



Minutes of Regular Public Council Meeting February 4, 2026, at 7:00PM

A Public Meeting of Council was held at the Town Office on February 4, 2026, with the following in attendance.

Councilor's Present:

Deputy Mayor Damian Roebotham
Councilor Lary Roebotham

Councilor Holly Payne
Councilor Carol Warren

Staff:

Pauline Payne, CAO
Daphne Coles, Deputy Town Clerk

Absent:

Mayor Andrew Shea
Councilor Ryan Holmes
Councilor David McKenna

1. Call to Order:

- Due to the absence of the Mayor, Deputy Mayor Roebotham chaired the meeting and welcomed everyone viewing the meeting on the ZOOM Platform.
- Deputy Mayor Roebotham reviewed the meeting agenda for the public joining in on ZOOM and called the meeting to order at 7:10PM.

2. Agenda:

2026-034

L. Roebotham/Payne

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

3. Minutes:

2026-035

Payne/L. Roebotham

Resolved that the minutes of the Regular Public Meeting held on January 13, 2026, be adopted as presented.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

4. Business Arising

4.1 CNWM – Central Regional Service Board Representative

- At the public meeting held on January 13th, Council requested that the CAO contact Central Newfoundland Waste Management to see if meeting attendance could be done virtually.
- Attendance can be done virtually.
- Deputy Mayor asked for a representative two times and no one accepted.

2026-036

Warren/Payne

Resolved to defer the decision until the next meeting at February 24th.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

4.2 Fire service Tax Credit

- At the public meeting held on January 13th, there was a discussion about the qualifications for the 200 hours for the Volunteer Fire Fighter Tax Credit Letter.
- CAO met with the 3 Fire Chiefs and they requested to change the 100 hours for having a pager and being on-call to 200 hours.

2026-037

Payne/L. Roebotham

Resolved that the 100 hours be changed to 200 hours for carrying a pager and being on-call 24/7 for the 2025 Volunteer Fire Fighter Tax Letter and Fire Chiefs will monitor the amount of volunteer hours used for maintenance and training for 2026.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

5. Department Reports

5.1 Economic Development & Special Projects – No Report

5.2 Recreation & Tourism – No Report

5.3 Planning & Public Works/Enforcement & Permitting – No Report

5.4 Fire Services – No Report

5.5 Finance and Administration presented by Councilor Lary Roebotham

Finance and Administration Department did not hold a meeting, the following items were presented to Council for discussion:

A. For Council Approval

I. Adoption of Cheque Register

- a) Committee reviewed the cheques that were issued during November 2025

2026-038

L. Roebotham/Payne

Resolved that Council adopt the cheque register from Scotiabank and Atlantic Edge Credit Union from November 1 – 30, 2025 for a total amount of \$153,737.23.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

- b) Committee reviewed the cheques that were issued during December 2025

2026-039

L. Roebotham/Payne

Resolved that Council adopt the cheque register from Scotiabank and Atlantic Edge Credit Union from December 1 – 31, 2025 for a total amount of \$370,774.41.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

II. Adoption of Finance Reports

- a) Committee reviewed the following reports for November and December 2025
 - i) Breakdown of Receipts
 - ii) Detailed Income Statement
 - iii) Bank Reconciliation

2026-040

L. Roebotham/Warren

Resolved that Council accept the Financial Reports for November and December 2025 as presented. Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

III. Approval of Invoices

a) King's Construction

2026-041

L. Roebotham/Warren

Resolved that Council approve payment of Invoice #1000 to King's Construction in the amount of \$500.00 plus HST

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

b) Xylem Canada LP

2026-042

L. Roebotham/Payne

Resolved that Council approve payment of Invoice #355843232 to Xylem Canada LP in the amount of \$14,608.35 plus HST

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

IV. 2026 Municipal Budget

a) Highlights of the 2026 Municipal Budget include:

