



**Minutes of Special Public Council Meeting
April 14, 2026, at 7:00PM**

A Special Public Meeting of Council was held at the Town Office on April 14, 2026, with the following in attendance.

Councilor’s Present:

Mayor Andrew Shea	Deputy Mayor Damian Roebbotham
Councilor Ryan Holmes	Councilor David McKenna
Councilor Holly Payne	Councilor Lary Roebbotham
Councilor Carol Warren	

Staff:

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

Absent:

Pauline Payne, CAO

➤ The purpose of the Special Meeting is for discussion of reports that were omitted from the public meeting of March 31st, 2026 and administration items.

1. Call to Order:

➤ Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform., reviewed the Agenda and called the meeting to order at 7:02PM.

2. Agenda:

2026-101

McKenna/D. Roebbotham

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

3. Department Reports

3.1 Economic Development & Special Projects presented by Deputy Mayor Roebbotham

A meeting of the Economic Development and Special Projects (EDSP) Committee was held at the Town Office on March 18, 2026, at 7:00PM. In attendance were Chairperson Deputy Mayor Damian Roebbotham, Councilor David McKenna, CAO Pauline Payne and Economic Development and Special Projects Coordinator Victoria Bailey. Absent from the meeting was Councilor Carol Warren.

A. For Council Approval

I. Town Website Calendar Inclusion Policy

2026-102

D. Roebbotham/McKenna

Resolved that Council approve to adopt the Town Website Calendar Inclusion Policy as presented.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

II. Housing Accelerator Fund (HAF) Changes

2026-103

D. Roebbotham/McKenna

Resolved that Council approve moving forward with the changes to the Housing Density Incentive Program Guidelines, as presented .

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

2026-104

D. Roebotham/McKenna

Resolved that Council approve the Economic Development & Special Projects Coordinator to work with individuals with housing projects on an ad hoc basis for projects which fall inside eligible grant activities, but outside of the incentive programs to allow for funding.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

III. FCM Feasibility Study – Old RCMP Building

2026-105

D. Roebotham/McKenna

Resolved that Council approve engaging Fundamental Inc. to complete the scope of work outlined in the project proposal for the Old RCMP Building with total project cost at \$100,200.68 + HST (totaling \$115,230.78).

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

IV. Reaching Home Rural and Remote NL Funding Program

2026-106

D. Roebotham/L. Roebotham

Resolved that Council approve the funding through the Reaching Home Rural and Remote NL Funding Program, which supports people facing homelessness and those at risk of homelessness in the amount of \$52,500.00. Allocations for the funding are as follows: \$24,000.00 for direct support to the Fogo Island Food Security Program for regular food supplies, and to allow the program to start adding personal hygiene supplies to boxes; \$18,000.00 for short term financial support to prevent eviction or loss of basic need services (hydro, water, etc.); \$4,500.00 for professional services for advice on budgeting, credit counseling, and debt consolidation; and \$6,000.00 for the provision of emergency winter supplies such as coats, boots, and blankets.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

V. Conservation Corps Newfoundland and Labrador

2026-107

D. Roebotham/Warren

Resolved that Council approve to cover the Town sponsorship portion of \$2250.00 for an 8-week Green Team project for trail maintenance and interpretive signage redevelopment that would include hiring 2 employees and \$3250.00 for a 12-week Internship project for a Climate Action Implementation Intern. Remaining costs for both projects will be covered under funding approved by the Conservation Corps Newfoundland and Labrador.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

3.2 Recreation & Tourism presented by Councilor Holmes

A meeting of the Recreation and Tourism Committee took place at the Town Office on Monday, March 23rd at 7:00pm. In attendance were Chairperson Councilor Ryan Holmes, Councilor Holly Payne, Councilor Lary Roebotham, CAO Pauline Payne. and Director of Recreation and Tourism, Colette Wells – Coish.

A. Recreation

I. Softball Field - Etheridge's Point.

- a) A meeting was held with representatives from Town Staff, School Athletic Department, Fogo Island Sports Association, and Coaches. The group discussed increased activities, and how the ball field requires extensive repairs to the fencing.
- b) Approximate cost for metal is \$63,000.00 plus HST installed and \$52,000.00 plus HST for wood installed.

2026-108

Holmes/D. Roebbotham

Resolved that Council approve proceeding with an Open Call for Bids to replace and upgrade to metal the required ballfield fencing on Etheridge's Point.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

II. Stadium updates:

- a) The last day for ice rentals will be April 4th. Stadium shutdown is scheduled for April 6-10th.

