

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 Roebbotham

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 Roebbotham.

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. Roebbotham**

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 Roebbotham, Councilor Lary Roebbotham, 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 Roebbotham
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 Roebbotham
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 Roebbotham

**Economic Development and Special Projects - NO Change**

1. Chairperson- Councilor Lary Roebbotham
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 Roebbotham, Councilor Lary Roebbotham, 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 Roebbotham, Councilor Lary Roebbotham, 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. Roebbotham/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

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