- ✓ Allocated \$15,000.00 for Warming Centre
- ✓ Replacement or repairs to Joe Batt's Arm Ballfield fencing \$65,000.00
- ✓ Repairs to Seldom Outfall \$35,000.00
- ✓ Allocation for engineering costs for FICA Gym to Community Centre \$30,000.00
- ✓ Allocation for MCW project Replacement or Renovation to Seldom Pumphouse \$50,000.00
- ✓ Payments for Lease of new loader \$57,000.00
- ✓ No increases for Iceberg Arena user rates or rental rates.
- ✓ Strategic Planning \$10,000.00
- ✓ Reserve fund for Water & Sewer repairs \$53,000.00
- ✓ Allocation for Strategic Planning \$10,000.00
- ✓ Reduction to the interest rate of overdue accounts from 2% compounded to 1% simple rate
- ✓ Tax Reduction
- ✓ Commercial Property Taxes will see a reduction in the MIL rate from 7.75 to 6.75, Minimum Rate will remain at \$415.00
- ✓ Business Taxes MIL rates will be reduced by 10% in each Category and Minimum Business Tax will be reduced from \$410.00 to \$310.00
- ✓ Residential Property Taxes will be reduced from MIL Rate of 7 to 6.5 and the Minimum Residential Property Tax will remain the same at \$340.00

2026 Tax Rates

Residential Property Tax: 6.5 mils, minimum \$340

Commercial Property Tax: 6.75 mils, Min. \$415

Non-Residential – Small Structure Property Tax: 7.75 mils, minimum \$100

Vacant Land Property Tax (additional property): 7.75 mils, minimum \$190

Business Tax Rate: Minimum \$310, per business

Class mil Rate:

- 11 mils Accommodations 1- B & B's, Air B & B's, Boarding Homes, Vacation Home Rentals, Efficiency Units, Campgrounds
- 15 mils Accommodations 2 - Hotels, Motels, Inns, Personal Care Homes, Other Fishers
- 20 mils Personal and Consumer Services - Crafts/Arts/Textiles, Museums, Consumer Services, Hairdressers, Taxation Office, Personal Services, Daycares, Dental
- 24 mils Taxis, Boat Tours, Bus Companies
- 25 mils Food/Beverage Services - Restaurant, Take out, Grill, Bars, Lounges, Cafeteria, Bakeries, Coffee Shop, Ice Cream Shop, Mobile Food Services

- 29 mils Hydroponic Farming
- 29 mils Fish Processors

- 33 mils Retail - Hardware, General Stores, Furniture/Clothing, Pharmacies, Convenience Store, Grocery Store, Convenience Store & Gas Bar; Service Station/Auto Repair
- 47 mils Construction Companies, Small manufacturing, Freight Companies, Contractors & Road Transport, Funeral Homes, Electrical Contractors, Plumbing & Heating
- 56 mils Utilities - Propane Services, Oil Delivery Companies
- 119 mils Oil Company - Tank Farm
- 232 mils Banks

Business with no fixed address: 2.5% Gross Revenue

Utility Tax: 2.5% Gross Revenue

Peddlers: \$20 per day / \$125 per Season

Direct Sellers \$25 - Consultants/Representative's such as Tupperware, Mary Kay, Avon, Scentsy, etc.

Small Home-Based Business

- Minimum business tax of \$25, maximum of \$400, at 2.5% of Gross Revenue.
- Individuals are asked to please advise the Town of your Gross Sales and your appropriate taxes will be applied.
- A small Home-based business is defined as an undertaking supplying a product or service for a fee, on a continual or ongoing basis, that has not or cannot be assessed under the Municipal Assessment Agency.

Residential Water/ Sewer Tax: \$410.00 per Unit

- i) Water only, 60% of rate
- ii) Sewer only 40% of rate
- iii) Churches, Church Halls & Lion's Club
- iv) Subsidiary Apartments \$410.00 per year
- v) Apartment Bldgs. Up to 20 units \$410.00 per unit
- vi) Cottages & vacation homes - Residential rates
- vii) B & B's and Vacation Rental Properties - \$410.00 per year for first three (3) rooms, \$130 per every additional room thereafter.

Commercial Water/Sewer Tax

- i) Basic: \$460.00 per unit per year
- ii) Water only 60% of rate
- iii) Sewer only 40% of rate

- iv) Senior Care residences \$460.00 per 4 restrooms
- v) Efficiency units \$460.00 per year for first unit, every additional unit \$140 per unit
- vi) Hotels & Motels \$6,000.00 per year
- vii) Fish Processors: \$110,000.00 per year
- viii) Fish offloading facilities: \$3,000.00 per year

Residential 10% Property Tax Discount:

- a) All prior year's taxes, including Water and Sewer Tax must be paid in full.
- b) Current property taxes must be paid by March 31st of current tax year.
- c) Applies to one property within the Town and will apply to all residents (permanent and seasonal).
- d) Will not apply to residential properties that are used for rentals or nightly rentals.