III. Soccer field

- a) Email received from Resident regarding the new plans for the central ball field by the Stadium.
- b) This area was underutilized; former council and staff did public consultation to determine what residents would like, in order to create an Age Friendly Space.
- c) There is a new soccer team in the school that is competing and requires regulation size soccer field at 90 x 45 yards, plus a minimum of 2m space on the sidelines.

2026-109

Holmes/Warren

Resolved that the Director of Recreation and Tourism work with the Sports Team and School Representatives to determine the future of Soccer as it relates to the next few years and long term goals to initiate which direction to proceed for plans for the Soccer Field.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

IV. Multiculturalism Day

- a) Funding has been approved for \$1,500.00 from Jobs, Growth and Rural Development to plan a community Multiculturalism day in June.

V. Dolly Parton Imagination Library

2026-110

Holmes/McKenna

Resolved that Council approve to donate \$200.00 to the Dolly Parton Imagination Library.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

B. Tourism

I. Signage in Farewell

- a) New 4' x 8' sign in Farewell to highlight all our communities and the Visitor Information Center as you get off the ferry. Sign will have an active QR Code that provides all registered businesses and accommodation for further support for our visitors this summer.

2026-111

Holmes/L. Roebbotham

Resolved that Council approve erecting a new 4' x 8' sign in Farwell which will be reviewed and approved by council before ordering.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

II. Visitor Information Center

- ❖ Due to conflict of interest, Deputy Mayor Damian Roebotham and Councilor Lary Roebotham left the meeting at 7:55pm.
- a) At a recent rental, the power went out to entire building, the electrical panel was the issue. The panel requires upgrading.

2026-112

Holmes/Warren

Resolved that Council approve to upgrade the electrical panel at the Visitor Information Center at the estimated cost of \$2,000.00..

Resolution Carried. In favour – 5. Mayor Shea, Councilor Holmes, Councilor McKenna, Councilor Payne, and Councilor Warren. Against - 0.

- ❖ Deputy Mayor Damian Roebotham and Councilor Lary Roebotham returned to the meeting at 7:56pm.

III. Bleak House Museum

- a) The Fogo Island Heritage Advisory Committee have agreed to support the 200-year anniversary of the Bleak house museum and contribute to the funding needed and contribute \$5,000.00 to the legacy application requirements.

2026-113

Holmes/D. Roebotham

Resolved that Council approve corresponding with the Fogo Island Heritage Advisory Committee to present to council how they would like to invest in the property, and their ideas for repairs and maintenance.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

C. Other

- I. information requested by Committee and discussed were.
 - a) List of town owned museums
 - b) Income and expenses for 2025
 - c) Statistics from visitors
 - d) Schedules for 2025
- II. Council discussed the current uses of the museums as it applies to Tourism for economic purposes and attractions for Fogo Island.

2026-114

Warren/L. Roebotham

Resolved to remove the responsibility of planning for the future use of Town Museums from Economic Development and Recreation and Tourism Departments and Council and the CAO will meet with other groups or businesses to determine the best feasibility uses for the future of Town Museums.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

3.3 Public Safety & Fire Services presented by Councilor Payne

A meeting of the Fire Services Committee was held at 7:00 pm on March 17th at the Town Office. In attendance: Station Chiefs Paul Torraville, Dion Harnett and Bobby Parsons, CAO Pauline Payne, Enforcement Officer, Germaine Morgan, Committee Chair Councillor Holly Payne, Councillor Lary Roebotham. Absent from the meeting was Councillor Carol Warren.

A. Training Update

- I. First Aid skills training

- II. Equipment Checks – ladders, pumps, trucks
- III. Familiarization of trucks, 10 members at Station 1 have Air Brakes

B. Items for discussion:

- I. Fogo Island Inn Emergency Plan
- II. Code of Conduct Complaint
- III. Station Chiefs must have the Code of Conduct acknowledgement sheets signed by members.
- IV. Skid Unit – Unit consists of a 1,000-liter tank mounted on a welded skid, equipped with a pump and hose. This unit can go into a pick-up truck or trailer and will allow the Fire Fighters to get into wooded areas a lot more easily than a large fire truck.
- V. Review vehicles and replacement planning – Each Station to provide a list of all vehicles with year and km's so that a replacement plan can be made.

