals. If any Council member would like to attend, the option is also made available.

In favour:

Mayor C. Penwell

Deputy Mayor Parsons

Councillors: L. Curtis, D. Holloway
& P. Parsons

Opposed: 0

Motion carried.

14. Use of Town Truck

Town Manager Stacey sought clarification for employees to participate in training and utilizing the Town truck. Council had no objection unless truck was needed in town for repairs, etc.

15. Poll Tax Exemptions

Motion 2013-11-04-10

P. Parsons/Holloway

It was resolved that exemptions tabled be accepted, as they meet the guidelines pertaining to exemption.

GEORGC002	-	Purchased property
BULTC001	-	Rent to Own Agreement
FIANJ002	-	Rent to Own Agreement
BENNA001	-	Rent to Own Agreement
PARSS001	-	Moved in 2010 – no longer residing in Fortune

In favour:

Mayor C. Penwell

Deputy Mayor Parsons

Councillors: L. Curtis, D. Holloway
& P. Parsons

Opposed: 0

Motion carried.



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16. Chamber of Commerce

Mayor Penwell indicated that maybe the Town should consider membership as with several other municipalities on the Burin Peninsula. It was agreed that the Burin Peninsula Chamber of Commerce would be given ten Minutes to address Council at the next meeting.

17. Culvert – Hornhouse Road

In order to consider installing a bigger culvert, we would need Work Foreman Thornhill to take a lot and provide his recommendation.

18. McCallum Relocation Committee

Council to remain neutral.

19. Computer for Office

The cost of a desktop computer for Business Development Officer Collier would cost approximately \$993.99 from Boot Computer with a two year warranty and installation. This type of computer would be more secure in utilizing TownSuite (the accounting software), as opposed to the laptop she currently utilizes at the Interpretation Centre. It was also noted for Business Development Officer Collier to be trained in accounts receivable.

Motion 2013-11-04-11

C. Parsons/Curtis

It was resolved that a desktop computer at a cost of approximately \$993.00 from Boot Computer be purchased for Business Development Officer Collier to utilize TownSuite for accounts receivable purposes.

In favour: Mayor C. Penwell
Deputy Mayor Parsons
Councillors: L. Curtis, D. Holloway
& P. Parsons

Opposed: 0
Motion carried.

Hibernia Funding

There was a brief discussion on funding from Hibernia. The Board (Fortune Head ECO Friends Inc.) will meet tomorrow evening to formally accept the Letter of Interest from Hibernia Management Development Company; meanwhile, Mayor Penwell suggested to forward the draft "Letter of Interest" to Councillors to seek their approval in efforts to move funding with this funding proposal. Mayor Penwell briefed Council on particulars highlighted in the proposal and the confidentiality prior to the media release event.



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Permits - It was decided to defer the following permits upon the return of Councillor Smith and Officer Worker Solonge Pierce to get verification on the individual status of each. It was also agreed that the Committee would present the permits approved during the section of Council "Committee Reports" and discuss any concerns at that time and officially list permits that have been approved under the Committee Report.

Permit Number	Permit Address	Work Required
122	Harbour Drive	Shed
	Tobacco Road	Cabin
	Tobacco Road	Cabin
	1 Noseworthy Place	Patio
	5 Evergreen Avenue	Porch
	65 Confederation Street	Shed
	6 Brunette Avenue	Shed
	31 Bunkerhill Road	Shed
132	11 Centennial Street	Patio

NOTE: Permits have been submitted prior to new council and some are not picked up as of this date.

Howard Miller's Shed/Fence

Councillor P. Parsons inquired if a permit was granted; meanwhile, it was revealed that this would have been removed due to the development (under Bennett's Construction). Mayor Penwell suggested for Work Foreman Thornhill to take a look to ensure it is put back within the regulations. Town Manager Stacey indicated the process still is incomplete with holes in roof of the shed, but remains the responsibility of Bennett's Construction.

Councillor Forum - Councillor P. Parsons suggestions pertaining to Recreation Commission to be deferred until next meeting (re: JCP – ramps, truck for parade).

Ricoh – Town Manager Stacey provided info to Councillors and advised the Ricoh presence at the MNL Convention.

MNL Convention – Town Clerk Hillier was directed to contact Christine pertaining to spouses on registration sheet and issues pertaining to paying for registration.



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Adjournment

Motion

Parsons/Curtis

Resolved that the meeting of Council do now adjourn.

In favour: Mayor C. Penwell
Deputy Mayor Parsons
Councillors: L. Curtis, D. Holloway & P. Parsons

Opposed: 0
Motion carried.

The regular meeting adjourned at 9:15 a.m.

Mayor

Business Development Officer



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AGENDA

Council Meeting
October 28, 2013
6:30 pm

Additions to Agenda

Adoption of Minutes: October 15, 2013

Delegations

7:00 pm Ronald Mavin
7:15 pm Harbour Authority
7:30 pm Fire Chief Peach

General Business:

1. Capital Works Projects.
2. Cost of pole removal (fire department extension).
3. a) Fee for garbage collection – senior's low income housing unit.
b) Snow clearing – seniors housing unit.
c) Street lighting – seniors housing unit.
4. Sewer line Lake Street.
5. Lions Club Seniors Dinner December 6/13.
6. Town Christmas Party.
7. Christmas Greetings – Southern Gazette.
8. Hospitality NL 2014 conference & trade show Friday, February 28, 2013.



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General Business cont'd:

9. Fire Dept. by law amendments.
10. Draft Financial Statements.
11. Water connection Eldon Street.
12. Action List.
13. Municipal Assessment Workshop – December 3/13.
14. Use of town truck.
15. Poll Tax Exemptions.
16. Chamber of Commerce Membership.

17. Culvert – Hornhouse Road.
18. McCallum Relocation Committee.
19. Computer for office.

Correspondence

1. Infonote – October 11, 2013.



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