Permit Fees:

a) Residential Permit – New Construction or Moved to new lot	\$150
b) Residential Shed, Fence, Deck	\$25
c) Renovations/Extension	\$25
d) Demolition Permit – Residential or Commercial	\$25
e) Commercial Permit - New Construction or Moved to new lot \$1,000 of construction value	\$250 Minimum, plus \$5 per
f) Commercial Permit – Renovations/Extension/Fencing \$1,000 of construction value	\$100 Minimum, plus \$5 per
g) Ditching and Relocation and hard surfacing of driveways	\$25
h) Landscaping	\$25
i) Curb Stop Installation:	\$100
j) Permit to Operate	\$50

Curb Stop Fees:

a) During Business Hours	\$50
b) After Business Hours and Holidays	\$100

Fire Inspection's	- Commercial	\$300
	- Residential	\$100

Cutting of Pavement (Town Roads) Cost Recovery

Other Fees and Charges:

- All other fees remain unchanged or at cost recovery and are subject to change within the year.
- Interest at 1% simple rate

2026-043

L. Roebotham/Warren

Resolved that the Town of Fogo Island approve the 2026 Municipal Budget in the amount of \$2,997,000.00 with revenues equaling expenses. Further resolved to approve the 2026 Tax Rates as presented with the various tax rates, fees, due dates, and expenses including pay rates as presented in the budget be implemented as listed.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

V. New Loader

2026-044

L. Roebotham/Warren

Resolved that the CAO send a letter on behalf of Council requesting approval from the Minister of Municipal and Provincial Affairs to enter into a Lease Agreement for \$374,900.00 plus HST for a Case 621G Loader.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

2026-045

L. Roebotham/Warren

Resolved that Council enter into a Lease Agreement for a Case 621G Loader with blade, wing and bucket for \$374,900.00 plus HST over a 5-year term at interest rate of 3.1% with the option to purchase at the end of that term. Includes 60 months 4000 hrs Warranty and 60 months 4000 hrs of ProCare Maintenance. Pending Ministerial Approval.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

2026-046

L. Roebotham/Payne

Resolved that Council enter into a temporary rental agreement with Madsen to rent the Case 621G Loader while Town is awaiting approval from the Dept. of Municipal and Provincial Affairs to move ahead with Leasing the loader. Any rental payments paid will be credited against the Lease Agreement.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

VI. VIC Heat Pump Replacement

2026-047

L. Roebotham/Warren

Resolved that the Town move forward with the purchase, and installation of a 36,000 BTU multizone heat pump with 2 x 18,000 BTU heads from Gander Electrical and Mechanical to replace the existing heat pump that is currently not working at the Visitor Information Center for \$8,295.00. This will then enable the building to be used as a future warming center if needed.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

VII. Revised Accounts Receivable Policy

2026-048

Warren/L. Roebotham

Resolved that Council adopt the Revised Account Receivable Policy to accommodate the changes in the 2026 Municipal Budget as listed below:

3. Billing and Due Dates

a. ii. *Simple interest at the rate prescribed annually by Council will be applied to current year taxes unpaid as of May 31st of each year. Interest will be calculated and posted to the account as of the end of each month commencing May 31st.*

4. Discounts - RESIDENTIAL PROPERTY TAX DISCOUNT

Residents will receive a 10% DISCOUNT on their property tax subject to the following conditions:

2. All current property taxes must be paid by March 31st of the current tax year.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

VIII. Revised Rules of Procedure For Council Meetings

2026-049

L. Roebotham/Payne

Resolved that Council adopt the following change to the Rules of Procedure for Council Meetings:

Regular Meetings of Council

Regular meetings of Council shall be held on the last Tuesday of each month at 7 p.m. in the chamber of the Town Office, unless Council, by resolution direct otherwise.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

2026-050

L. Roebotham/Payne

Resolved that Council adopt the Revised Rules of Procedure for Council Meetings as presented.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

IX. Standing Committee Structure and Terms of Reference

2026-051

Payne/L. Roebotham

Resolved that Council adopt the Standing Committee Structure and Terms of Reference for each committee listed below::

1. Economic Development & Special Projects
2. Finance & Administration
3. Planning & Public Works/Enforcement
4. Public Safety & Fire Services
5. Recreation & Tourism

Further resolved that there will be Three members of Council on each Committee, no alternate member, and two members must be available to hold a Committee Meeting.