C. Round Table

- I. With all the repairs needed on buildings and the 3 times equipment required it was discussed that one station for the island needs to be put back on the table for consideration.
- II. CAO to send copies of the Bylaw/Constitution to Fire Chiefs and Committee for review and revision.
- III. CAO to confirm whether or not Fire Fighter personal vehicles are covered under our insurance if damaged on the way to an incident.
- IV. Meeting with RCMP/Rangers/Emergency Personnel; to determine who's responsible for what at a emergency incident. Meeting to be scheduled for April.
- V. Protocol from Communications is needed regarding the process for getting other resources on scene during an incident.
- VI. Stag Harbour Pond is not the auxiliary water supply; the boat launch is a better option, Staff to work with the Stag Harbour Rec Committee to place signage regarding parking.
- VII. Hold a fundraiser with all Stations to purchase Fogo Island Fire Services jackets for all members.

4. Terms of Reference and Committee Structure

2026-115

L. Roebottom/Payne

Resolved to accept the amended Standing Committee Structure and Terms of Reference with the following changes:

In General Policy Statement Remove:

The Chair of each Committee is appointed by the Mayor following consultation with individual Council member at the beginning of each term of office and after two (2) years of each term of Council or other times as required and approved by Council. The Committee membership, structure, and Terms of Reference are approved by Council.

Replace with;

Forming Committees

a. Authority to Form

Council may from time to time appoint committees and the Mayor and all non-committee Councillors shall be an ex officio member of all committees.

b. Standing Committees

Committee of the Whole (COW) shall consist of all Councillors, including the Mayor.

c. Procedure

After each general election once Councillors are sworn in and the Mayor and Deputy Mayor are elected, and prior to the first Regular Council Meeting the Mayor and Councillors shall meet as a Committee of the Whole for a Special Meeting of Council. During this meeting Council shall determine the number of standing committees and ask each Councillor to present their

Committee preferences as well as which Committee each would like to Chair. Council will then through show of hands elect the Chairperson for each Committee, and subsequently in the same manner elect members for each Committee.

Except as may be otherwise provided, committee appointments shall be for a term of two (2) years with an optional two-year renewal;

Should a Councillors seat become vacant the following bi-elections successful candidate will automatically assume the Committee positions left vacant with the exception of the Chair role which will be chosen from amongst those Councillors remaining on that specific Committee.

The duties of Standing Committees shall be in accordance with Terms of Reference, and which may be changed subject to the approval of Council.

In Procedure section add the following:

Department Head or Assigned Resource Person shall compile the Meeting Package and forward it to all Councillors 48 hours prior to the scheduled committee meeting and a Councillor must give 24 hours notification if they wish to attend any committee meeting.

Use of Mobile Devices, Electronic Devices and Audio/Video Recording Equipment

All mobile devices, including cell phones, tablets, and other communications devices, including computer equipment, must be turned to silent/or vibrate prior to the commencement of all meetings.

Only devices provided by the Town of Fogo Island can be used during the meeting. The only Cell Phone allowed to be used during a meeting is the phone used by the CAO for emergency alerts and any Councillor cell phones approved by Council for emergency purposes.

Public Council meetings are not allowed to be recorded except using Town equipment and only for the purposes of verifying minutes.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councillor Holmes, Councillor McKenna, Councillor Payne, Councillor Roebbotham and Councillor Warren. Against - 0.

2026-116

Warren/L. Roebbotham

Resolved to further add to the Terms of Reference for Committee Meetings that at the discretion of the Committee Members, once the Agenda is received that if no recommendations are needed, the Committee or Chairperson can cancel a committee meeting and request that the Department Head submit a report for the public council meeting.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councillor Holmes, Councillor McKenna, Councillor Payne, Councillor Roebbotham and Councillor Warren. Against - 0.

5. Public Council Meetings

2026-117

D. Roebbotham/Holmes

Resolved that Public Council Meetings will be open to the public for attendance either by in-person and ZOOM at the Town Office Council Chambers.

Resolution Carried. In favour – 7. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

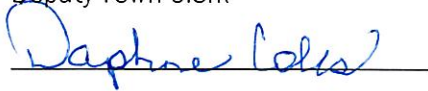
6. Adjournment:

2026-118

D. Roebbotham/McKenna

Resolved the special public council meeting of April 14th, 2026, be adjourned at 9:05PM.

Daphne Coles
Deputy Town Clerk



Daphne Coles

Andrew Shea
Mayor



Andrew Shea