Resolution Carried. In favour – 4. Deputy Mayor Roebotham, Councilor Payne, Councilor Roebotham and Councilor Warren. Against - 0.

2026-052

L. Roebotham/Payne

Resolved that Council adopt the Standing Committee Members for each committee as listed below:

Standing Committee Members – February 4, 2026

Finance and Administration Committee

1. Chairperson Councilor Lary Roebotham
2. Member Councilor Carol Warren
3. Member Councilor David McKenna

Planning and Public Works Committee

1. Chairperson Councilor David McKenna
2. Member Deputy Mayor Damian Roebotham
3. Member Councilor Ryan Holmes

Recreation and Tourism Committee

1. Chairperson Councilor Ryan Holmes
2. Member Councilor Holly Payne
3. Member Councilor Lary Roebotham

Public Safety and Fire Services

1. Chairperson Councilor Holly Payne

2. Member Councilor LaryRoebbotham
3. Member Councilor Carol Warren

Economic Development

1. Chairperson Deputy Mayor Damian Roebbotham
2. Member Councilor Carol Warren
3. Member Councilor David McKenna

- In discussion on the motion on the table Councilor Warren requested information on the regulations of how selections were made for the Committee Members and would like to see some changes made to the member structure.
- At the previous public meeting, Councilors were asked to submit their committee preferences to the CAO and selections were done by the Mayor.
- CAO noted the request and further information will be provided to Councilor Warren.

Resolution Carried. In favour – 3. Deputy Mayor Roebbotham, Councilor Payne, Councilor Roebbotham.
Against - 1. Councilor Warren

6. Correspondence

6.1 Request for Snow Clearing of Seniors Driveway

- Received a letter on behalf of a Senior asking the Town to assist or help coordinate with the appropriate road maintenance authority to have their driveway access cleared or identify a practical solution going forward.
- Council addressed the letter and sympathize with the Senior given their age, along with health and mobility issues to be able to clear the snow themselves with this year being an exceptional year for high amounts of snowfall.
- Due to conflict of interest with local Contractors the Town is not permitted to clear residential driveways.

2026-053

Warren/L. Roebbotham

Resolved that Staff send a response letter sympathizing with the Senior's issue of snow clearing and include the Town Snow Clearing Policy to explain our regulations and provide other sources of help that may be available. Also issue a public notice referring to the Snow Clearing Policy.

Resolution Carried. In favour – 4. Deputy Mayor Roebbotham, Councilor Payne, Councilor Roebbotham and Councilor Warren. Against - 0.

7. New Business

7.1 Update on Ferry

- a) CAO was asked to send a letter to the Minister of Transportation and Infrastructure in early December inquiring about the return of the MV Astron to Fogo Island.
- b) In the response, the Department stated that the MV Veteran continues to meet the needs for handling all traffic for Fogo Island. In the coming weeks there may be some reassignment of vessels, and if the vessel cannot maintain the schedule as required, a second vessel may be assigned as a temporary measure.
- c) The second vessel will resume in May to accommodate the increase in traffic during the summer season.

8. Date of Next Regular Meeting:

- Public Council Meeting – February 24th, 2026 @ 7:00pm.

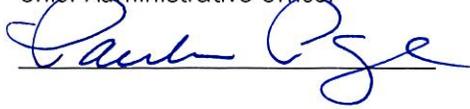
9. Adjournment:

2025-254

Warren/Payne

Resolved the public council meeting of February 4, 2026, be adjourned at 8:12PM.

Pauline Payne
Chief Administrative Officer

Handwritten signature of Pauline Payne in blue ink, written over a horizontal line.

Damian Roebottom
Deputy Mayor

Handwritten signature of Damian Roebottom in blue ink, written over a horizontal line.